

My plans have been approved, now what?

Step 1 - Please e-mail the Building Division requesting the next steps with your project. Be sure to reference the address and the assigned permit number, and send an e-mail to **ALL** of the Permit Technicians listed below:

Marilyn – MaresM@san-clemente.org

Lisa - Permits@san-clemente.org

Andy – FloresA@san-clemente.org

Susan - MathieuS@san-clemente.org

Step 2 - One of our technicians will respond with a list of items needed for permit issuance. Once we have verified the necessary items, we will process and forward an invoice for payment.

Step 3 – Once we have received payment, our team will gather all of your plans and pertinent construction documents and prepare them for issuance. Once the permit and plans have been issued, we will notify you via e-mail that your plans and permit are ready to be picked up!

***Please note that delays may occur if the proper documentation is not submitted and or if there is a delay in response.**