

## INSTRUCTIONS TO APPLICANTS: PROCESSING OF BUILDING PLANS DURING THE TEMPORARY SHUTDOWN

- 1) Permit applications will be processed by staff as normally done when the office is open. The difference is how we receive them. To protect public health, please drop off your permit application and blueprints in the bins provided outside the front door of City Hall. The bins will be available during regular business hours. To prevent the spread of germs, the paperwork will be quarantined for 2 days, then processed. Please make sure to include your email and phone number on your application, as you will receive information from the permit technicians via e-mail and phone. Permit applications and other forms are available on the City's website under "Forms/Handouts/Checklists."
- 2) If you are submitting a new project, please send an e-mail to [Permits@San-Clemente.org](mailto:Permits@San-Clemente.org) with these details:
  - Specify the scope of work of the proposed project
  - Include the square footage
  - Describe the proposed construction
  - Provide any other relevant information to help us understand what type of construction project you are doing so we can determine the valuation of the project
- 3) Staff will review the email and prepare a list of all that is required for submittal, including plans and documents. Staff will email you instructions on what you need to complete your submittal. They will also email you an invoice for normal plan check fees.
- 4) The applicant can then submit the recommended plans, documents and application in the bin by the City Hall front door.
- 5) Please do **NOT** leave any payments in the bin. The plan review fee check should be dropped in the utility bill drop box in the City's parking lot. Please include the City's invoice with your check, so staff can post the payment to the appropriate project.

You can also mail checks to:

City of San Clemente

Attn Permit Counter

910 Calle Negocio, Suite 100

San Clemente, CA 92673

- 6) Plans will be held a minimum 48 hours for decontamination purposes.
- 7) After the plan check is completed, the applicant will be contacted and informed that the plans are ready for pick up. Before applicants come to City Hall, applicants must call 949-361-6100 on the day they plan to pick up the plans to notify the permit technicians to place the plans with the comments in the "PICK UP" bin for the applicant to pick up.
- 8) Resubmittals may be placed in the "DROP OFF" bins in front of City Hall. Include the previous submitted plans and documents with new plan sets and documents.
- 9) After the final plan check is completed, and all departments have approved, the applicant will be contacted by staff and an invoice will be emailed to the applicant. After a check for the permit fees is received and processed by staff, the approved plan and permit will be returned to the applicant in the outside bins.
- 10) Any **other** documents that applicants need to submit to City Hall can be deposited in the intake bins for new or current projects. Please clearly indicate which project or permit the submitted documents are for so they can be sent to the proper reviewing agency.
- 11) Applicants are encouraged to submit applications electronically. Download the application from our website on the page "Forms/Handouts/Checklists." Email solar permits to [SolarPermits@San-Clemente.org](mailto:SolarPermits@San-Clemente.org). All other permit applications can be emailed to [Permits@San-Clemente.org](mailto:Permits@San-Clemente.org).