



# CITY OF HUNTINGTON BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT

### BUILDING DIVISION

2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5241

### NEW PLAN SUBMITTAL (PAPER)

#### APPLICATION SUBMITTAL

1. Print and fill out [Plan Check Submittal Form](#)
2. Complete the required [permit applications](#) (please refer to [Documents required to complete application](#))
3. Please bundle together Plan check submittal form, and all required documents with rubber bands
4. Drop off plans at City hall in "New Submittal" bin next to sliding glass doors Monday-Friday between 9am-4pm
  - Security guard at entrance can direct you if needed

**NOTE: LOOSE PLANS THAT ARE NOT BUNDLED TOGETHER WITH NO APPLICATION ATTACHED WILL NOT BE PROCESSED.**

#### APPLICATION REVIEW

- **Plans will be quarantined for up to 36 hours before review of application**  
**(If submitted with plastic bags, please expect longer quarantine time up to 1 week)**
- Permit Technician will review applications – Please allow **5 working days**
- Applicant will be informed via email of the following:
  - ✓ Application Approved → Plans and application complete, move on to [plan check fee payment](#)
  - ✗ Application Denied → Please provide additional information required to complete application process

#### PLAN CHECK FEE PAYMENT

##### Option 1 – Electronic Payment Online

**NOTE: Please allow at least 24 hours for us to receive confirmation on electronic payment.**

##### Option 2 – Mail a check

- Enclose check in an envelope and address it to:  
City of Huntington Beach City Treasurer  
Attn: Community Development Building Division  
P.O. Box 711  
Huntington Beach, CA 92648-0711
- Please include Permit # and Job Address on separate transmittal sheet in envelope.  
**(Payment will not be processed if we cannot identify which department and project it is related to)**

##### Option 3 – Drop off check at Night depository box

- Enclose Check in envelope addressed to:  
City of Huntington Beach Attn: Community Development/Building Division
- Please include Permit # and Job Address on separate transmittal sheet in envelope.  
**(Payment will not be processed if we cannot identify which department and project it is related to)**

**NOTE: Our check processing cut off time is 4:00pm daily. Checks dropped off after 4:00 will be processed the following day**

## PLAN DISTRIBUTION & PLAN REVIEW COMMENTS

- Once payment is received and processed, your plans will be routed to the required departments for review
- You will receive an call or email of the status of the plan check from each department
  - ✓ Approved → Please move on to fee payment and permit issuance
  - ✗ Corrections → Please click on link from email to view corrections, then move on to resubmit plans

### Plan review time frame:

- 1<sup>st</sup> submittal – 20 working days
- 2<sup>nd</sup> submittal – 10 working days
- 3<sup>rd</sup> + submittal – 5 working days

(If scope of work changes significantly at resubmittal, 20 working days' time frame will apply)

## RESUBMITTAL

1. Prepare documents required:
  - [Plan Check Submittal Form](#)
  - Transmittal letter (specify which sheets are revised)
  - Plan Documents (Number of plans required to be submitted):
    - Architectural and Structural – 3 sets
    - Support documents (e.g. Calculations) – 2 sets
    - Mechanical – 2 sets
    - Electrical – 2 sets
    - Plumbing – 2 sets
2. Bundle together documents required with rubber bands
3. Drop off at “Re-sub/Revision” bin outside of City Hall building Monday-Friday between 9am-4pm  
(In front of sliding doors next to bike racks) Monday-Friday between 9am-4pm
4. Permit technician will review plans for completeness and route plans after 36 hours quarantine time has passed  
**(If submitted with plastic bags, please expect longer quarantine time up to 1 Week)**

**NOTE: LOOSE PLANS THAT ARE NOT BUNDLED TOGETHER WITH NO TRANSMITTAL LETTER WILL NOT BE PROCESSED.**

## FEE PAYMENT & PERMIT ISSUANCE

Once plans are ready to issue, a permit technician will be in touch for the following:

- Email or drop off required documents**
  - Refer to [documents required for permit issuance](#)
  - Other documents required will be requested by permit technician
    - e.g. school district payment receipt, O.C. health department approval, etc.
- Permit fees**
  - Please follow payment instructions [here](#).
- Permit issuance and Plan pick up**
  - A permit technician will be in contact once all documents required are received and payment is processed.
  - You will be asked to set up an appointment for plan and document pick up
  - Receipts, permits and job card can be emailed to applicant upon request

## DOCUMENTS REQUIRED FOR PERMIT ISSUANCE

### Home owner (for single family residential homes only):

- [Owner Builder Form](#)
- [Permit Disclosure Form \(Owner-Builder\)](#)
- Copy of government issued ID

### Contractor:

- [Permit Disclosure Form](#)
- [Contractor Business License](#)
- Copy of contractor state license & government issued ID
- Authorization letter from contractor is required if agent is filling out the disclosure forms

## DOCUMENTS REQUIRED FOR COMPLETING APPLICATION – COMMON PERMIT TYPES

(for type of permits not listed, please contact building division for more information)

**To help us process the review promptly, please provide the following number of sets when submitting your plans and supporting documents:**

### Number of plans required to be submitted:

- Architectural and Structural – 3 sets
  - Calculations – 2 sets
  - Soils report – 2 sets
  - Specifications – 2 sets
  - Mechanical – 2 sets
  - Electrical – 2 sets
  - Plumbing – 2 sets

### Block walls (42 inches and taller):

- [Building Permit Application](#)
- [Common Wall Agreement](#) (required if footing or any part of wall is sharing with a neighbor)
- Plans include: Site plan (show wall location, height, linear footage), structural detail & calculations
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Calculations
- Alternate option: use [City Standard Block Wall](#) in place of structural detail and calculation

### Patio Cover (attached to house)

- [Building Permit Application](#)
- Plans include: Site plan, structural details & calculations
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Calculations
- Alternate option: use [City Standard Patio Cover](#) in place of structural detail and calculation

### Patio Cover (detached over 120 SF)

- [Building Permit Application](#)
- Plans include: site plan, structural details, calculations
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Calculations

### **Single Family Dwelling Interior Remodel – with structural and/or floor plan changes**

- [Combination Permit Application](#)
- Plans include but not limited to: Site plan, floor plan (existing & proposed), side elevations, framing plan, foundation plan, structural details, calculations
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Energy Report
  - Calculations

### **New Single family residential homes, Additions and Additional dwelling units (ADU)**

- [Combination Permit Application](#)
- Plans include but not limited to: Site plan, floor plan (existing & proposed), side elevations, framing plan, foundation plan, structural details, calculations
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Calculations
  - Energy Report
  - Specifications
  - Soils report

### **Commercial/Industrial building – New Building, Tenant Improvements, Additions**

- [Building Permit Application](#)
- Required information on separate application if applicable to job:
  - [Mechanical Permit Application](#)
  - [Electrical Permit Application](#)
  - [Plumbing Permit Application](#)
- Please provide the following type of plan documents:
  - Architectural and structural Plans
  - Calculations
  - Energy Report
  - Specifications
  - Soils report
  - Mechanical Plans
  - Electrical Plans
  - Plumbing Plans