

WHEN IS A PERMIT REQUIRED?

Permits are required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code.

WORK EXEMPT FROM PERMIT:

- ◆ One story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
- ◆ Fences not over 6 feet in height.
- ◆ Oil derricks.
- ◆ Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.
- ◆ Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
- ◆ Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- ◆ Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- ◆ Temporary motion picture, television and theater stage sets and scenery.
- ◆ Prefabricated swimming pools accessory to group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
- ◆ Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.

- ◆ Swings and other playground equipment accessory to detached one- and two-family dwellings.
- ◆ Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies.

REQUIREMENTS FOR PLAN CHECK SUBMITTAL:

- ◆ Completed application form.
- ◆ Three sets of plans drawn to scale and fully dimensioned. Drawn on minimum sized 18" X 24" paper.
- ◆ Name, title, address, and phone number of design professional.
- ◆ Address of property, owners name, mailing address and phone number of property owner.
- ◆ All sets wet signed by document maker.
- ◆ A cover sheet that must include:
 - Applicable code and editions.
 - Description of type of work.
 - Occupancy and type of construction.
 - Gross area, by floor and building height.
 - Index of drawings.
 - Conditions of approval from Design Review.

ADDITIONAL SUBMITTAL DOCUMENTS

- ◆ Two sets of structural calculations wet signed by engineer of record.
- ◆ Two sets of energy calculations.
- ◆ Two sets of truss calculations (if applicable - wet signed).
- ◆ Two sets of soils report. (wet signed)

OBTAINING A BUILDING PERMIT:

- ◆ Applicant shall have obtained planning division approval for the project where applicable.
- ◆ Applicant shall have obtained and provide a copy of all required permits from other agencies involved, such as Health Department, Fire Department, SQAMD.
- ◆ Applicant shall submit a completed application, and pay all required plan check and related fees.

OWNER/BUILDER PERMIT

- ◆ Applicant shall read, complete, and sign the Owner/Builder acknowledgment and verification form.
- ◆ Applicant shall provide acceptable proof of ownership to City such as driver's license, notarized form, or other acceptable verification.
- ◆ Applicant shall fill out and sign authorization form for agent to obtain permit on owners behalf. (if applicable).

PERMITS ISSUED TO CONTRACTORS

- ◆ Applicant to have current license designation for type of permit they are applying for.
- ◆ Contractor to have current business license to work in the city.
- ◆ Applicant to have certificate of workers compensation on file, or sign as exempt from workers compensation.

*** The above information is provided as a summary; actual requirements may vary based on the project and changes in laws. For the most current information, visit the Building & Safety Division web pages at www.lake-elsinore.org.



DEVELOPMENT PROCESS



A GUIDE FOR THE PROCESSING OF PLANS AND DOCUMENTS THROUGH THE BUILDING & SAFETY DIVISION

BUILDING & SAFETY DIVISION PROCESS OUTLINE



PERMIT TYPE

PERMIT TYPE	PLANNING PROJECT REVIEW / APPROVAL REQUIRED FIRST	SUBMITTAL **		PLAN CHECK FEE / DUE AT SUBMITTAL **		STANDARD TIMING FOR CITY PLAN CHECK REVIEW *			REQUIRED APPROVALS PRIOR TO PERMIT ISSUANCE								FINAL INSPECTION APPROVALS REQUIRED						
		Application Required	Requirements Checklist Available**	Building & Safety	Planning Division Review	Over the Counter	1st Review / Ten working days	2nd & Each additional review 10 working days	Plan Checker	Engineering Division	Planning Division	Planning Commission	Building & Safety	Health Department	Fire Department	Utility (SCE, EVMWD, EWD)	Engineering Division	Planning Division	TUMF Fee Paid	Building & Safety	Landscape Division	Finance Division	
Industrial Buildings (New)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Commercial Buildings (New)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Tenant Improvement		X	X	X	X		X	X	X			X		X		X				X			X
Restaurant (New)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Restaurant Tenant Improvement	X	X	X	X	X		X	X	X		X		X	X	X	X	X	X	X	X	X	X	X
Single Family Homes (Tract)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Single Family Homes (Individual)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Condominiums/Apartments	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Garages	X	X	X	X	X	X (e)	X	X	X		X		X		X				X				X
Carport	X	X	X	X	X	X (e)	X	X	X		X		X		X				X				X
Swimming Pools	X	X	X	X	X	X			X		X		X						X				X
Patio Covers:																							
Aluminum		X	X	X	X	X			X		X		X						X				X
Post & Trellis	X	X	X	X	X	X			X		X		X						X				X
Post & Solid Roof	X	X	X	X	X	X			X		X		X						X				X
Enclosed Patio	X	X	X	X	X	X			X		X		X						X				X
Enclosed with Suspended Ceiling	X	X	X	X	X	X			X		X		X						X				X
Balcony / Sun Deck	X	X	X	X	X	X (e)			X		X		X						X				X
Footings for Future Patio/Deck		X		X	X	X			X		X		X						X				X
Concrete Block Walls	X	X	X	X	X	X			X		X		X						X				X
Pilaster with Wood/Wrought Iron	X	X	X	X	X	X			X		X		X						X				X
Stucco Fence	X	X		X	X	X			X		X		X						X				X
Retaining walls - up to 3' high	X	X	X		X	X			X		X		X						X				X
Retaining walls - up to 6' high	X	X	X	X	X	X			X		X		X						X				X
Retaining walls - over 6" high	X	X	X	X	X	X			X		X		X						X				X
Footings & Slab for Future Residential	X	X				X (e)			X		X		X						X				X

* Plan Check submittal requirements available at www.lake-elsinore.org

(e) some exceptions apply

** Submittal applications, checklists & Fee Schedule are available at www.lake-elsinore.org

FOR MORE INFORMATION, CONTACT A COMMUNITY DEVELOPMENT TECHNICIAN OR VISIT THE BUILDING & SAFETY DIVISION WEB PAGES AT www.lake-elsinore.org