BUILDING & SAFETY DIVISION

Steps to plan check, permits, and inspections

Below is a general overview of the steps for Building & Safety plan check, permits, and inspections for most project types. Please note that Building & Safety is completely paperless. Application and plans are submitted online, invoices are paid online as well. Paper plans, paper applications, and in person payments will not be accepted.

PLANNING CLEARENCE

- SUBMIT A PLANNING APPLICATION THROUGH THE PERMIT PORTAL .
- IF YOU ARE UNSURE OF WHICH PLANNING APPLICATION YOU NEED TO SUBMIT THROUGH THE PERMIT PORTAL., CONTACT THE PLANNING DIVISION AT SFUNES@SEALBEACHCA.GOV OR AT 562-431-2527 EXT 1317
- IF YOUR PROJECT IS A MINOR INT. REMODEL, OR IN LEISURE WORLD (HVAC NEEDS PLANNING), PLEASE JUMP TO THE NEXT STEP.

SUBMIT PERMIT APPLICATION

- SUBMIT A PERMIT APPLICATION IN THE PERMIT PORTAL .
- IF PLAN CHECK IS NOT REQUIRED, YOU MAY SKIP TO THE PERMIT ISSUANCE STEP.
- IF A PLAN CHECK IS REQUIRED, PLAN CHECK FEES WILL BE INVOICED AND PAID IN THE PERMIT PORTAL

SUBMIT BUILDING PLANS

- SUBMIT PLANS AND SUPPORTING DOCUMENTS TO OUR PLAN CHECK PORTAL.
- PLANS ARE ROUTED TO APPLICABLE DEPARTMENTS FOR REVIEW. REVIEW TIME FRAME: 2-4 WEEKS.

RESUBMITTAL & APPROVAL

- YOU WILL RECEIVE AN EMAIL NOTICE OF EITHER PLAN CORRECTIOS OR APPROVAL.
- RESUBMIT CORRECTIONS TO THE PLAN CHECK PORTAL.
- SUBMITTALS EXCEEDING 2 REVIEWS REQUIRE ADDITIONAL PLAN CHECK FEES.

PERMIT ISSUANCE

- ALL AGENCY APPROVALS SHALL BE OBTAINED
- PERMIT FEES ARE INVOICED AND PAIN IN PERMIT PORTAL
- PERMIT IS ISSUD TO A LICENSED CONTRACTOR OR OWNER/BUILDER
- PLAN AND PERMIT PACKAGE WILL BE EMAILED TO APPLICANT

INSPECTIONS

- INSPECTIONS ARE REQUESTED ONLINE THROUGH THE PERMIT PORTAL
- INSPECTION TIME-FRAMES ARE POSTED HERE. PLEASE CHECK THE EVENING BEFORE OR MORNING OF THE REQUESTED DATE.
- CONTACT BLDG1@SEALBEACHCAGOV OR CAL 562-431-2527 EXT 1315 DURING OFFICE HOURS (8AM-9AM & 4PM– 5PM) FOR INSPECTION QUESTIONS.

PLAN REVISIONS

- IF YOUR PROJECT REQUIRES PLAN REVISIONS, EMAIL COMDEV@SEALBEACHCA.GOV THE PERMIT NUMBER AND A DEATILED DESCRIPTION OF THE REVISION
- REVISION FEES WILL BE INVOICED AND PAID IN THE PERMIT PORTAL.

PERMIT FINAL

- ONCE ALL FINAL APPROVALS ARE GIVEN, THE PERMIT WILL BE CLOSED AND FILED IN THE CITY RECORDS.