



## BUILDING PERMIT PROCESS FOR SINGLE-FAMILY DWELLINGS

The purpose of this guidance document is to help customers better understand the permit process by summarizing the basic steps. This document is intended as a guide only. Forms referenced in this document contain supplemental information and are available on the City and EVMWD website.

The City approval process may be started online: [https://mill.lake-elsinore.org/EnerGov\\_Prod/SelfService#/home](https://mill.lake-elsinore.org/EnerGov_Prod/SelfService#/home) or in-person at, City of Lake Elsinore, City Hall  
130 South Main Street  
Lake Elsinore, CA 92530  
Office Hours: 8:00 AM – 5:00 PM Mon. – Thurs.  
8:00 AM – 4:00 PM Fri.  
Tel: (951) 674-3124

The EVMWD approval process may be started online: <https://evmwd.com/development/asp> or in-person at, EVMWD  
31315 Chaney Street  
Lake Elsinore, CA 92530  
Office Hours: 7:30 AM – 5:30 PM Mon. – Thurs.  
7:30 AM – 4:30 PM Fri.  
Tel: (951) 674-3146 x 6705

### BUILDING PERMITS ARE REQUIRED BY LAW

Building permits are required by California law and the Lake Elsinore Municipal Code to ensure public health, safety and general welfare and to protect life and property. A permit is required to construct, enlarge, alter, convert (including change of occupancy, use, or character), repair, move, or demolish a structure. Permits are also required for grading, street improvements, plumbing, electrical, and mechanical work. Permits must be obtained prior to construction.

In accordance with the provisions of the California Business and Professions Code, the plans for all buildings and structures shall be prepared and each sheet shall be signed by a person licensed by the State of California as a civil engineer, structural engineer, or architect.

### PERMIT, IMPACT & AGENCY FEES

Building plan check and permit fees are calculated based on the International Code Council (ICC) Building Valuation Table Data. Fees vary depending on the nature and scope of the project.

Engineering Department plan check and permit fees are based on the City Council approved Engineering Department Fee Schedule. Fees vary based on the type of submittals. Submittal types include, plan sets (grading, drainage, improvement), maps, right of way dedications, lot line adjustments, map corrections and parcel mergers

In addition to planning, building and engineering permit and plan check fees, most permits require other fees including development impact fees (traffic impact fees (TIF), park fees, fire facilities fees, etc.) and agency fees (school fees, sewer & water capacity fees, etc.) that must be collected prior to issuance. These impact and review fees can be a sizeable amount. An approximation of the fees is listed on Attachment B.

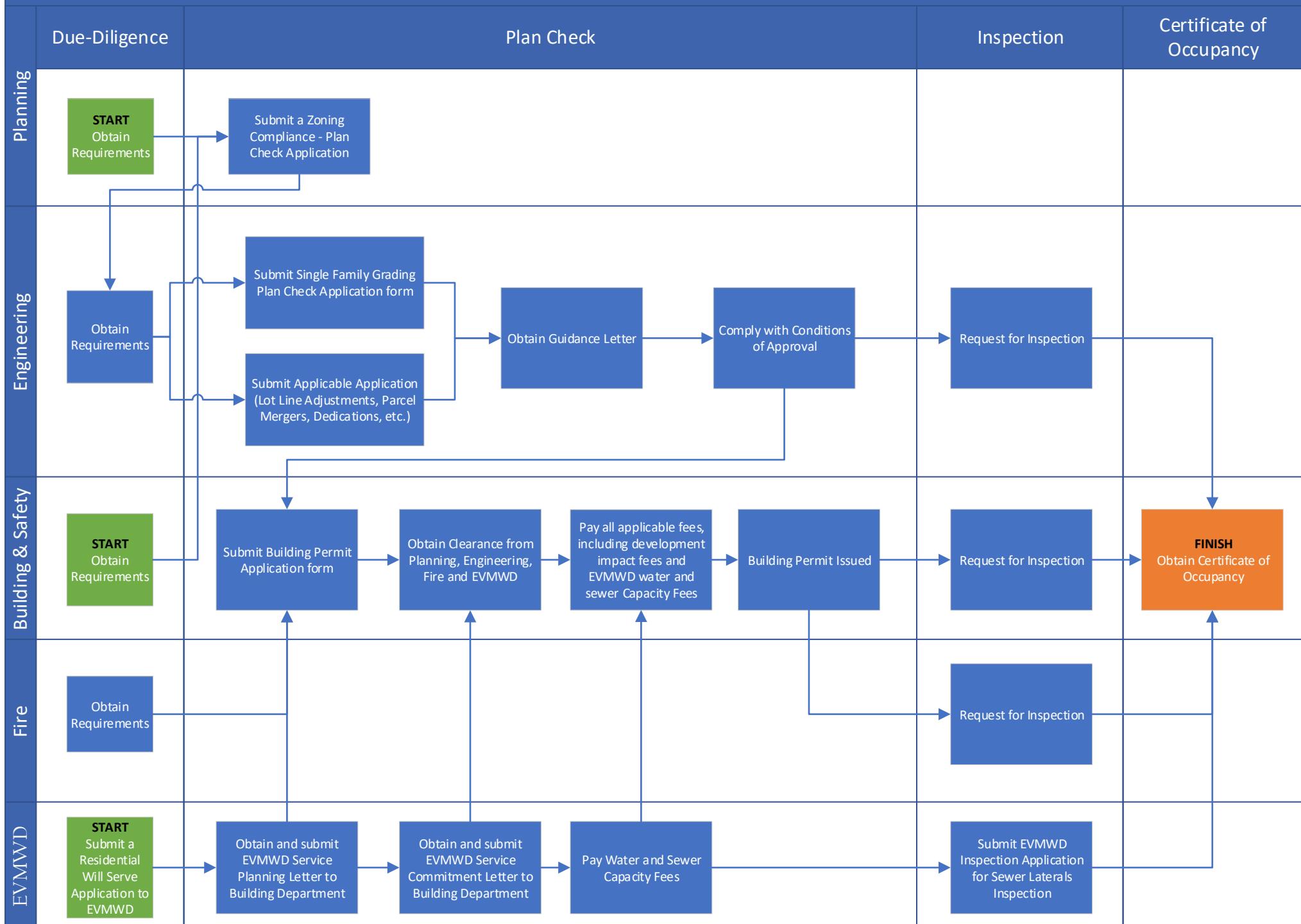
### PROCESSING TIME

Plan Check Process	Two (2) weeks for the first submittal One (1) week for each resubmittal
Overall Processing Time	Six (6) months to one (1) year
(1)	Overall processing time between initial submittal and permit issuance is often prolonged due to multiple re-check cycles.
(2)	About half of projects submitted require more than two plan check cycles. The best way to save time in the process is by submitting quality plans, thoroughly addressing all plan check correction items, and by returning plans for re-check in a timely manner.
(3)	All applicable applications are attached on Attachment C.

## BASIC PROCESS STEPS FOR SINGLE-FAMILY DWELLINGS

Due-Diligence	<p>Consult with Planning, Building &amp; Safety, Fire, and Engineering Departments for requirements which may affect the proposed project.</p> <p>Submit a <a href="#">Residential Will Serve Application</a> to EVMWD.</p> <p>Explore and estimate fee costs (See <b>Attachment B</b> for approximate Fees for Residential Construction).</p>
Plan Check	<p><b>Zoning Compliance:</b></p> <ul style="list-style-type: none"> <li>• Prepare preliminary site plan, grading plan, elevations, floor plans, and landscape and wall and fence plans.</li> <li>• Submit a <a href="#">Zoning Compliance - Plan Check</a> application to Planning</li> </ul> <p><b>Grading Plans:</b></p> <ul style="list-style-type: none"> <li>• Submit Grading/Drainage Plans, application forms, and any additional documents for Engineering Department plan check using the correct Application (Grading Plan Check, Lot Line Adjustments, Parcel Mergers, Dedications, etc.).</li> <li>• Complete a <a href="#">Single Family Grading Plan Check Application</a> form.</li> </ul> <p><b>Building Plans</b></p> <ul style="list-style-type: none"> <li>• Complete a <a href="#">Building Permit Application</a> and a <a href="#">Trades Permit Application</a> forms</li> <li>• Prepare three (3) complete sets of building plans and two (2) sets of supporting documents (including structural calculations, truss drawings, energy (See <a href="#">Submittal Information and Requirements for Single Family Dwellings</a>).</li> <li>• Submit EVMWD Service Planning Letter.</li> </ul>
Grading Plans	<p><b>Guidance Letter</b> – Obtain a guidance letter upon grading or improvement plan check approval that lists the process, fees and providing the forms and invoice(s) required for permit issuance (Grading or Encroachment).</p> <p><b>Conditions of Approval</b> – Comply with Engineering Department Conditions of approval when due in the process.</p> <p><b>Inspection</b> – Schedule a preconstruction meeting with assigned Engineering Department Inspector.</p>
Building Plans	<p><b>Clearances:</b></p> <ul style="list-style-type: none"> <li>• Obtain clearances Planning, Engineering, and Fire Departments.</li> <li>• Obtain other required clearances as specified by the conditions of approval.</li> <li>• Submit EVMWD Service Commitment Letter.</li> </ul> <p><b>Fees:</b></p> <ul style="list-style-type: none"> <li>• Pay all applicable fees, including development impact fees.</li> <li>• Pay EVMWD water and sewer capacity fees noted on the EVMWD Service Commitment Letter.</li> </ul> <p><b>Permit:</b></p> <ul style="list-style-type: none"> <li>• Receive building permit, and stamped approved set of plans and supporting documents, and a Job Card.</li> </ul>
Building Inspections	<p>Commence construction and call for inspections. To request an inspection, call the Building Inspection Line at (951) 674-3124 Ext. 239.</p> <p>Submit EVMWD Inspection Application for Sewer Laterals (attached) to begin inspection of the sewer lateral installation.</p>
Certificate of Occupancy	<p>Complete and pass all required inspections (including final inspection) to obtain a Certificate of Occupancy.</p>

# WORKFLOW FOR SINGLE-FAMILY DWELLINGS



**ATTACHMENT A**  
**DETAILED PROCESS STEPS FOR SINGLE FAMILY RESIDENCES**  
For most projects, the following steps must be completed before a Building Permit can be issued

<b>Step 1:</b> 	<b>Due-Diligence - Requirements:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify Zoning at the Planning Counter</li> <li><input type="checkbox"/> Consult with Planning, Building &amp; Safety, Fire, Engineering, and EVMWD for requirements which may affect the proposed project (i.e., flood, special area designations, water &amp; sewer, septic, etc.).</li> <li><input type="checkbox"/> Determine setback requirements (Planning, Fire, Engineering, etc.).</li> <li><input type="checkbox"/> Submit a <a href="#">Residential Will Serve Application</a> to EVMWD to obtain a Service Planning Letter (10 business days)</li> </ul>
<b>Step 2:</b> 	<b>Due-Diligence - Fees:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> It is strongly encouraged that you explore and estimate fee costs prior to preparing plans (See <b>Attachment A</b> for approximate Fees for Residential Construction). <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Planning Related Fees</a></li> <li><input type="checkbox"/> <a href="#">Building Related Fees</a></li> <li><input type="checkbox"/> <a href="#">Engineering Related Fees</a></li> <li><input type="checkbox"/> <a href="#">Development Impact Fees</a></li> <li><input type="checkbox"/> <a href="#">MSHCP Fees</a></li> <li><input type="checkbox"/> <a href="#">EVMWD Water and Sewer Capacity Fees</a></li> </ul> </li> </ul>
<b>Step 3:</b> 	<b>Plan Check - Zoning Compliance:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare preliminary site plan, grading plan, elevations, floor plans, and landscape and wall and fence plans.</li> <li><input type="checkbox"/> Submit a <a href="#">Zoning Compliance - Plan Check</a> application to Planning</li> <li><input type="checkbox"/> Obtain Planning approval before proceeding to Engineering and Building plan check and permit process</li> <li><input type="checkbox"/> Obtain site Address from the Building (takes 10 business days to process)</li> </ul>
<b>Step 4:</b> 	<b>Plan Check - Grading Plans:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare Grading/Drainage Plan (<i>signed and stamped by registered Civil Engineer</i>)</li> <li><input type="checkbox"/> Complete a <a href="#">Single Family Grading Plan Check Application</a> form</li> <li><input type="checkbox"/> Grading Plan Contouring and Drainage path (<i>contours must extend minimum 50 feet around perimeter of parcel to indicate drainage pattern</i>). Include improvements to be constructed in the right of way (sidewalk, driveway, curb, etc.) on the Grading Plan</li> <li><input type="checkbox"/> Right-of-way (<i>indicate on plan right of way dedication/off-set from centerline of street</i>)</li> </ul>
<b>Step 5:</b> 	<b>Plan Check - Building Plans:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete a Building Permit Application form</li> <li><input type="checkbox"/> Prepare three (3) complete sets of building plans and two (2) sets of supporting documents (including structural calculations, truss drawings, energy calculations, etc.) based upon code requirements, zoning regulations, and other provisions. (See <a href="#">Submittal Information and Requirements for Single Family Dwellings</a>)</li> </ul>
<b>Step 6:</b> 	<b>Plan Check - Submittals:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Grading Plans, application forms, and any additional documents for Engineering Department plan check using the correct Application (Grading Plan Check, Lot Line Adjustments, Parcel Mergers, Dedications, etc.,) <a href="#">HERE</a></li> <li><input type="checkbox"/> AFTER grading plans have been submitted to the Engineering Department, a submittal may be made to the Building Department</li> <li><input type="checkbox"/> Submit Building Plans, EVMWD Service Planning Letter, and related permit applications <a href="#">HERE</a></li> </ul>

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For most projects, the following steps must be completed before a Building Permit can be issued

Step 7:	<p><b>Plan Check – Fees:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Receive Engineering plan check fee invoice</li><li><input type="checkbox"/> Receive Building plan check fee invoice.</li><li><input type="checkbox"/> Pay plan check fees. Plan check will not begin until the balance is paid in full.</li></ul>
Step 8:	<p><b>Grading Plans – Review and Resubmittal:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Grading, Drainage and Improvement Plans are reviewed for compliance with codes and ordinances and correction lists and redlines are generated by the Plan Checker.</li><li><input type="checkbox"/> Other Engineering Department plan check submittals (dedications, lot line adjustments, etc.) are reviewed for compliance with Federal, State and Local codes and ordinances by the plan checker.</li><li><input type="checkbox"/> Corrections are digitally sent within the review timeline to the project contact person on record, typically the engineer of record.</li><li><input type="checkbox"/> Resubmit corrected plans, requested documents, correction list(s) and response for recheck directly to the plan checker. Digital resubmittals are required.</li></ul>
Step 9:	<p><b>Grading Plans - Conditions of Approval and Plan Expiration:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Engineering Department Conditions of approval shall be complied when due in the process, (ex. Dedication recorded prior to occupancy).</li><li><input type="checkbox"/> A plan check is valid for one calendar year from the date the plans are submitted. If the plan check expires, the plans must be resubmitted and a new plan check fee paid. If the plan check expires, the plans must be resubmitted and a new plan check fee paid.</li></ul>
Step 10:	<p><b>Grading Plans - Guidance Letter:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Upon grading or improvement plan check approval, a guidance letter is issued listing the process, fees and providing the forms and invoice(s) required for permit issuance (Grading or Encroachment). Digital permit documents can be submitted online or in person.</li><li><input type="checkbox"/> Upon other document plan check approval (Parcel Merger, Lot Line Adjustment, etc.), responsible party shall be advised of next steps, (ex. provide signed original, record, etc.)</li></ul>
Step 11:	<p><b>Grading Plans – Inspection</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> After all Permit documents are received and fees paid; the permit can be issued.</li><li><input type="checkbox"/> Preconstruction meeting must be scheduled with assigned Engineering Department Inspector.</li><li><input type="checkbox"/> Commence Construction.</li><li><input type="checkbox"/> Projects must be constructed as shown on the approved plans. Any changes to the project must be submitted to City staff, reviewed, and approved before commencing work. Inspections will be delayed until the plan change process is complete.</li></ul>
Step 12:	<p><b>Building Plans – Review:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Building Plans are reviewed for compliance with codes and ordinances and correction lists are generated by the following Departments (as required):<ul style="list-style-type: none"><li>▪ Building &amp; Safety Department</li><li>▪ Fire Marshal</li></ul></li><li><input type="checkbox"/> The project contact person on record will be notified when the plans have been reviewed and are ready to be picked up.</li><li><input type="checkbox"/> Pick up plans and correction lists from the Building Division counter.</li></ul>

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**DETAILED PROCESS STEPS FOR SINGLE FAMILY RESIDENCES**  
For most projects, the following steps must be completed before a Building Permit can be issued

Step 13:	<p><b><u>Building Plans – Resubmittal:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Correct all noted deficiencies on the plans per the correction list(s) and any redline marks identified on the plans.</li> <li><input type="checkbox"/> Prepare a thorough response list to each correction list describing where and how all correction items were addressed on the plans.</li> <li><input type="checkbox"/> Re-print corrected plans and retain original plan-checked sets.</li> <li><input type="checkbox"/> Return corrected plans, old plans, correction list(s), and response list(s) for recheck.</li> </ul>
Step 14:	<p><b><u>Building Plans - Clearances:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain required clearances as specified by the conditions of approval. Several of these items should be addressed soon after plan submittal, including: <ul style="list-style-type: none"> <li>▪ EVMWD Service Commitment Letter – The letter may be requested by emailing <a href="mailto:Development@evmwd.net">Development@evmwd.net</a> (10 business days)</li> <li>▪ FEMA – CLOMR, LOMR, etc.</li> <li>▪ SCE letter of non-interference, Regulatory Agencies, etc.</li> </ul> </li> </ul>
Step 15:	<p><b><u>Building and EVMWD – Fees:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Permit invoice is issued.</li> <li><input type="checkbox"/> Obtain clearances Planning, Engineering, and Fire Departments</li> <li><input type="checkbox"/> Pay applicable fees, including development impact fees</li> <li><input type="checkbox"/> Pay EVMWD water and sewer capacity fees noted on the EVMWD Service Commitment Letter</li> </ul>
Step 16:	<p><b><u>Building Plans – Permit:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Permit is issued.</li> <li><input type="checkbox"/> Receive building permit, and stamped approved set of plans and supporting documents, and a Job Card. Each of these items must be kept at the building site and available to the inspector while the project is under construction. Copies of these items can also be downloaded from the Online Portal.</li> </ul>
Step 17:	<p><b><u>Building and EVWMD – Inspection:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> Commence construction and call for inspections. To request an inspection, call the Building Inspection Line at (951) 674-3124 Ext. 239. In most cases, notice of at least one working day is required for inspections (before 5:00pm each day). We may not be able to provide next day inspections in some instances.</li> <li><input type="checkbox"/> Submit EVMWD Inspection Application for Sewer Laterals (attached) to begin inspection of the sewer lateral installation.</li> </ul>
Step 18:	<p><b><u>Inspection Approval:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> City building inspector must approve each part of the subsequent construction.</li> <li><input type="checkbox"/> Projects must be constructed as shown on the approved plans. Any changes to the project must be submitted to City staff, reviewed, and approved before commencing work. Inspections will be delayed until the plan change process is complete.</li> </ul>
Step 19:	<p><b><u>Certificate of Occupancy:</u></b></p>  <ul style="list-style-type: none"> <li><input type="checkbox"/> All required inspections (including final inspection) must be passed to obtain a Certificate of Occupancy.</li> <li><input type="checkbox"/> Permit card sign off is also required from Planning, Engineering, Fire, Finance, and EVMWD.</li> <li><input type="checkbox"/> A Certificate of Occupancy will be issued once the permit card is signed-off and completed</li> </ul>

**ATTACHMENT B**  
**APPROXIMATE FEES FOR RESIDENTIAL CONSTRUCTION**

Applicants are required to pay the current fees posted in the [City](#) and [EVMWD](#) website. The fees noted in this attachment may change at any time.

PLANNING DIVISION	
Zoning Compliance Plan Check	\$119.89
MSHCP Local Development Mitigation Fee (density less than 8 du/ac)	\$2,234.00
<b>TOTAL</b>	<b>\$2,354</b>

- (1) The fees are approximate for a single-family residence with garage.

EVMWD WATER AND SEWER FEES AND DEPOSITS	
Water Capacity Fee (3/4" Meter) <sup>(1)</sup>	\$17,214
Sewer Capacity Fee (SFR) <sup>(1)</sup>	\$7,886
Inspection Deposit (Sewer Lateral Only)	\$1,500
<b>Total</b>	<b>\$26,600</b>

- (1) The fees are effective July 1, 2020 to June 30, 2021.  
(2) Please note, other miscellaneous fees may apply, please contact EVMWD at 951-674-3146 x6705 for an official fee estimate.

ENGINEERING DEPARTMENT		(50x100) 5,000 s.f. Lot	(60x100) 6,000 s.f. Lot	(65x110) 7,200 s.f. Lot
Traffic Impact Fee		\$1,369	\$1,369	\$1,369
TUMF (effective 01/01/2021 - \$9,810.00)		\$9,478	\$9,478	\$9,478
Master Plan of Drainage		\$500	\$600	\$680
Grading Plan Check <sup>(1)</sup>		\$500	\$500	\$500
Grading Permit <sup>(1)</sup>		\$600	\$600	\$600
Right of Way Dedication		\$440	\$440	\$440
<b>SUBTOTAL</b>		<b>\$15,241</b>	<b>\$15,341</b>	<b>\$15,421</b>
1) If Constructing Improvements				
Street Improvement Plan Check <sup>(1)</sup>		\$650	\$750	\$800
Encroachment Permit <sup>(1)</sup>		\$750	\$900	\$950
<b>TOTAL (IF CONSTRUCTING IMPROVEMENTS)</b> <sup>(1)</sup>		<b>\$16,641</b>	<b>\$16,991</b>	<b>\$17,171</b>
2) If Paying In-Lieu Fees				
Linear Foot Fee		\$10,000	\$12,000	\$13,000
Driveway Approach		\$1,000	\$1,000	\$1,000
<b>TOTAL (IF PAYING IN-LIEU FEES)</b>		<b>\$26,241</b>	<b>\$28,341</b>	<b>\$29,421</b>

- (1) Admin fee is included in the plan check and/or permit fee shown  
(2) The In-Lieu Fee for public improvements is only applicable within certain areas of the City.  
Each project will be conditioned to either construct public improvements or pay the in-lieu fee.  
Actual In-Lieu Fees shall be based on the Developer Engineers' Cost Estimate and approved by the City Engineer.

BUILDING DIVISION/DEVELOPER FEES							
Description	Manuf. SFR in SFD <sup>(1)</sup>	1,000 s.f. w/ 400 s.f.	1,200 s.f. w/ 400 s.f.	1,500 s.f. w/ 420 s.f.	1,800 s.f. w/ 600 s.f.	2,000 s.f. w/ 600 s.f.	2,500 s.f. w/ 600 s.f.
Structural Plan Check	\$169	\$829.00	\$921.00	\$1,062.00	\$1,155	\$1,233.00	\$1,554
Planning Review Fee	\$45	\$221	\$245	\$283	\$308	\$323	\$414
Building Permit Fee	\$225	\$1,105	\$1,227	\$1,416	\$1,540	\$1,643	\$2,072
Electrical Permit	\$67	\$130	\$137	\$150	\$175	\$180	\$195
Plumbing Permit	\$90	\$165	\$175	\$190	\$195	\$195	\$200
Mechanical Permit	\$ -	\$70	\$75	\$80	\$80	\$80	\$80
Seismic Fee	\$ -	\$17	\$20	\$24	\$30	\$33	\$40
City Hall/Public Works	\$809	\$809	\$809	\$809	\$809	\$809	\$809
Community Center	\$545	\$545	\$545	\$545	\$545	\$545	\$545
Marina Facility	\$779	\$779	\$779	\$779	\$779	\$779	\$779
Animal Shelter	\$348	\$348	\$348	\$348	\$348	\$348	\$348
Library Fee	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Fire Facility Fee	\$751	\$751	\$751	\$751	\$751	\$751	\$751
Park-in-lieu fee	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Affordable Housing	\$2,880	\$2,000	\$2,400	\$3,000	\$3,600	\$4,000	\$5,000
<b>TOTAL</b>	<b>\$8,458</b>	<b>\$9,519</b>	<b>\$10,182</b>	<b>\$11,187</b>	<b>\$12,065</b>	<b>\$12,669</b>	<b>\$14,537</b>

- (1) 1,440 s.f. Manufactured Home and a 400 s.f. garage in a Residential District.  
(2) All Residential Development shall pay the current School Fees. A copy of your application with the proper square footage is required before going to the school district at: LEUSD, 545 Chaney Street, Lake Elsinore, CA 92530, (951) 674-7731, ext. 294.

**ATTACHMENT C**  
**APPLICATIONS**

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## RESIDENTIAL WILL SERVE APPLICATION

PROJECT INFORMATION	
*Project Name:	
*Project Location:	
*Project APN:	
Tract No. (if applicable):	
*Total Acres:	
*Jurisdictional Agency:	<input type="checkbox"/> City of Canyon Lake <input type="checkbox"/> City of Lake Elsinore <input type="checkbox"/> City of Wildomar <input type="checkbox"/> County of Riverside
*Project Type:	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family Residential/Tract Development
*Type of Construction:	<input type="checkbox"/> New Construction <input type="checkbox"/> Tenant Improvement

CONTACT INFORMATION		
CONTRACTOR	OWNER/DEVELOPER	
*Company Name:		
*Address:		
*City, State, Zip:		
*Contact Name:		
*Office Phone:		
*Cell Phone:		
*Email:		

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Building Plans
<input type="checkbox"/>	Building Permit
<input type="checkbox"/>	Irrigation Plans (if applicable)

SERVICES REQUESTED				
*Services Requested (check all that apply):	<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Irrigation (Required for Multi-Family/Tract Developments)			
WATER SERVICE INFORMATION				
DESCRIPTION	QTY	METER SIZE (3/4", 1", 1-1/2", 2", 3" OR 4")	METER TYPE (DOMESTIC OR IRRIGATION)	BACKFLOW (YES/NO)
SEWER SERVICE INFORMATION				
DESCRIPTION	QTY	AREA (SF)		

**FEES (EVMWD ADMINISTRATIVE CODE, SECTION 2600)**

Single Family Residential	\$ 170.00
Multi-Family Residential/Tract Development	\$ 340.00

**SUBMITTAL INSTRUCTIONS**

- 1) All (\*) are required fields.
- 2) The application and required documents shall be submitted to be an accepted application.
- 3) Submit the application, required documents and fee the following two methods:
  - a) Emailed to [Development@evmd.net](mailto:Development@evmd.net), or
  - b) Drop-off in person or mail to ATTN: Engineering, 31315 Chaney Street, Lake Elsinore, CA 92530
- 4) For questions, contact Engineering Services at (951) 674-3146 Ext. 8427 or email [Development@evmd.net](mailto:Development@evmd.net)

**DURATION**

Allow **20 business days** to receive a Service Planning Letter or Service Commitment Letter

**NEXT STEPS**

- 1) A Service Planning Letter will be provided indicating if water and/or sewer service will be provided to the development.
- 2) Once the Service Planning Letter is issued and the project is ready for construction, request a Service Commitment Letter by emailing [Development@evmd.net](mailto:Development@evmd.net). This letter will quote the water and sewer capacity fees for the development.

**INTERNAL USE ONLY**

Fees Due:		Received By:	
Reimbursement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reimbursement #:	
Date Payment Received:		Receipt No:	
Check No:		Date Received by Eng:	
Division:		Will Serve #:	
Work Order #:		Previous Account #:	
Meter Size:		Pressure Zone:	
Completed:	<input type="checkbox"/> GIS	<input type="checkbox"/> Log	<input type="checkbox"/> CIPAcE



For City Staff Use Only

Plan Check #:	Date Submitted:
Received By:	Related Projects:

## ZONING COMPLIANCE—PLAN CHECK

Minor construction projects which do not change the use or intensity of a building or site may be approved by the Planning Division at the counter if they comply with applicable zoning requirements. These projects typically include minor alterations to existing buildings; accessory structures; fences and walls; or utility equipment. Larger projects may require discretionary approval prior to submittal for plan check.

### PROPERTY INFORMATION

Address:	APN:
Current Use & Condition:	

### CONTACT INFORMATION

Property Owner	Applicant
Name:	Name:
Mailing Address:	Mailing Address:
City/State/Zip Code:	City/State/Zip Code:
Phone:	Phone:
Email:	Email:

### PROJECT INFORMATION (CHECK ALL THAT APPLY)

Residential	Non-Residential
<input type="checkbox"/> Addition/Remodel	<input type="checkbox"/> Trash Enclosure
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Mechanical Equipment
<input type="checkbox"/> Pool, Spa, and Related Equipment	<input type="checkbox"/> Tenant Improvement
<input type="checkbox"/> Fence, Wall, or Retaining Wall	<input type="checkbox"/> Fence, Wall, or Retaining Wall
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Describe proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT SIGNATURE

The undersigned hereby certifies that all the information in this application is true and correct; that the signatures represent all the property owners of record or authorized agent; and that permission is hereby granted to the City to

### Property Owner(s)

Name (Print):	Signature:	Date:
Name (Print):	Signature:	Date:

### Authorized Agent

Name (Print):	Signature:	Date:
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## HOMEOWNERS ASSOCIATION (HOA) APPROVAL

The undersigned hereby certifies that he/she is the designated representative of the Home Owners Association authorized to ensure consistency of this project with applicable CC&R's; that the project has been reviewed by the

### HOA Name:

### Designated Representative

Name (Print):	Signature:	Date:
---------------	------------	-------

## STAFF REVIEW

Property's Zoning:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are the proposed improvements consistent with the General Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proposed improvements consistent with the Municipal Code or Specific Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proposed improvements consistent with Discretionary Approvals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proposed improvements approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Reviewed By:

Name (Print):	Signature:	Date:
---------------	------------	-------

Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CITY OF LAKE ELSINORE ZONING COMPLIANCE PLAN CHECK GENERAL INFORMATION AND APPLICATION REQUIREMENTS**

### **What is a Zoning Compliance Plan Check Application?**

A Zoning Compliance Plan Check (ZCPC) is a process in which the Planning Division reviews your development plan for compliance with applicable zoning code requirements such as unit size, building setbacks, height, lot coverage, parking, landscaping, and architectural design. During the review, your plans are also routed to other City permitting departments including Engineering, Fire, and Building for preliminary compliance review.

### **What types of projects require a ZCPC?**

ZCPC is required for the following types of construction projects:

- New single-family dwellings or a new duplex (two attached single-family dwellings on an existing lot zoned for residential uses)
- Accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) on lots zoned for residential uses
- Residential additions to existing structures on legally conforming lots zoned for residential uses
- Accessory structures (detached sheds, garages, etc.) on lots zoned for residential uses with an existing main use
- Limited repairs and maintenance to existing structures or site improvements
- Major exterior renovations
- Interior structural alterations
- Any exterior additions that are required to meet setbacks, including (but not necessarily limited to) HVAC condensing (air-conditioning units), patio covers, outdoor fireplaces and built-in-barbeque grills, pools, and related equipment, etc.

For other construction projects, a Design Review Application is required rather than ZCPC. In contrast to ZCPC application decisions which are ministerial actions made by the Planning Division, Design Review applications decisions are discretionary actions made by the Planning Division or Planning Commission depending on the scope and size of the project. Please refer to Sections 17.415.050 ([imbed link](#)) and 17.415.060 ([imbed link](#)) of the Lake Elsinore Municipal Code for further information on Design Review application procedures and requirements.

### **When is a ZCPC required?**

For new projects a ZCPC is required prior to applying for grading and building permits. Applications for grading and building permits will not be accepted until you receive ZCPC approval. For all other applications, a ZCPC is required prior to the commencement of any work or installation.

### **What if I need a minor exception or variance from the zoning requirements?**

Variances are subject to review and approval by the Planning Commission whereas minor exceptions may be granted by the Planning Division. Please note that both variance and minor exceptions require direct notice to neighboring property owners, and a public hearing is required for variance applications.

### **What are the required application materials?**

The ZCPC application must include the following items, please note that incomplete applications will not be accepted):

- **Application Form** (filled out completely and signed by property owner and HOA representative if required)
- **Proof of Ownership** (provide a title report, deed, mortgage/insurance documents, property tax receipt/bill)
- **Architectural Drawings** including site plan, floor plan(s), elevations, cross-section, and roof plan
- **Landscape Drawings** including planting plan and wall/fence plan
- **Civil Drawings** including grading/drainage, and utility plans (preliminary)

Please see reverse side of this page for technical drawing standards.

### **How long does the ZCPC process take?**

Although the City strives quickly streamline plan reviews, the initial review of a ZCPC application can take up to 15 business days depending upon the current volume of plans in process. Processing times depend on the scope of plan corrections and compliance issues identified during plan review. Delays in applicant's response to review comments and corrections will impact the processing timeline.

## What else should I know?

Applicants should be advised that ZCPC approval **IS NOT** a construction permit and does not confer a right to proceed with construction activities such as grading or building. After ZCPC approval and prior to construction, you must apply for and obtain all required permits and agency approvals for your project including a grading permit, building permit, sewer/water connections, septic systems, wells, in addition to any other required federal, state, or local approvals.

## ZONING COMPLIANCE PLAN CHECK DRAWING STANDARDS

### Typical - Every Sheet (Combine all architectural, civil, and landscaping drawings into ONE single PDF file)

- 
- |   |   |
|---|---|
| - Sheet Size: 24"x36"                     | - Surveyor Name and Contact Info          |
| - Sheet Number                            | - Drawing Preparer Name and Contact Info  |
| - Drawing Title                           | - Architect Name and Contact Info         |
| - Drawing Scale                           | - Engineer Name and Contact Info          |
| - Dimensions                              | - North Arrow                             |
| - Drawing Date                            | - Project Assessors Parcel Number (APN's) |
| - Property Owner(s) Name and Contact Info | - Project Address                         |

### Cover Sheet

- 
- |                         |                                   |
|-------------------------|-----------------------------------|
| - Project Name          | - Utilities Name and Contact Info |
| - Zoning Data and Calcs | - Vicinity Map (1"=800' scale)    |
| - Sheet Index           | - Property Legal Description      |

### Site Plan

Label, dimension, and specify location of the following features:

- |  |                                      |
|--|--------------------------------------|
| - All Property Lines in true configuration   | - Existing & Proposed Easements      |
| - Existing & Proposed Trees                  | - Street Dedication(s)               |
| - Existing & Proposed Buildings & Structures | - Fire Hydrants                      |
| - Building Footprint                         | - Required Parking                   |
| - Building Setbacks                          | - Roof Overhangs (Eaves)             |
| - Distance between Structures                | - Trash Collection Area              |
| - Site Access/Driveways                      | - Wall and Fence                     |
| - Adjoining Right-of-Way                     | - Existing and Proposed Improvements |
| - Lot Coverage Calculation (as a %)          |                                      |

### Floor Plans

Label, dimension, and specify location of the following features:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| - Room (label use and size) | - Garage (show interior dimensions) |
| - Bathrooms                 | - Patios and Balconies              |
| - Windows and Doors         |                                     |

### Elevations

Provide one colored elevation with the following information for each building side:

- |  |   |
|--|---|
| -Building height dimension (from finished grade)               | - Windows                               |
| -Exterior wall mounted light fixtures                          | - Doors                                 |
| -Exterior materials and colors                                 | - Type of stucco finish (if applicable) |
| -Building cross-sections (one transverse and one longitudinal) |   |

### Roof Plan

Include the following information:

- |                                      |                             |
|--------------------------------------|-----------------------------|
| - Roof pitches and direction of fall | - Roof material             |
| - Outline of eaves                   | - Ridges, hips, and valleys |
| - Equipment                          | - Skylights                 |

### Landscaping and Wall/Fence Plan

Include the following information:

- |   |  |
|---|--|
| - Any existing landscaping to be removed or protected in-place. | - Height of existing or proposed fences/walls                  |
| - Any existing trees to be removed or protected in-place.       | - Elevations and details of existing or proposed fences/walls  |
| - Plant palette and size of materials                           | - Size, location and spacing of trees, shrubs, and groundcover |

### **Grading/Drainage/Utility Plans\***

---

Include the following information:

- Estimated earthworks calculation
- Direction of drainage flow with slope in percentage
- Drainage and utility facilities
- Proposed grades and elevations
- All existing contours and structures within 25' of site boundaries
- Circulation/drainage improvements and drainage courses within 100' of site boundaries
- Location of any storage areas, equipment, temporary laydown yards, onsite materials storage, etc.

\*Onesite work only. If off-site mobilization is necessary, please provide separate proof of ownership or a notarized authorization form allowing for the off-site mobilization yard. A separate sheet off-site mobilization sheet is required showing proposed or existing access, location of materials, location where temporary equipment will be stored, employee/contactor parking, and all other pertinent information associated with the off-site mobilization yard.



**ENGINEERING DEPARTMENT**  
**SINGLE FAMILY GRADING PLAN CHECK SUBMITTAL**  
**APPLICATION AND CHECKLIST**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
P: 951.674-3124, F: 951.476-1261

Fill in the requested information and submit with the requested documents and fees to initiate Plan Check.  
Incomplete submittals will not be processed for plan check.

**PARCEL/TRACT NO.:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**ASSESSOR'S PARCEL NO(S):** \_\_\_\_\_

**TOTAL LOT AREA:** \_\_\_\_\_ Gross  
Acres \_\_\_\_\_ Sq Ft \_\_\_\_\_ **CUT:** \_\_\_\_\_ cy **FILL:** \_\_\_\_\_ cy

**COUNTRY CLUB** **PLANNING PROJECT/**  
**HEIGHTS AREA:** \_\_\_\_\_ Yes \_\_\_\_\_ No **DEVELOPMENT REVIEW NO:** \_\_\_\_\_

**SUBMITTAL TYPE:** \_\_\_\_\_ Mass Grade \_\_\_\_\_ Rough Grade \_\_\_\_\_ Precise Grade \_\_\_\_\_ Drainage \_\_\_\_\_ **REVISION No. :** \_\_\_\_\_

**Are the project Hardscape Improvements (curb, gutter, sidewalk, driveway cut, pavement, striping, etc.) both onsite and/or offsite shown on this grading plan?**  No  Yes If yes, Engineer's Cost Estimate required with submittal

**OWNER / DEVELOPER:** \_\_\_\_\_

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PROJECT MANAGER:** \_\_\_\_\_

If different from above

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Distribution: Original- File / Copy - Planchecker



## SFR GRADING SUBMITTAL CHECKLIST

### REQUIREMENTS: NEW SUBMITTAL

**NEW** - A digital copy (CD/DVD/Thumb Drive) of **all submittal documents** is required for in person submittals. Online submittal using the City's Customer Self Service Portal (CSSP) at [www.lake-elsinore.org](http://www.lake-elsinore.org) is encouraged to save you time and money.

<u>QTY</u>	<u>DESCRIPTION OF REQUIRED DOCUMENTS</u>
1	<b>This Form</b> identifying all items being submitted.
2	<b>PROPOSED GRADING PLANS</b> - Prepared using CITY STANDARD TITLE BLOCK FORMAT, 24" x 36"
2	<b>SOILS REPORT</b> - 1 orig, sealed and signed by Engineer of work.
	<b>ENGINEER'S ESTIMATE</b> signed and sealed by Engineer if hardscape improvements are on grading plan.
1	<b>FINAL MAP</b> (if applicable)
1	<b>APPROVED SITE PLAN</b> (if applicable)
2	<b>CONDITIONS OF APPROVAL</b>
1	<b>PRELIMINARY TITLE REPORT</b> (within 6 months)
1	<b>APPROVAL FROM OTHER AGENCIES</b> (Copy of Stamped Plans if applicable)
	<b>PLAN CHECK FEES*</b> * Reviews in excess of 4 checks will result in additional fees. \$200.00 + <input type="text"/> x 91% Admn Charge + Enter Above Cubic Yard Fee from fee schedule

### Other Documents **REQUIRED** Prior to Permit Issuance

**WILL SERVE LETTER** from Appropriate Water District

**SCE LETTER OF NON-INTERFERENCE** - (30 days to obtain) SCE, Corporate Real Estate Operations, 2 Innovation Way, Pomona, CA 91768- Request letter of non-interference. Provide copy of grading plan and APN.

### Other Documents which **MAY BE REQUIRED** Prior to Permit Issuance

Hydrology and Hydraulics / Drainage Study; Letter of permission to grade, construct, accept modified flow, NOI, WDID, WQMP CLOMR/LOMR, SEISMIC Review. Check your Conditions of Approval for project specific items.

### REQUIREMENTS: REVISION SUBMITTAL

<u>QTY</u>	<u>DESCRIPTION OF REQUIRED DOCUMENTS</u>
1	<b>This Form</b> identifying all items being submitted.
1	<b>REDLINED APPROVED PLANS</b> - 24" x 36"
1	<b>COPIES OF DOCUMENTS in SUPPORT of PROPOSED REVISION.</b>
	<b>PLAN CHECK FEES*</b> * Reviews in excess of 4 checks will result in additional fees. \$200.00 + <input type="text"/> Admn Charge + Enter # of Plan Sheets being Revised above

**and OTHER DOCUMENTS as required during plan check process.**



130 South Main Street

## APPLICATION FOR BUILDING PERMIT

### VALUATION CALCULATIONS

1st FLOOR \_\_\_\_\_ SF  
 2nd FLOOR \_\_\_\_\_ SF  
 3rd FLOOR \_\_\_\_\_ SF  
 GARAGE \_\_\_\_\_ SF  
 STORAGE \_\_\_\_\_ SF  
 DECK & BALCONIES \_\_\_\_\_ SF  
 OTHER: \_\_\_\_\_ SF

VALUATION: \_\_\_\_\_

### FEES

BUILDING PERMIT \$ \_\_\_\_\_

PLAN CHECK \_\_\_\_\_

PLAN REVIEW \_\_\_\_\_

SEISMIC \_\_\_\_\_

PLAN RETENTION \_\_\_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above - mentioned property for inspection purposes.

Signature of Applicant or Agent      Date

Agent for  contractor  owner

Agents Name \_\_\_\_\_

Agents Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

APPLICATION NO.																																						
APPLICATION RECEIVED DATE																																						
AP #	BY																																					
BUILDING ADDRESS																																						
TRACT	BLOCK/PAGE	LOT/PARCEL																																				
O W N E R	NAME MAILING ADDRESS CITY																																					
C O N T R	PHONE CITY BUSINESS TAX #																																					
A R C T O R	NAME MAILING ADDRESS CITY STATE/ZIP PHONE																																					
I hereby affirm that I am licensed under provisions of chapter 9 (commencing with section 7000) of division 3 of the business and professions code, and my license is in full force and effect.																																						
CITY BUSINESS TAX #																																						
A R C H	NAME LICENSE # MAILING ADDRESS CITY STATE/ZIP PHONE																																					
<table border="1"> <tr> <td><input type="checkbox"/> NEW</td> <td>OCC GRP. / DIVISION:</td> <td>CONST. TYPE:</td> </tr> <tr> <td><input type="checkbox"/> ADDITION</td> <td>NUMBER OF</td> <td>NUMBER OF</td> </tr> <tr> <td><input type="checkbox"/> ALTERATION</td> <td>STORIES:</td> <td>BEDROOMS:</td> </tr> <tr> <td><input type="checkbox"/> OTHER</td> <td colspan="2">ZONE:</td> </tr> <tr> <td><input type="checkbox"/> SINGLE FAMILY</td> <td>HAZARD</td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/> APARTMENTS</td> <td>AREA ?</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/> CONDOMINIUMS</td> <td>SPRINKLERS</td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/> TOWN HOMES</td> <td>REQUIRED ?</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/> COMMERCIAL</td> <td colspan="2">PROPOSED USE OF BLDG:</td> </tr> <tr> <td><input type="checkbox"/> INDUSTRIAL</td> <td colspan="2">PRESENT USE OF BLDG:</td> </tr> <tr> <td><input type="checkbox"/> REPAIR</td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> DEMOLISH</td> <td colspan="2"></td> </tr> </table>			<input type="checkbox"/> NEW	OCC GRP. / DIVISION:	CONST. TYPE:	<input type="checkbox"/> ADDITION	NUMBER OF	NUMBER OF	<input type="checkbox"/> ALTERATION	STORIES:	BEDROOMS:	<input type="checkbox"/> OTHER	ZONE:		<input type="checkbox"/> SINGLE FAMILY	HAZARD	YES	<input type="checkbox"/> APARTMENTS	AREA ?	NO	<input type="checkbox"/> CONDOMINIUMS	SPRINKLERS	YES	<input type="checkbox"/> TOWN HOMES	REQUIRED ?	NO	<input type="checkbox"/> COMMERCIAL	PROPOSED USE OF BLDG:		<input type="checkbox"/> INDUSTRIAL	PRESENT USE OF BLDG:		<input type="checkbox"/> REPAIR			<input type="checkbox"/> DEMOLISH		
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<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																																						

- \_\_\_\_\_ 1. I am licensed under the provisions of Business and Professional Code Section 7000 et seq. and my license is in full force.
- \_\_\_\_\_ 2. I, as owner of the property, or my employee w/wages as their sole compensation will do the work and the structure is not intended or offered for sale.
- \_\_\_\_\_ 3. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.
- \_\_\_\_\_ 4. I have a certificate of consent to self-insure or a certificate of Workers Compensation Insurance or a certified copy thereof.
- \_\_\_\_\_ 5. I shall not employ any person in any manner so as to become subject to Workers Compensation Laws in the performance of the work for which this permit is issued.



130 South Main Street

## APPLICATION FOR PERMIT

### ELECTRICAL / PLUMBING / MECHANICAL

I hereby certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent      Date  
 (circle one)  
 AGENT FOR:      CONTRACTOR      OWNER  
 AGENT'S NAME \_\_\_\_\_  
 AGENT'S ADDRESS \_\_\_\_\_  
 street      city      state      zip

		APPLICATION #
		APPLICATION DATE:
AP#		BY:
BUILDING ADDRESS		
TRACT		BLOCK/PAGE
O W N E R	NAME MAILING ADDRESS CITY	PHONE STATE/ZIP
C O N T R A C T O R	I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.	
T A C T O R	CITY BUSINESS TAX#	
MAILING ADDRESS		
O R	CITY	STATE/ZIP      PHONE
CONTRACTOR'S SIGNATURE		

ELECTRICAL	Quan	PLUMBING	Quan	MECHANICAL	Quan
New Res. Multi Family / SQ. FT.		Fixture or Trap		F.A.U. / Furnace / Ducts / Vents	
New Res. Single Family / SQ. FT.		Building Sewer		F.A.U. / Furnace / Misc. / > 100000	
Pool Electric System, Private		Rain Water System per Drain		Floor Furnace / Vent	
Switches / 1st 20		Private Septic System		Unit Heater / Wall Heater	
Switches / Over 20		Water Heater / Vent		Install / Relocate / Replace Vent	
Receptacle Outlet / 1st 20		Gas Piping System 1 - 4 Outlets		Ventilating Fan	
Receptacle Outlet / Over 20		Gas Piping 5 or More Outlets		Evaporative Cooler	
Lighting Fixtures / 1st 20		Dishwasher		Ventilating System	
Lighting Fixtures / Over 20		Solar Tank		Exhaust Hood	
Residential Fixed Appliance / Outlet		Solar Collector per Panel		Fireplace	
Non-Residential Appliance / Outlet		Grease Trap / (Interceptor)		Commercial Incinerator	
100 - 200 Amp Service < 600V		Install, Alter or Repair System		Air Handler > 10000 CFM	
200 - 1000 Amp Service < 600V		Lawn Sprinkler System		Air Handler < 10000 CFM	
Misc. Apparatus, Conduits, Etc.		Backflow Device Smaller than 2"		Fire Dampers	
Signs		Backflow Device Larger than 2"		Registers	
Sign Branch Circuit		Floor Drain		Compressor / Heatpump - 3 H.P.	
Busways / EA 100 FT		Floor Sink		Compressor / Heatpump 3 - 15 H.P.	
Temporary Power Service		Water Service		Compressor / Heatpump 15 - 30 H.P.	
Temporary Power Distribution System		Alter or Repair Drain or Vent		Compressor / Heatpump 30 - 50 H.P.	
<b>Motors / Transformers</b>		Fire Sprinklers per Building		Repair / Alter Misc. HVAC	
Motors up to 1 H.P.		<b>Swimming Pool</b>		Compressor / Heatpump Over 50 H.P.	
Motors / Transformers 1 - 10 H.P.		Swimming Pool / Public			
Motors / Transformers 10 - 50 H.P.		Swimming Pool / Private			
Motors / Transformers 50 - 100 H.P.		Water Heater / Vent			
Motors / Transformers > 100 H.P.		Replace Piping			
		Replace Filter			
		Misc. Replace			
		Gas Piping			

1. I am licensed under the provisions of Business and Professional Code Section 7000 et seq. and my license is in full force.
2. I, as owner of the property, or my employee w/wages as their sole compensation will do the work and the structure is not intended or offered for sale.
3. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.
4. I have a certificate of consent to self-insure or a certificate of Workers Compensation Insurance or a certified copy thereof.
5. I shall not employ any person in any manner so as to become subject to Workers Compensation Laws in the performance of the work for which this permit is issued.

## INSPECTION APPLICATION FOR SEWER LATERAL

PROJECT INFORMATION	
*Project Name:	
*Project Location:	
*Project APN:	

CONTACT INFORMATION	
CONTRACTOR	OWNER/DEVELOPER
*Company Name:	
*Address:	
*City, State, Zip:	
*Contact Name:	
*Office Phone:	
*Cell Phone:	
*Email:	

REQUIRED DOCUMENTS	
<input type="checkbox"/>	1) *Payment Receipt of the Service Commitment Letter (SCL) that includes the Water and/or Sewer Capacity Fees a) This SCL is provided by submitting a <a href="#">Residential Will Serve Application</a> b) SCL No. _____ (Noted on the top right corner of the SCL)
<input type="checkbox"/>	2) *Work Order Request Form/Responsible Party Form (Attached)
<input type="checkbox"/>	3) *Signed Construction Contract between the Owner/Developer and Contractor for the sewer lateral work.
<input type="checkbox"/>	4) *Inspection Deposit in the amount of \$1,500.00 by the following two methods a) Credit Card Form (Attached), or b) Check payable to EVMWD in person or mail at ATTN: Engineering, 31315 Chaney Street, Lake Elsinore, CA 92530
<input type="checkbox"/>	5) *Contractor and/or Sub-Contractor California Contract License from <a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a> a) California Contract License Type: <input type="checkbox"/> A, <input type="checkbox"/> C-34 or <input type="checkbox"/> C-42 b) California Contract License No: _____
<input type="checkbox"/>	6) *Certificate of Liability Insurance from Insurance Provider a) Workers Compensation Insurance Expiration Date: _____ b) Liability Insurance Expiration Date: _____ c) General Liability Expiration Date: _____ d) Automobile Liability Expiration Date: _____ e) <b>The attached Insurance Certificate Sample shall be provided to the insurance provider as an example</b>
<input type="checkbox"/>	7) *Emergency Contact Information Form (Attached)
<input type="checkbox"/>	8) Copy of Reference Permit/Plans (Applicable for New Construction) a) Building Permit, Building Plans, Grading Plans, Street Improvement Plans

MATERIAL SELECTION (SELECT ONE MANUFACTURE FOR EACH ITEM)		
ITEM	DESCRIPTION	MANUFACTURE
<b>*Pipe</b>	4" PVC SDR 35, ASTM D 3034	<input type="checkbox"/> Vinyltech <input type="checkbox"/> Lamson Vylon <input type="checkbox"/> North American Pipe
<b>*Bend and Wye Fitting</b>	4" Wye and Bend Fittings	<input type="checkbox"/> Certainteed <input type="checkbox"/> Inserta Tee <input type="checkbox"/> J-M Pipe
<b>*Saddle</b>	4" Saddle	<input type="checkbox"/> Certainteed <input type="checkbox"/> Inserta Tee (10" and Above) <input type="checkbox"/> J-M Pipe



*Cleanout	Traffic and Non-Traffic Rated	<input type="checkbox"/> JR Concrete <input type="checkbox"/> Applied Engineering
*Rock	¾" Class 2 Crushed Aggregate Base (No. 67)	All Suppliers are Accepted
*Warning Tape	6" Wide Tape, Color Green with Continuous Warning "CAUTION: SEWER LINE BURIED BELOW"	<input type="checkbox"/> Calpico, Type 1 <input type="checkbox"/> Line-Tec, Type B <input type="checkbox"/> Thor, Elast Tec <input type="checkbox"/> Northtown <input type="checkbox"/> Dot Sales
Backwater Valve	4" Extendable ABS Valve (Required if the house slab elevation is lower than the upstream manhole rim elevation)	<input type="checkbox"/> Clean Check, Inc. <input type="checkbox"/> Mainline Backflow Products, Inc.

**DEPOSIT AND BILLING RATES**

Deposit Amount: \$1,500 (Additional funds will be requested if the balance is depleted)

Billable Rates Per Administration Code Section 2601.B.2:

Inspections	\$166	SCADA	\$197	Management Support	\$275
Operations	\$105	Administrative Support	\$86		

**SUBMITTAL INSTRUCTIONS**

- 1) All (\*) are required fields.
- 2) The application and required documents shall be submitted together to be an accepted application.
- 3) Submit the application, required documents and deposit by the following two methods:
  - a) Emailed to [EngServices@evmwd.net](mailto:EngServices@evmwd.net), or
  - b) Drop-off in person or mail to ATTN: Engineering, 31315 Chaney Street, Lake Elsinore, CA 92530

**DURATION**

Allow **5 business days** for the application to be reviewed. You will receive an email indicating if the application has been accepted or rejected.

**NEXT STEPS**

- 1) The District will contact you to schedule a pre-construction meeting.
- 2) Upon completion of the pre-construction meeting, the applicants can schedule for inspection.

**APPROVAL/RESUBMITTAL REQUIRED (INTERNAL USE ONLY)**

Received Date:		Received By:	
<input type="checkbox"/> Accepted, Date:		<input type="checkbox"/> Resubmittal Req, Date:	

The following information was missing or incomplete:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Project Information     | <input type="checkbox"/> Contact Information                | <input type="checkbox"/> Service Commitment Letter     |
| <input type="checkbox"/> Work Order Request Form | <input type="checkbox"/> Construction Contract              | <input type="checkbox"/> California Contractor License |
| <input type="checkbox"/> Liability Insurance     | <input type="checkbox"/> Emergency Contact Information Form | <input type="checkbox"/> Reference Permits/Plans       |
| <input type="checkbox"/> Material Selection      |   |  |

**Additional Comments:**

I have reviewed and verified that this package meets the requirements as specified in EVMWD's Standard Specifications for the Construction of Water and Sewer Facilities, General Conditions.

Authorized Signature

Date

## WORK ORDER REQUEST AND RESPONSIBILITY PARY FORM

<b>APPLICATION TYPE</b>			
<input type="checkbox"/> PLANNING		<input type="checkbox"/> PLAN CHECK	
<input type="checkbox"/> EASEMENT		<input type="checkbox"/> INSPECTION	
<b>PROJECT INFORMATION</b>			
*Project Name:			
*Project Location:			
*Project APN:			
Tract No (If applicable):			
<b>CONTACT INFORMATION</b>			
<b>APPLICANT</b>		<b>RESPONSIBLE PARTY</b>	
*Name:		*Name:	
Title:		Title:	
Company Name:		Company Name:	
*Address:		*Address:	
*City, State, Zip:		*City, State, Zip:	
*Office Phone:		*Office Phone:	
*Cell Phone:		*Cell Phone:	
*Email:		*Email:	
		*EIN or SSN	
<b>AGREEMENT</b>			
I hereby make a deposit to EVMWD in the amount of \$_____ and agree that this money is provided for costs incurred for said project. It is understood that periodically the account balance will be checked, and if additional monies are due beyond this initial deposit, an invoice will be issued to the <b>Responsible Party</b> . Should the contractor, or any of its subcontractors, damage District property during construction, the <b>Responsible Party</b> listed below shall be responsible for all repairs and fees associated with said damage.			
Responsible Party Signature		Date	
<b>For Finance Use Only</b>			
Inspector Assigned:		Date Opened:	
Requested By:		Work Order Type	Work Order Assigned
<b>KEY:</b>			
PLAN	Planning		
PDEP	Plan Check		
D	Easement		
RW	Recycled Water Pre-meter Inspection		
RS	Recycled Water State Inspection Deposit		
RC	Recycled Water Cross Connection Inspection		
W	Water Inspection		
S	Sewer Inspection		
Previous Work Order #		* Enter into Lawson	

(\*) Required Fields

## EMERGENCY CONTACT INFORMATION FORM

<b>CONTACT # 1</b>	
*Contact Name:	
Title:	
Company Name:	
*Address:	
*City, State, Zip:	
*Emergency Phone No:	
*E-mail:	

<b>CONTACT # 2</b>	
*Contact Name:	
Title:	
Company Name:	
*Address:	
*City, State, Zip:	
*Emergency Phone No:	
*E-mail:	

<b>CONTACT # 3</b>	
Contact Name:	
Title:	
Company Name:	
Address:	
City, State, Zip:	
Emergency Phone No:	
E-mail:	

(\*) Required Fields

# Insurance Certificate Sample



## CERTIFICATE OF LIABILITY INSURANCE

SEPAPRO-01 ROSEM

DATE (MM/DD/YYYY)  
8/1/2014

**1. PRODUCER:**  
Insurance Agent/Broker who issues certificate.

**2. NAME OF INSURED:**  
Must be legal name of the contracting party.

**3. TYPES OF INSURANCE:**  
Must include the types of insurance required by contract.

**4. POLICY FORM:**  
EVWMD requires per "Occurrence"  
"Claims made" or "Occurrence" form: see Glossary for definitions.

**4. POLICY FORM:**  
EVMWD requires "Any Auto".

**5. NAME ADDITIONAL INSURED:**  
Elsinore Valley Municipal Water District see below for details.

**6. CERTIFICATE HOLDER:**  
Must be Elsinore Valley Municipal Water District.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	License	Insured Letter indicates the carrier of the policy	CONTACT NAME: Jon Doe PHONE (A/C. No. Ext): (859)555-1212 E-MAIL ADDRESS: jdoe@abcins.com	INSURER(S) AFFORDED COVERAGE	NAIC #
INSURED	ABC Insurance Carrier 456 Anywhere Drive Anyplace, CA 45678	ABC Constructors 123 Anywhere Dr. Anyplace, CA 12345	INSURER A: RLI Insurance Company	13056	
			INSURER B: RLI Indemnity Company	28860	
			INSURER C: Continental Casualty Company	20443	
			INSURER D:		
			INSURER E:		
			INSURER F:		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RLTR	TYPE OF INSURANCE	ADDL/SUBR/INSD WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> Ded.: \$0	X	PSB0001292	11/15/2013	11/15/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Comp.: \$500 <input checked="" type="checkbox"/> Coll.: \$500	X	PSA0001306	08/11/2014	08/11/2015	COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED. X <input type="checkbox"/> RETENTION \$ 0		PSE0001227	11/15/2013	11/15/2014	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	X	PSW0001119	07/08/2014	07/08/2015
C	Prof Liab/Crms Made <input checked="" type="checkbox"/> Ded.: \$20k Per Claim		EEH288380277 EEH288380277	07/08/2014 07/08/2014	07/08/2015 07/08/2015	Per Claim \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Re: SP4 Project No. 2787 EVMWD RO Membrane Treatment Pilot Study  
Elsinore Valley Municipal Water District is Additional Insured with respect to General and Auto Liability per the attached endorsements as required by written contract. Insurance is Primary and Non-Contributory. Waiver of Subrogation applies to Workers' Compensation.

30 Days Notice of Cancellation with 10 Days Notice for Non-Payment of Premium in accordance with the policy provisions.  
Vendor #12345

CERTIFICATE HOLDER	CANCELLATION
Elsinore Valley Municipal Water District 31315 Chaney Street PO Box 3000 Lake Elsinore, CA 92530	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>T. Shelly Howell</i>

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**7. ACCEPTABILITY OF INSURERS:**  
Insurers must have current A.M.Best's rating no less than A:VIII licensed to conduct business in California.

**8. POLICY EFFECTIVE DATE:**  
Must be prior to our coincide with the effective date of contract.

**9. POLICY EXPIRATION DATE:**  
If occurrence form, date must be on or after termination of contract.

**10. LIMITS OF INSURANCE:**  
Must be the same or greater than required by contract

**11. DESCRIPTION OF OPERATIONS:**  
EVMWD are often name additional insured here, place & event sometimes described here.

**12. NOTICE OF CANCELLATION:**  
Must be modified as indicated: 30 days required.

**13. AUTHORIZED REPRESENTATIVE:**  
Must be signed.

Contractor maintain a valid certificate of insurance throughout the 1 year warranty period