

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

Permit applications will be processed by staff as normally done when the office is open. The difference is how we receive them and how payments are made. There are options to submit some types of applications and plans electronically. Please see the processes below. For applications brought to our office, please drop off your permit application and blueprints on the shelves marked "BUILDING DROP OFF" outside the front door of City Hall. The shelves will be available during regular business hours.

- 1) If you are submitting a new project, you can find the related forms and information on the Building Division web page for the various types of permits. Follow the instructions for that type of permit, complete the forms as listed and submit the forms via email to the appropriate email for that type of permit.

[Permits@San-Clemente.org](mailto:Permits@San-Clemente.org) for permits such as new houses, remodels, additions, roofing, MPE, pools, tenant improvements, etc.

[Solarpermits@San-Clemente.org](mailto:Solarpermits@San-Clemente.org) for all solar applications.

- 2) You will receive a reply that the submittal was received. Staff will email you instructions if you are missing information. They will also email you an invoice for normal plan check fees. You may pay the fee by putting a check in the utility bill drop box in the City Hall parking lot. Please include a copy of your invoice so the cashier knows where to apply the payment. Sorry we do not take credit card payments.
- 3) If you choose to drop off permit applications, you may do so on the shelves in front of City Hall. Please do **NOT** leave any payments on the shelves. 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

- 4) Paper plans and applications will be held a minimum 48 hours for decontamination purposes.
- 5) For electronic submittals, after the plan check is completed the applicant will receive an email with a fee invoice. Once the fees are paid, the approved plans and permits will be emailed to the applicant.
- 6) For paper submittals, the applicant will be emailed provided an invoice for fees. Once the fees are paid, the applicant will be 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.

- 7) Resubmittals may be placed in the "BUILDING DROP OFF" bins in front of City Hall. Include the previous submitted plans and documents with new plan sets and documents.
- 8) Any other documents that applicants need to be submit for new or current projects, can be deposited in the intake shelves at City Hall. Please clearly indicate which project or permit the submitted documents are for so they can be sent to the proper reviewing agency.
- 9) If you have questions, you can call our office at 949-361-6100 or email [Building@San-Clemente.org](mailto:Building@San-Clemente.org).