



REQUIREMENTS FOR THE ISSUANCE OF ALL BUILDING PERMITS
Effective January 1, 2004

1. Certification of Workers' Compensation
2. Verification of Contractor's License
3. Letter of authorization on company letterhead if other than licenser is obtaining permit.
4. Owner/Builder verification
5. Construction and Demolition Waste Recycling Deposit
6. Planning Approval
7. Completion of OCFA Permit Screening Form

OTHER ITEMS REQUIRED (IF APPLICABLE)

8. **Building Plan Check**, Three (3) sets of scaled drawings. Two (2) sets of structural calculations.
9. **Hazmat** disclosure and release (*Commercial projects only*)
10. **South Coast Air Quality Management District** Permitting Form for Non-Residential
11. All applicable transportation corridor fees for new single-family dwellings/commercial projects
12. Copy of receipt showing fees paid to **Saddleback Valley Unified School District** (SVUSD) (500 sq ft and over)
13. **Orange County Health Department** approvals
14. **Orange County Fire Authority** approvals
15. **OSHA** permit
16. Grading release from **Engineering Department**
17. Copy of sewer connection fee from the sanitation/water district

NOTE:

BUILDING/PLANNING/ENGINEERING DEPARTMENT
COUNTER HOURS ARE:

1:00 P.M. – 5:30 P.M. Monday – Thursday & 1:00 P.M. - 5:00 P.M. Friday