	Permit Application Checklist	300 N. Flower Street Santa Ana, CA 92703
	County of Orange	714.667.8888
OC PLANNING A DIVISION OF OC PUBLIC WORKS	© ocpCustomerCare@ocpw.ocgov.com www.ocplanning.net	714.667.8885
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\boxtimes	Zon	ing / Planning / Review Clearance(s)	
	Completed permit application;		
	2. Three (3) copies of an accurate site plot plan including the property address, dimension existing and proposed structures, and easements (see sample);		
	3.	*;	
	4.	Planning application (use permit, variance, site plan, etc.) required? [] Yes [] No	
		If a planning application is required see the planning application submittal package.	
	☐ <u>Bu</u>	silding Permit(s)	
		1. Four (4) copies of <u>stamped</u> architectural & structural plans (including: floor plans, elevations, mechanical, electrical, erosion and sediment control plans, and plumbing detail) for all structures requiring a permit (requires a licensed architect / engineer);	
		2. Two (2) copies of T-24 <u>stamped</u> energy calculations (if applicable);	
		3. Two (2) Copies of stamped structural calculations;	
		4. Three (3) copies of a <u>stamped</u> soils report (if applicable; requires a licensed soils engineer);	
		5. Asbestos disclosure form and notification letter (if a contractor performs the job).	
[Gr	rading Permit(s)	
		1. Seven (7) copies of <u>stamped</u> engineering plans for all grading requiring a permit including erosion and sediment control plans (requires a licensed architect / engineer);	
		2. Three (3) sets of a <u>stamped</u> geotechnical report (requires a licensed engineer)	
		3. Two (2) copies of hydrology and hydraulic reports (if applicable).	
	Mo	onetary Deposit or Fee:	
	1.	A monetary deposit or fee (see ordinance to determine whether the permit is deposit or flat fee permit) in the amount of \$ (Cash, Visa, MasterCard, or checks are accepted).	

^{*} Due to the highly specific nature of zoning requirements (based on the specific location of the project) this space is left for additional requirements – it is recommended that all applicants obtain basic zoning information for their property prior to investing the time and resources necessary to design plans.