

INSTRUCTIONS TO APPLICANTS: PROCESSING OF BUILDING PERMITS

City Hall offices are now open for submittals

Hours Monday to Thursday:

8:00AM to 12:30PM: Permit counter is open for submittals

12:30PM to 1:30PM: Lunch

1:30PM to 4:30PM: Permit counter is open

4:30PM to 5:30PM: Permit counter staff is available for questions but not able to process payments which limits our ability to issue permits

Hours Alternating Fridays:

8:00AM to 12:30PM: Permit counter is open for submittals

12:30PM to 1:30PM: Lunch

1:30PM to 4:00PM: Permit counter is open

4:00PM to 5:00PM: Permit counter staff is available for questions but not able to process payments which limits our ability to issue permits

Permit applications can also be submitted electronically:

Step 1: To apply for a permit, download the permit application from our website

Step 2: After filling out the application, email to permits@san-clemente.org

Email solar applications to solarpermits@san-clemente.org

Step 3: Once all permit items have been submitted and processed, staff will email you an invoice. Permit fees may be processed in the office prior to 4:00PM daily. In the near future credit card payments will be available online

You can also print the invoice and mail with a check payable to City of San Clemente:

City of San Clemente
Attn: Permit Counter
910 Calle Negocio Suite 100
San Clemente, CA 92673

Payments can also be put in the secure drop box marked "City Hall payments" in the parking lot of City Hall

Step 4: After your payment is processed, staff will contact you with further instructions