



INFORMATIONAL BULLETIN

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Chief Building Official

REQUIREMENTS FOR PERMIT ISSUANCE

1. All City permit fees and applicable outside agency fees are due and payable at the time of permit issuance.
2. Requirements for licensed contractors obtaining permits:
 - a. An active, valid State of California Contractor's License is required at permit issuance. You will be asked to show your pocket copy of your contractor's license.
 - b. A valid Worker's Compensation Insurance Certificate.
 - c. If the permit is being issued to an agent or representative of the contractor, a notarized letter of authorization from the contractor naming the specific agent or representative for the project must be presented at permit issuance.
3. Requirements for property owners obtaining permits:
 - a. A Property Owner's Package with acknowledgment must be completed at time of permit issuance. If the permit is being issued to an agent or representative of the property owner, the authorization section must also be filled out by the property owner naming the specific agent or representative. A copy of the owner's driver's license or other ID will be required to verify the owner's signature. The City will not keep this proof of signature.
4. An active City of Irvine Business License is required and the valid Business License number must be provided at time of permit issuance. *Exception: Homeowners obtaining permits for work at their property.*
5. One additional set of approved plans will be required for all new construction or any construction with added square footage affecting the exterior dimension. This plan will be forwarded by the City of Irvine to the Orange County Tax Assessor along with a copy of the permit (per Senate Bill 493; Chapter 510, Section 72 of the State of California Revenue and Taxation Code; Effective date: January 1, 1992).