Commercial Building & Tenant Improvement Permit Process

#1 - PLANNING DIVISION
Most projects require Planning Division review prior to submittal to building plan check. A Certificate of Occupancy must be approved or applied for through the Planning Division.

#2 - SUBMIT BUILDING PLANS
Permit Technician does preliminary check at counter to ensure complete submittal. Applicant may need to provide additional information prior to proceeding. Plan check fees are paid at this time.

#3 PLAN REVIEW
Permit Technician distributes copies of the plans to the appropriate staff and Agencies.

#3 - FIRE DEPARTMENT (OCFA)
Some projects may require additional review. For more information visit the OCFA webpage.

#3 - POLICE DEPARTMENT
Some projects may require Police plan review.

#3 - PUBLIC WORKS AGENCY
Grading/Drainage Permit may be Required.

#3 - BUILDING DIVISION
Review plans for compliance with the Cal. Building Code, Plumbing Code, Mechanical Code, etc.

Applicant will be contacted by their plan checker for more information or with a list of corrections.

Revised plans are resubmitted. Applicants are responsible for obtaining all necessary Agency approvals prior to final approval.

#4 PERMIT PREPARATION
After plan review is complete and approved by all divisions/agencies the permit technician calculates the permit fees to the amount due.

#5 APPLICANT PAYS FEES AND PICKS UP PERMITS
Permits include building, electrical, mechanical and plumbing. Fees may include surcharges, bonds, or other fees.

#6 APPLICANT SCHEDULES INSPECTIONS
Using the telephone or via the City’s webpage, applicant requests inspections as needed.

#7 APPLICANT CALLS FOR FINAL INSPECTIONS
Applicant calls for final inspections from applicable agencies (Planning, Building, Public Works, etc.).

#8 APPLICANT SCHEDULE FINAL BUILDING INSPECTION
Upon approval from all other divisions and for all other permits such as fire sprinkler and fire alarms, the applicant calls for final building inspection.

#9 FINAL CERTIFICATE OF OCCUPANCY
All work should be completed before applicant calls for final Certificate of Occupancy inspection from the Building Division.