

PLAN SUBMITTAL REQUIREMENTS

In an effort to assist applicants with the permit process, the City has prepared handouts that identify the minimal information, required documents, document content and listings of other agencies and departments required to either review, approve or collect fees in addition to the fees collected by the Building Division for the proposed construction project. The handouts are for the most frequently requested project types. Click on the title of the handout below and the full text of the handout will be provided.

[City Referral Request for OCFA Review or Comments](#)

[Memorandum of Acknowledgement Prior to Planning Approval](#)

[Electrical Load Calculation Worksheet](#)