



CITY OF HUNTINGTON BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

2000 Main Street
Huntington Beach, CA 92648
(714) 536-5241

ELECTRONIC NEW PLAN SUBMITTAL

APPLICATION SUBMITTAL

- Go to <https://huntingtonbeach.ca.eprocess360.com/login>
 - Registration is required for first time users
1. Select the department on **Departments** screen
 2. Fill out online application on **Application** screen
 3. Go to **Submittal** screen and upload required documents by clicking on **Add File**
 - Please include completed **permit applications**
 - Refer to **Documents required to complete application**
 - To help us process the review promptly, please use the following guidelines when submitting your electronic plans and supporting documents:
 - ❖ The plan file submitted shall contain the entire plan set.
 - ❖ Individual sheets shall not be submitted as a file.
 - ❖ Where required, stamps and signatures shall be applied to all sheets in the plans and any applicable documents. Electronic stamps and signatures are acceptable.
 - ❖ All files shall be unlocked so that plan reviewers can apply redlines and stamps when applicable.
 - ❖ Files shall be labeled clearly and concisely, using the format of "Project Address_Type of file"
✓ (e.g. 123 Main Street _Electrical Plans).
 4. Click **Complete & Submit** once you have reviewed your application for completeness and accuracy

APPLICATION REVIEW

- Permit Technician will review applications – Please allow **5 working days**
- Applicant will be informed via email of the following:
 - ✓ Application Approved → Plans and application complete, move on to **plan check fee payment**
 - ✗ Application Denied → Please provide additional information required to complete application process

PLAN CHECK FEE PAYMENT

Option 1 – Electronic Payment Online

NOTE: Please allow at least 24 hours for us to receive confirmation on electronic payment.

Option 2 – Mail a check

- Enclose check in an envelope and address it to:
City of Huntington Beach City Treasurer
Attn: Community Development Building Division
P.O. Box 711
Huntington Beach, CA 92648-0711

- Please include Permit # and Job Address on separate transmittal sheet in envelope.

(Payment will not be processed if we cannot identify which department and project it is related to)

Option 3 – Drop off check at Night depository box

- Enclose Check in envelope addressed to:
City of Huntington Beach Attn: Community Development/Building Division
- Please include Permit # and Job Address on separate transmittal sheet in envelope.
(Payment will not be processed if we cannot identify which department and project it is related to)

NOTE: Our check processing cut off time is 4:00pm daily. Checks dropped off after 4:00 will be processed the following day

PLAN DISTRIBUTION & PLAN REVIEW COMMENTS

- Once payment is received and processed, your plans will be routed to the required departments for review
- You will receive an email of the status of the plan check once all plan reviewers have given comments
 - ✓ Approved → Please move on to fee payment and permit issuance
 - ✗ Corrections → Please click on link from email to view corrections, then move on to resubmit plans

Plan review time frame:

- 1st submittal – 20 working days
- 2nd submittal – 10 working days
- 3rd + submittal – 5 working days

(If scope of work changes significantly at resubmittal, 20 working days time frame will apply)

RESUBMITTAL

- Log on at <https://huntingtonbeach.ca.eprocess360.com/login> or follow link provided in notification email
- Select the correct project and click on Submittals tab and follow directions to resubmit plans
 - Please resubmit entire plan set with the revised sheets incorporated
(Note: Plans will not be reviewed if just the revised sheets are submitted)

FEE PAYMENT & PERMIT ISSUANCE

Once plans are ready to issue, a permit technician will be in touch for the following:

- Plan Copies (3 sets)**
 - Approved plans will be sent by the City to HB Digital for printing
 - You will receive a forwarded confirmation email from HB Digital
 - Please contact [HB Digital](#) at 714-536-3939 and make payment for 3 copies of plans
 - HB Digital will deliver plans to City Hall for final approval stamps
- Upload required documents**
 - Refer to [documents required for permit issuance](#)
 - Other documents required will be requested by permit technician
 - e.g. school district payment receipt, O.C. health department approval, etc.
- Permit fees**
 - Please follow check payment instructions above for [Mail a check](#) or [Drop off check at night depository box](#)
 - Other payment options are in the works and may become available in the future
- Permit issuance and Plan pick up**
 - A permit technician will be in contact once all documents required are received and payment is processed.
 - You will be asked to set up an appointment for plan and document pick up
 - Receipts, permits and job card can be emailed to applicant upon request

DOCUMENTS REQUIRED FOR PERMIT ISSUANCE

Home owner (for single family residential homes only):

- [Owner Builder Form](#)
- [Permit Disclosure Form \(Owner-Builder\)](#)
- Copy of government issued ID

Contractor:

- [Permit Disclosure Form](#)
- [Contractor Business License](#)
- Copy of contractor state license & government issued ID
- Authorization letter from contractor is required if agent is filling out the disclosure forms

DOCUMENTS REQUIRED FOR COMPLETING APPLICATION – COMMON PERMIT TYPES

(for type of permits not listed, please contact building division for more information)

Block walls (42 inches and taller):

- [Building Permit Application](#)
- [Common Wall Agreement](#) (required if footing or any part of wall is sharing with a neighbor)
- Plans include: Site plan (show wall location, height, linear footage), structural detail & calculations
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Calculations
- Alternate option: use [City Standard Block Wall](#) in place of structural detail and calculation

Patio Cover (attached to house)

- [Building Permit Application](#)
- Plans include: Site plan, structural details & calculations
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Calculations
- Alternate option: use [City Standard Patio Cover](#) in place of structural detail and calculation

Patio Cover (detached over 120 SF)

- [Building Permit Application](#)
- Plans include: site plan, structural details, calculations
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Calculations

Single Family Dwelling Interior Remodel – with structural and/or floor plan changes

- [Combination Permit Application](#)
- Plans include but not limited to: Site plan, floor plan (existing & proposed), side elevations, framing plan, foundation plan, structural details, calculations
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Energy Report
 - Calculations

New Single family residential homes, Additions and Additional dwelling units (ADU)

- [Combination Permit Application](#)
- Plans include but not limited to: Site plan, floor plan (existing & proposed), side elevations, framing plan, foundation plan, structural details, calculations
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Calculations
 - Energy Report
 - Specifications
 - Soils report

Commercial/Industrial building – New Building, Tenant Improvements, Additions

- [Building Permit Application](#)
- Required information on separate application if applicable to job:
 - ❖ [Mechanical Permit Application](#)
 - ❖ [Electrical Permit Application](#)
 - ❖ [Plumbing Permit Application](#)
- Please provide one PDF file for each type of plan document category:
 - Architectural and structural Plans
 - Calculations
 - Energy Report
 - Specifications
 - Soils report
 - Mechanical Plans
 - Electrical Plans
 - Plumbing Plans