

If you have any questions or want to learn more about how your Building & Planning Department can serve you, please call 431-3346 or come by and visit us at the Healdsburg Community Development Center, 435 Allan Court, weekdays between 8:00 a.m. and 5:00 p.m.



City of Healdsburg

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THE BUILDING PLAN CHECK TRACK SYSTEM

The Building Plan Check Track System was developed by the City of Healdsburg Building & Planning Department to provide the best public service possible by managing the time certain applications are spent in plan check, based on the relative design complexity.

Plan Check Review

The purpose of this brochure is to provide an overview for the processing and plan checking of building permit applications submitted to the City of Healdsburg. It is the intent of the Healdsburg Building Division to provide expedient and efficient plan check of construction projects.

The nature and scope of projects submitted for plan check approvals vary in complexity. Some projects require less time in plan check review than others.

It is customary for some jurisdictions to plan check projects in the order they are received. This practice can cause unnecessary delays in processing some permits. For example: A large commercial project or residence application is received before a garage permit application. The large project takes several hours or even days of review, while the garage can be reviewed in about an hour.

How it Works

Permit applications are separated into the following categories.

Track I – Issued immediately

Includes incidental permits. Examples include: re-roofs, furnaces, minor plumbing or electrical, service changes, siding, window installations and other permits that do not require plan check or referral to other departments.

Track II – Plan review in 1-10 days.*

Includes simple single-family dwellings, decks, porches, carports, garages, small residential additions and remodels.

Note: Projects in geologic hazard areas identified as “intermediate or highest potential for slope instability” are not eligible for Track I or II review.

Track III – Plan review in 14-21 days.*

Includes complex residential and commercial projects not included in Tracks I or II.

** Incomplete or inadequate submittals will be subject to additional review to ensure compliance with applicable codes. Plans of a very complex nature are sent to the City’s outside plan check firm.*

Your project may be referred to the following departments and agencies:

Healdsburg Fire Department 431-3360

Healdsburg Unified School District
431-3117

Healdsburg Planning Division 431-3348

Healdsburg Public Works Department
431-3346

Sonoma County Environmental Health
565-6543

Healdsburg Electric Department
431-3346

Healdsburg City Arborist 431-3301

