

PERMIT REQUIREMENTS

For the

CITY OF COMMERCE

STEP I

(PLANNING DEPARTMENT COUNTER)

- Fill out a Permit Application for desired Permit
- Obtain an ACTIVITY NUMBER for ALL PERMITS
 - Building – (T.I., New addition, etc.)
 - Electrical - (New Service, Upgrades, Equipment, etc.)
 - Plumbing –(New fixtures, changes, upgrades, etc.)
 - Mechanical- (HVAC & Equipment)
 - Sewer-(Repair/New)
 - Grading –(New projects/repaving)
 - Miscellaneous- (Carnivals, Tents, Display Booths, Balloons, etc.)
- Obtain Planning stamp on all plans, then submit to Building and Safety for Plan Check submittal or Permit

STEP II

(BUILDING DEPARTMENT COUNTER)

- PERMIT APPLICANT VERIFICATION WILL BE MADE BY BUILDING DEPARTMENT PERSONNEL
 - You must be the owner or the Contractor (Industrial and Commercial Permits are only issued to Contractors)
 - Contractor is required to show pocket license and proper I.D.
 - Residential owners who apply as Owner Builder's will be required to show valid California I.D. as Proof that they live in the property
- If you work for the company/contractor, you **must** provide a Letter of Authorization on a company letterhead to pull permits
- SHOW Certificate of Worker's Compensation

STEP III

(CASHIER'S COUNTER)

- Pay Permit fees and Business License fees at Cashier's
 - Plan Check fees shall be paid at time of submittal
 - Permit fees are to be paid when Plans are approved
 - Make checks payable to: CITY OF COMMERCE
- Return to Building and Safety with Paid Receipt and Sign for all Permits

PERMITS ARE ISSUED MONDAY-FRIDAY 8AM-12PM