

INSTRUCTIONS TO APPLICANTS: PROCESSING OF BUILDING PERMITS

- 1) If you are submitting a new project, you can find the related forms and information on the Building Division website. Follow the instructions for that type of permit, complete the forms as listed and submit the forms via email as follows:

Permits@San-Clemente.org for permits such as new houses, remodels, additions, roofing, MPE, pools, and tenant improvements.

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 marked "Building Drop Off" by the permit counter inside 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) For permit submittals, after the plan check is completed, the applicant will receive an email with a fee invoice. Once the fees are paid, permit counter staff will contact applicant to pick up the permit.
- 5) 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 on the “BUILDING PICK UP” shelves for the applicant to pick up.
- 6) For solar submittals, once the review process is complete and fees are paid, staff will notify applicant to download the solar permit from our website. The permit and job card will be posted on ETrackIT under that permit number.
- 7) How to get to eTrackit:
Go to www.san-clemente.org
Click on “Permits and Business License”
Click on “Check Permit Status”
Click on “Search Permit”
Enter your permit number
You can also search by address after clicking the drop down box to change the search method
- 8) Resubmittals may be placed in the “BUILDING DROP OFF” shelves by the permit counter inside of City Hall. Resubmittals must include the previous submitted plans and documents with new plan sets and documents.
- 9) Any other documents that applicants need to submit for new or current projects, can be deposited on 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.
- 10) If you have questions, you can call our office at 949-361-6100 or email Building@San-Clemente.org.