



HOW TO APPLY FOR A BUILDING PERMIT

The following steps are necessary in order to electronically submit a building permit and plans for processing. NOTE: if your project requires Planning approval or entitlements under the zoning code, you must get approval from the Planning Division prior to submitting for a building permit. Don't know where to start? Email comdev@sealbeachca.gov with your question or call (562) 431-2527.

To Apply for a Building Permit, first complete the application.

1. Fill out a building permit application. You can complete permit application through the fillable form by clicking [HERE](#). Make sure to provide detailed information on the scope of your project in the form.
2. Email the completed permit application to comdev@sealbeachca.gov. Subject line of the email shall be address of the project and permit requested, for example, "100 Beach Street, room addition and bathroom remodel".

Most projects require plan check. If your project requires plan check, you must attach the building plans to your email, along with the completed building permit application. Staff will use these plans to verify the scope of the project and calculate estimated fees. You will be notified if your submittal is missing any documents.

Please note that emailing plans as a part of your permit application does not qualify as plan check submittal. That is a secondary step, following the approval of your application and the payment of initially estimated fees.

3. City staff will review your request and contact you with the permit fee information and how to make payment. This process typically takes 1-3 business days.
4. Upon receiving payment, you will be issued an application number and given direction on how to proceed with plan check and scheduling inspections.
5. If your project requires plan check, please save electronic copies of everything sent to you, it will be needed for electronic plan check. For additional information regarding the electronic plan check submittal process, please [CLICK HERE](#).
6. Other notes:
 - a. The Permit counter will email the job card to the applicant, which needs to be printed on a yellow paper. Alternatively, the applicant can pick up a job card from

City Hall. Please let the Building Division know if you need a job card printed for you.

- b. Depending on the workload and the complexity of your project, please allow approximately 3-4 weeks for review and processing once you have submitted for plan check.

If you should have any questions, please contact the Building Division at comdev@sealbeachca.gov or (562) 431-2527 x1323.