



COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6700 | www.chicoca.gov

Request for Information – RFI Requirements

An RFI (Request for Information) is required for a permit when there are design conflicts, missing details, regulatory ambiguities, or site conditions that prevent construction from proceeding without clarification from the City of Chico. Typical review is 5 working days excluding holidays, weekends, and is dependent on complexity.

When RFIs Are Needed in the Permitting Context

In construction and permitting, RFIs are formal written requests used to resolve uncertainties.

- **Design Conflicts** – When drawings, or specifications contain contradictory or unclear details, the applicant will submit an RFI to the architect, engineer, or permitting agency for clarification before the construction and work can be approved by the city.
- **Missing or Incomplete Information** – When documents (e.g., site plans, utility layouts, or technical specs) are missing essential details such as material types, installation methods, or load requirements.
- **Material or Method Substitutions** – When a contractor proposes an alternative material or construction method, an RFI is used to confirm compliance and gain written approval with the design team and city code officials prior to the installation of materials.
- **Site Conditions Differ from Plans** – When on-site conditions (e.g., soil, utilities, or existing structures) do not match the assumptions in the permit documents, an RFI is submitted to resolve the discrepancy and adjust the permit scope.
- **Regulatory or Permitting Issues** – When zoning rules, environmental regulations, or other permit conditions are unclear or conflict with the proposed work, an RFI can be used to seek official guidance before proceeding.

Timing in the Permit Process

A request for information needs to be submitted when uncertainty is identified and before any affected work is started.

- **Before permit approval** – If the ambiguity is within the application package, the RFI is submitted during the permit application review stage, or
- **After permit approval** – If the issue arises during site work, the RFI is submitted to the permitting authority or design team before continuing, to ensure the permit remains valid and compliant.
- **Submittals** – RFI's, revisions, and clarification need to be submitted through the City of Chico Building Docs digital submittal portal. Is to be logged in a formal system and may have deadlines for responses, so early submission helps avoid delays.
- RFIs are required to be submitted and processed into the City of Chico's permit system so established deadlines can be met and with early submission helps avoid delays.

In short: An RFI is required for a permit whenever there is unresolved information that could affect compliance, safety, or approval, and it should be submitted promptly - ideally before any work is done that depends on that information

Please email all documents to buildingdocs@chicoca.gov or upload to the [digital plan submittal link](#).