



Citizen Access Permit Record Types

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Engineering Permit Record Types

In [Citizen Access](#), there are five (5) Engineering Permit record types: Encroachment (ENC); Grading (GRA); Small Cell License (SCL); Subdivision (SAM); and Technical Peer Review (TPR). Descriptions of each of these record types are provided below. If you need help determining which record types are required for your project, please contact Engineering staff at engineering@fremont.gov.

- **[Encroachment \(ENC\)](#)**: Required for activities within the public right-of-way (PROW) or public easements for all projects that are not a part of a subdivision application. Activities can include the following:
 - Installation of new improvements (e.g., curb, gutter, sidewalk, underground utilities)
 - Repair or replacement of existing improvements
 - Storage of materials
 - Installation, removal, or inspection of monitoring wells
 - Placement of scaffolding
 - Driving of trucks and equipment over curb, gutter, and sidewalk
 - Minor relocation of existing improvements
 - Small cell antenna installation on City streetlights

- **[Grading \(GRA\)](#)**: Covers all earth moving activities that trigger the requirement for a permit under [Fremont Municipal Code Section 18.205.030](#) including the following:
 - Grading of commercial/industrial properties prior to obtaining a Building Permit
 - Grading of single-family residential properties
 - Early grading permits for subdivisions
 - Geotechnical site investigation (fault trenching excavation of test pits, large diameter boring)
 - Remedial grading

- Blockage/alteration of a watercourse or drainage way
- Slope/landslide repair
- **Small Cell License (SCL)**: Necessary when obtaining a Pole License to allow small cell installation on City-owned streetlights.
- **Subdivision (SAM)**: Covers the following types of activities:
 - Final Parcel Maps and associated Improvement Plans, when required, when subdividing property into 4 or fewer parcels.
 - Final Tract Map and associated Improvement Plans when subdividing property into 5 or more parcels.
 - Prior to submitting an application for subdivision, the project must first receive tentative map approval. Applicants must know the Tentative Map Record Number (usually a PLN number that should be listed on the project Conditions of Approval) that was used to process and approve the tentative map in order to submit a subdivision application.
- **Technical Peer Review (TPR)**: Covers the following types of activities:
 - Third Party Technical Reviews: City staff will notify the applicant if a Technical Peer Review is required as part of the project review and approval process. The most common reason for a Technical Peer Review is when a project is located within a geotechnical hazard zone, which requires a peer review of the geotechnical report submitted by the applicant.

Planning Permit Record Types

In [Citizen Access](#), there are eight (8) Planning Permit record types: Preliminary Review Procedure (PRP); Planning Project (PLN); Historic Evaluation (HST); Master Sign Program (MSP); Sidewalk Dining Permit (SDP); Home Occupation Permit (HOC); Transportation Demand Management (TDM); and Homeless Shelter Permit (HSP). Descriptions of each of these record types are provided below. If you need help determining which record types are required for your project, please contact Planning staff at planinfo@fremont.gov.

- **Preliminary Review Procedure (PRP)**: Used to provide preliminary feedback from City staff on complex or large-scale development proposals. The types of projects that typically request a PRP are new multi-family buildings and commercial/industrial redevelopment projects.

- **Planning Project (PLN)**: Includes most design reviews, use permits, subdivisions, rezonings, and other entitlement applications. Common projects in this category include single-family home additions, new commercial uses, and new multi-family buildings. [View a full list of Planning Project types.](#)
- **Historic Evaluation (HST)**: Used to evaluate a property for potential historic significance before modifications are made to the property.
- **Master Sign Program (MSP)**: Used to evaluate the design of a coordinated signage scheme for multiple tenants or buildings. Common MSP signage projects include signage for gas stations, mixed-use buildings, and multi-tenant shopping centers. To apply for an individual Sign Permit, applicants should select “Apply for Permit” and then “Building.”
- **Sidewalk Dining Permit (SDP)**: For restaurants to create outdoor dining areas on the public sidewalk.
- **Home Occupation Permit (HOC)**: Required when a business is registered to a residential property.
- **Transportation Demand Management (TDM)**: Used to submit a TDM program, which is a requirement for some larger projects in order to reduce demand for vehicular travel and corresponding traffic congestion.
- **Homeless Shelter Permit (HSP)**: Used by religious facilities to provide shelter for homeless individuals and families on a temporary basis, as an accessory use.

The City also offers Concurrent Review, which is the processing of both the design review request (a Planning record) with the Building Permit request (a Building record) for certain projects that fit within the Limited Design Review category. These Limited Design Review projects include new accessory dwelling units (ADUs), single-story single-family home additions, and commercial/industrial site improvements. To request a Concurrent Review, applicants should select “Apply for Permit” and then “Building.”

Building Permit Record Types

In [Citizen Access](#), there are fifteen (15) Building Permit record types: Residential Electrical Upgrade; Residential Furnace or A/C Replacement; Residential Plumbing; Residential Reroof; Fire AFES; Fire Alarm; Fire Code; Building Permit (General); Temporary Structures; Photovoltaic Solar Panels; Temporary Construction Trailers; Seasonal Lots; Temporary Signs and Banners; Special Events; and Subdivision Temporary Signage. Descriptions of each of these record types are provided below. If you need help determining which record types are required for your project, please contact Plans and Permits staff at bldinfo@fremont.gov.

Residential Express Permits

Express Permits can be applied for online through Citizen Access and are issued automatically. These types of records are only for residential projects with a limited scope of work. For commercial projects, applicants must apply for a Building Permit.

- Residential Electrical Upgrade: For projects that solely involve the repair, replacement, or new installation of electrical panels, electrical fixtures, and receptacles.
- Residential Furnace or A/C Replacement: For projects that involve the replacement or new installation of a furnace, wall heater, A/C system, mini-duct split system, and/or removal and replacement of ducts and vents.
- Residential Plumbing: For projects that involve the repair, alteration, and install of water heaters, gas lines, and water lines.
- Residential Reroof: For projects that involve the removal and replacement of roofing material of 100 sq. ft. or more.

Fire Permits

- Fire AFES (Automatic Fire Extinguishing System): For the repair, replacement, and installation of automatic fire sprinklers. Typically, fire sprinkler systems must be designed and installed in accordance with the National Fire Protection Association's (NFPA) standards.
- Fire Alarm: For the repair, replacement, and installation of fire alarm systems, large family daycare alarm systems, and sprinkler monitoring systems.
- Fire Code (operational and annual): For Assembly Permits; High Pile Combustible Storage; Compressed Gases; Industrial Ovens; Liquefied Petroleum Gas; Spray Booths; Temporary Structures; and other applicable permits. A separate Building Permit may be required as part of this permit.

Building Permits

- **Building Permit (General):** For residential alterations and/or repairs, pool/spa installs, additions to both residential and commercial buildings, demolition of structures, and the construction of new residential and/or commercial buildings.
- **Temporary Structures:** For all structures weighing over 400 pounds and temporary tent structures that will be installed on a property for not more than 90 days. Temporary tent structures are defined as a structure, enclosure, or shelter with or without sidewalls or drops that is constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
- **Alternative Method and/or Material Request (AMMR):** AMMRs can only be applied as an amendment to a Building Permit.
- **Revision:** A revision is defined as a change to an approved plan after it has been issued. A revision record can only be applied through an existing Building Permit as an amendment to that record.

Solar Permit

- **Photovoltaic Solar Panels:** For the installation of solar photovoltaic systems (solar panels). If the installation includes an electrical main panel upgrade/replacement, an electric vehicle charging unit, and/or an energy storage backup system, the applicant can add them to this record. If an applicant is installing an electric vehicle charging unit or an energy storage backup system on its own, they must apply for a Building Permit.

Temporary Permits

- **Temporary Construction Trailers:** For the installation of all temporary construction trailers. Typical construction trailer permits are valid for a period of 6 months.
- **Seasonal Lots:** For all seasonal sale lots which are not an integral part of an existing retail establishment.
- **Temporary Signs and Banners:** For the installation of temporary signs and/or promotional banners for a duration of 15 days.
- **Special Events:** For organized activities that 1) take place on private property and require a temporary ABC license; tent/canopy/stage/temporary structure permit; use vendors; or fall outside the generally intended use of the property, 2) take place on or have impact on City property, public facilities, sidewalks, medians, or street areas, or 3) take place in a City park, plaza, or community center.
- **Subdivision Temporary Signage:** For the installation of on-site construction or sales office signage.