



# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **BUILDING AND GRADING**
- STEP 2:** Select project type: **COMMERCIAL/INDUSTRIAL NEW CONSTRUCTION OR ADDITIONS**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

## ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. All commercial projects and most residential projects, with the exception to residential remodels/additions that do not add conditioned space, are required to submit an online [Construction and Demolition Waste Management Plan](#). This must be completed and approved before a permit can be issued.
3. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until payment has been received.
4. If you are only looking to receive Advanced Plan Check Fees and do not have plan sheets to upload for review yet, upload this completed E-Submittal Checklist and Questionnaire in PDF as a plan document to the Online Plan Submission Portal. Staff will send you the plan check fees, assuming the plans will be submitted at a later date.
5. The purpose for this information is to expedite plan check review in determining compliance with City codes. Please use the [Site Plan Data Summary](#) or equivalent.
6. Copies of all resolutions and approval letters related to this project are required and must be included.
7. In addition to the required documents below, plan format and content requirements are as follows:
  - City of Irvine [Standard Title Sheet](#), with job specific content
  - City of Irvine [Statement of Special Inspection](#), per [Informational Bulletin No. 278](#)
  - City of Irvine Structural Observation Program, per [Informational Bulletin No. 251](#)
  - [Fire Sprinklers](#), provide note on plans (e.g. Standard Title Sheet) indicating fire sprinkler requirements
  - [Standard Stormwater Pollution Prevention Notes for Construction Projects](#)
  - [Green Building Standard Notes, Non-Residential \(Prior to 2017\)](#)
  - [Green Building Standard Notes, Non-Residential \(2017\)](#)
  - [Security Code, Standard Plan Requirements And Definitions](#)
  - [Security Code, Standard Non-Residential Provisions \(Prior to 2017\)](#)
  - [Security Code, Standard Non-Residential Provisions \(2017\)](#)
  - [Security Code, Standard Parking Facility Provisions \(2011\)](#); Applies to enclosed or covered parking facilities
  - [Construction Site Security General Requirements](#); Applies to all new buildings
  - [Public Safety Radio System Coverage](#), per [Information Bulletin No. 309](#)
  - Disabled Access Plan Submittal, per [Information Bulletin No. 254](#)

# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

## **ADDITIONAL INFORMATION (Continued)**

- [Standard Shopping Cart Retrieval Plan](#) where an intended retail use will result in 11 or more shopping carts for customer use
  - Clearance Requirements for Commercial Appliances, per [Information Bulletin No. 313](#); Applies to projects with commercial kitchens
  - [Massage Establishment Information Sheet and Requirements](#); Applies to establishments that offer massage services as its primary business or exceeds 10% of the total gross floor area of its business
8. Energy Conservation Standards, including both Title 24 Calculations and Compliance forms; Compliance forms shall be made part of the plans
  9. Soils Report and Soils Summary
  10. Engineer's Structural Calculations
  11. Site Plan showing:
    - All building footprints located on the legal parcel of land
    - A data summary showing the total number of gross square feet within each building broken down by land use
    - A parking summary identifying the parking spaces required by code and those space provided on site
    - Clearly indicate existing area and new area on the title sheet for additions
  12. Details of fencing construction and materials, if applicable
  13. Landscape and Irrigation Plan: This plan is optional at the time of the building plan submittal, but is required to be submitted prior to issuance of any building permits. Landscape and irrigation plans shall be submitted as an individual package and **not** attached to either building or grading plans.
  14. Precise Grading Plan: This plan must be submitted either prior to or at the time of the building plan submittal. If grading plans were submitted prior to the building permit application, the applicant shall supply the grading plan check number as part of the building submittal. Precise grading plans must be submitted as an individual package and **not** attached to either building or landscape plans.
  15. Prior to permits, plans must be approved and bear the stamp of the Environmental Health of the County of Orange Health Care Agency for:
    - Any new public pool or modifications thereof,
    - Any new food establishment or modification thereof,
    - Any new establishment or modification thereof, at which body art is offered. Body art is defined as body piercing (not including ear piercing except for the tragus), tattooing, branding, or application of permanent cosmetics. For submittal requirements, contact County of Orange Health Care Agency at 714-433-6000.

## **DOCUMENTS**

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#)
- [Building Data Sheet\(s\)](#) (Describe each building in detail)
- [Recycling and Diversion of Construction and Demolition Waste Assessment 2.0](#)
- [OCFA Plan Submittal Criteria](#) (NOTE: Upon review, City staff will email an OCFA SR Form if required)
- [School Facilities Fee Determination](#)
- [Developer Deposit Case Set Up](#)



COMMUNITY DEVELOPMENT  
Building and Safety

# BUILDING PERMIT APPLICATION

<b>FOR OFFICE USE ONLY</b>	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____
EXP DATE:	_____

PROJECT ADDRESS		SUITE	GRID NUMBER
TRACT	LOT	UNITS	
RESIDENTIAL TRACTS: PRODUCT NAME		PHASE	VILLAGE
PERMIT TYPES APPLIED FOR			
<input type="checkbox"/> RESIDENTIAL BUILDING <input type="checkbox"/> COMMERCIAL BUILDING <input type="checkbox"/> STRUCTURAL <input type="checkbox"/> NON-STRUCTURAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL			

APPLICANT INFORMATION			PROJECT INFORMATION			
APPLICANT/COMPANY NAME			DESCRIPTION OF WORK			
ADDRESS	CITY	ZIP				
CONTACT	PHONE					
EMAIL			RELATED GRADING CASE/OTHER RELATED CASES			
OWNER OF THE PROPERTY			DOES THE SCOPE INCLUDE AN ACCESSORY DWELLING UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS			DOES THE PROPOSED USE INCLUDE MEDICAL OR CHIROPRACTIC OFFICES; OR RETAIL OR WAREHOUSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ADDRESS	CITY	ZIP	OCCUPANCY GROUP(S)	CONSTRUCTION TYPE		
CONTACT			OCCUPANCY CURRENT	PROPOSED		
PHONE	EXT	FAX	CURRENT USE	PROPOSED USE		
TENANT NAME			VALUATION	NO. OF STORIES	SPRINKLERS	A/C
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

**FOR OFFICE USE ONLY: PLAN CHECK FEE SUMMARY**

BUILDING: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_  
 ENERGY: \_\_\_\_\_ MECHANICAL: \_\_\_\_\_  
 ZONING: \_\_\_\_\_ PLUMBING: \_\_\_\_\_  
 WMPB: \_\_\_\_\_ AUTOMATION: \_\_\_\_\_

**TOTAL PLAN CHECK FEES: \$** \_\_\_\_\_

**RECEIPT #:** \_\_\_\_\_ **CUSTOMER #:** \_\_\_\_\_  
 IFAS#: \_\_\_\_\_ EST INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ SUB INITIALS: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ TMPL#: \_\_\_\_\_  
 TMPL#: \_\_\_\_\_ WMPB#: \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.**

**EXISTING BUILDINGS**

**CHECK ALL THAT APPLY TO YOUR SCOPE OF WORK**

INT. ALT. \_\_\_\_\_ sq.ft.     DEMOLITION \_\_\_\_\_ sq.ft.  
 EXT. ALT. \_\_\_\_\_ sq.ft.     REPAIR \_\_\_\_\_ sq.ft.  
 ADDITION \_\_\_\_\_ sq.ft.     PARKING LOT \_\_\_\_\_ sq.ft.  
 NO. OF SPACES \_\_\_\_\_

**NEW BUILDINGS ONLY**

**COMMERCIAL: Complete data sheet for multiple buildings.**

TOTAL NUMBER OF BUILDINGS: \_\_\_\_\_  
 TOTAL SQ. FT. OF ALL BUILDINGS: \_\_\_\_\_

**RESIDENTIAL: Complete data sheet for multiple floor plans.**

CHECK ONE:  MODELS     PRODUCTION  
 CHECK ONE:  SFD     DET CONDO  
 CHECK ONE:  ATT CONDO     APT

TOTAL NUMBER OF DWELLING UNITS: \_\_\_\_\_  
 TOTAL SQ. FT. OF DWELLING UNITS: \_\_\_\_\_

APPLICANT SIGNATURE	PRINT APPLICANT NAME	DATE
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**COMMUNITY DEVELOPMENT**  
**Building and Safety**

**FOR OFFICE USE ONLY**  
 PLAN CHECK #: \_\_\_\_\_

# BUILDING DATA SHEET

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	

BUILDING FLOOR PLAN NUMBER		ADDRESS(ES)		TEMPLATE NUMBER	
LOT NUMBER(S)		UNIT NUMBER(S)		NO. OF BLDGS OF THIS FLOOR PLAN	
BUILDING USES		BUILDING AREAS (sq. ft.)			
NUMBER OF STORIES		SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL BUILDING AREA (sq. ft.)	
OCCUPANCY GROUP(S)		CONSTRUCTION TYPE		NOTES/COMMENTS	



## RECYCLING AND DIVERSION OF CONSTRUCTION AND DEMOLITION WASTE ASSESSMENT 2.0

The City of Irvine Municipal Code (Section 6-7-900) and the California Green Building Standards Code (Sections 4.408, 5.408, and 5.713.8) require that most projects recycle and/or divert construction and demolition waste. The purpose for this is to promote the reuse of resources and to help extend the longevity of the local landfills pursuant to the California State law AB 939 (Sher), SB1374 (Kuehl) et al. Complete the questions below to determine if your project is subject to recycle/diversion requirements.

For projects required to comply with these provisions, percentages of materials subject to recycling have increased under the 2016 California Green Building Standards Code and the City of Irvine Municipal Code. The new percentages are as follows:

### Residential Projects -

- 75 percent of non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other construction, demolition, excavated soil and land clearing debris.

### Non-residential Projects -

- 100 percent of all non-hazardous excavated soil and land clearing debris.
- 75 percent of all non-hazardous concrete and asphalt construction and demolition debris.
- 65 percent of all other non-hazardous construction, demolition debris.

### CHECK THE BOXES BELOW AS APPLICABLE - DOES YOUR PROJECT INCLUDE:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	A new single family or multi-family residential main building or accessory building?
<input type="checkbox"/>	<input type="checkbox"/>	The remodel or renovation of an existing single or multi-family residential building that adds conditioned area or volume?
<input type="checkbox"/>	<input type="checkbox"/>	A non-residential project subject to a building permit?

If you answered YES to any question, your project is subject to the recycling/diversion requirement which includes the approval of a waste management plan and posting of a bond at permit issuance. Bond must be paid by check or surety bond. You may initiate this process at any time by contacting the City's Environmental Programs at 949-724-7669 or visit [cityofirvine.org/c&d](http://cityofirvine.org/c&d). [Note: projects with demonstrably small volumes of anticipated debris may be exempted.]

PROJECT ADDRESS

NAME OF INDIVIDUAL COMPLETING ASSESSMENT

COMPANY

SIGNATURE

DATE

**IMPORTANT NOTES:** (1) The assessment will be verified during plan review. Mistakes in this initial assessment may result in project delays; (2) Some project proponents choose to award the construction contract prior to posting a bond and/or getting the waste management plan approved. While this is completely acceptable, the processing time does become a critical path item. It is therefore important that this step be appropriately included in the overall project schedule.



# ORANGE COUNTY FIRE AUTHORITY

# COM

## Plan Submittal Criteria COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments

### INSTRUCTIONS:

- Fill in the project/business address and provide a brief description of the scope of work and type of business operation that will take place.
- Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section.
- If you answer: - "YES" to *any part* of questions 1 through 10, submit the type of plan indicated in italics to OCFA.
- In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or operations.
- Visit [www.ocfa.org](http://www.ocfa.org) for submittal information and locations. If you need assistance in filling out this form or have questions regarding requirements for review, please contact OCFA at 714-573-6108 or visit us at 1 Fire Authority Road, Irvine, CA 92602.

Address	Suite	City	Irvine
Project Scope/Business Description			

- |  |            |           |  |
|--|------------|-----------|--|
|  | <b>YES</b> | <b>NO</b> |  |
|--|------------|-----------|--|
- Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or drive aisles? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? *Fire Master Plan (PR145)*
  - Property is adjacent to a wildland area or non-irrigated native vegetation? *Fire Master Plan (PR145); a Fuel Modification Plan may also be required. (PR120, PR124)*
  - Located in or < 100' from a Division of Oil, Gas, and Geothermal Resources (DOGGR) field boundary, < 300' from an oil/gas seep, or < 1000' from a landfill? *Methane Work Plan. (PR170)*
  - Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? *Underground Plan. (PR470, PR475)*
  - Drinking/dining/recreation/meetings/training/religious functions or other gatherings in a room > 750 sq.ft. (> 1,000 sq.ft. for training/adult education) or > 49 people? Healthcare/outpatient services for > 5 people who may be unable to immediately evacuate without assistance? Education for children (*academic tutoring for ages 5+ is exempt unless classified as an E occupancy by the Building Official*)? Adult/child daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment or residential facility with 3+ units and 3+ stories (*3-story townhouses/rowhouses where an independent direct exit to grade is provided for dwelling are exempt*)? Congregate housing/dormitories with 17+ people? High-rise structure (55+ feet to highest occupied floor level)? *Architectural Plan (PR200-PR285)*
  - Installation/modification of locks delaying or preventing occupants from leaving a space or requiring use of a card, button, or similar action to open a door in the direction of exit travel? *Architectural, Sprinkler, and/or Alarm Plan depending on the occupancy and type of device installed (PR200-PR280, PR420-PR425, PR500-PR520)*
  - Installation/modification/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up/charging systems (> 50 gal. electrolyte, > 1,000 lb. lithium ion); welding/brazing/soldering, open flame torches, cutting/grinding; or other similar operations? *Special Equipment Plan (PR315, PR340-PR382)*
  - Storage/use/research with flammable/combustible liquids or other chemicals? Motor vehicle/aircraft maintenance/repair? Cabinetry/woodworking/finishing facility? *Chem Class & floor plan (full architectural plan if H occupancy); Special Equipment Plans may be necessary. (PR315-PR360, PR232-PR240)*
  - Storage or merchandizing areas in excess of 500 sq. ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, rubber, foam, etc.)? *High-piled Storage Plan (PR330)*
  - Cooking under a Type I commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? *Hood & Duct Extinguishing System, not just the hood mechanical plan. (PR335)*

### Initial each of the following two items indicating that you have read and understand the statement:

- \*Sprinklers/Alarms: Consult Building/Fire Codes and ordinances to determine sprinkler/alarm requirements; if a system is required, plans shall be submitted for OCFA review. Existing buildings undergoing remodel must be evaluated by a licensed contractor to determine if modification is needed; if so, contractor shall submit plans prior to making modifications.  
Initials \_\_\_\_\_
- Fire Hazard Severity Zone: Consult maps available at building department or on OCFA website to determine if your site is located in a FHSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A or CRC R327—the building department will determine specific requirements.  
Initials \_\_\_\_\_

### I certify under penalty of perjury under the laws of the State of California that the above is true:

Print Name	Signature
Phone Number	Date

**Building Department:** If you have verified that all of the questions have been answered accurately as "NO", and the project does not otherwise require OCFA review of sprinkler or alarm plans\*, then you may accept this signed form as a written release that OCFA review is not required. Should you still require that the applicant have plans approved by OCFA, please initial here \_\_\_\_\_ or attach an OCFA referral form and have the applicant submit the form along with the appropriate plans and fees for OCFA review.





# SCHOOL FACILITIES FEE DETERMINATION

This form must be submitted in conjunction with all applications for Code Compliance except those for Tenant Improvements. CODE COMPLIANCE NO. \_\_\_\_\_

## PART I: PROJECT INFORMATION (To be completed by Applicant)

PROPERTY OWNER NAME				APPLICANT NAME (If different from Owner)			
OWNER ADDRESS				APPLICANT ADDRESS			
CITY	STATE	ZIP	PHONE	CITY	STATE	ZIP	PHONE
PROPERTY ADDRESS/LOCATION				DESCRIPTION OF WORK TO BE DONE			

EXISTING/PROPOSED LAND USE  
 RESIDENTIAL No. Units: \_\_\_\_\_  INDUSTRIAL  COMMERCIAL/OFFICE  OTHER (Specify): \_\_\_\_\_  
 Total number of buildings for which permits are requested: \_\_\_\_\_  
 Is the building currently occupied?  YES  NO If NO, anticipated occupancy date: \_\_\_\_\_

## PART II: FEE DETERMINATION WORKSHEET (To be completed by Staff)

A. TYPE OF CONSTRUCTION:  New  Expansion  Alteration  Other  
 \_\_\_\_\_ The proposed development involves construction/expansion of accessible space and IS subject to the school facility fee requirements; **complete Parts II and III.**  
 \_\_\_\_\_ The proposed development DOES NOT involve construction/expansion of accessible space. School facility fees ARE NOT required; **proceed to Part III.**

B. SIZE OF PROPOSED DEVELOPMENT: Gross floor area (determined by City Plan Check Engineer) \_\_\_\_\_ sq. ft.

C. SCHOOL DISTRICT:  Irvine (IUSD)  Saddleback Valley (SVUSD)  No; **proceed to Section D**  
 Irvine (IUSD CFD)  Santa Ana (SAUSD)  Tustin (TUSD)  Yes; **proceed to Part III**

D. FEE CALCULATION (Attach additional sheets if necessary):  
 1. Fees for SVUSD, SAUSD, TUSD are calculated and collected by the appropriate school districts; **proceed to Part III.**  
 2. IUSD fee calculation: \_\_\_\_\_ (sq. ft.) X \$ \_\_\_\_\_ (factor) = \$ \_\_\_\_\_ (fee)

## PART III: FEE DETERMINATION (To be completed by Staff)

Prior to issuance of a Building Permit, a Certificate of Compliance must be obtained from the school district noted below (refer to the Information Sheet for the person responsible for the collection of fees). A copy of this determination form should be presented to the school district to expedite collection of fees. IUSD will not accept payment unless fees are accompanied by this determination form.  IUSD  SAUSD  SVUSD  TUSD

This project is EXEMPT from school fee requirements for the following reason:  
 \_\_\_\_\_ Proposal does not involve addition or construction of assessable commercial, industrial, or residential floor area.  
 \_\_\_\_\_ The subject property is located within a CFD. IUSD exempts these areas from the collection of school fees.  
 \_\_\_\_\_ The project consists of an addition of less than 500 sq. ft. to an existing residential structure.  
 \_\_\_\_\_ Other (Specify): \_\_\_\_\_

PREPARED BY \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



# DEVELOPER DEPOSIT CASE SET UP

APPLICANT INFORMATION			BILLING INFORMATION			DEPOSIT REFUND INFORMATION		
			<input type="checkbox"/> SAME AS APPLICANT?			<input type="checkbox"/> SAME AS APPLICANT? <input type="checkbox"/> SAME AS BILLING?		
COMPANY NAME			COMPANY NAME			COMPANY NAME		
ADDRESS			ADDRESS			ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP	CITY	STATE	ZIP
COMPANY PHONE			COMPANY PHONE			COMPANY PHONE		
CONTACT PERSON			CONTACT PERSON			CONTACT PERSON		
CONTACT PHONE			CONTACT PHONE			CONTACT PHONE		
EMAIL			EMAIL			EMAIL		

**As an authorized representative of the applicant, I hereby consent, by my signature below, that I understand the following:**

The service of processing an application for development of property in the City of Irvine is of primary benefit to the applicant. The cost of processing an application is charged according to the hours spent by staff in reviewing and analyzing the project, including checking plans, writing staff reports, preparing environmental analyses, notifying and responding to the public and attending public hearings. The applicant receiving benefit from the service shall pay the cost of these services. Total cost varies according to the size of the project and the complexity of the issues involved. At the City's sole discretion, a consultant may process the application. Pursuant to City Council Resolution 13-50, for development applications, the applicant will pay all costs for consultant services inclusive of any applicable "in-house" administrative costs. In no instance will the administrative fee plus the consultant contract rates exceed the hourly rates charged by City staff. Project specific expenditures such as City Attorney services, postage for mailing public notices, advertising, etc., have been excluded from the hourly rates. These project specific expenditures will be billed "at cost" on a project by project basis to the applicant.

The deposit creates an account to which processing time is charged. Case processing charges will automatically be drawn against the deposit funds until the minimum balance is remaining. All charges for services beyond the maximum balance requirement will be invoiced to the applicant on a monthly basis. Accompanying the invoice will be a statement, which will include a description of services rendered during the billing period. **If payment is not received within seven (7) working days after the invoice due date, all development activities will be suspended until payment is received. Applicant understands and agrees that City's invoices are due and payable within 30 days of invoice date. If full payment is not received within 60 days from the invoice date, a 10 % late charge will be imposed and an additional penalty of 0.8% per month on the unpaid principal balance will be imposed beginning 90 days after the invoice date.**

Sixty (60) days after the conclusion of the discretionary case process, and after full payment of all invoices is received, any remaining deposit amounts will be refunded to the applicant.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

<input type="checkbox"/> NEW CASE DEPOSIT \$ _____	RECEIPT # _____
MINIMUM DEPOSIT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	INFORUM GOLD # _____ CASE TYPE _____
DEPOSIT WAIVED/REDUCED - EXPLAIN _____	DD TRANSLATION # _____
<input type="checkbox"/> ADDITIONAL DEPOSIT (Existing case)	RELATED CASES _____
<input type="checkbox"/> CASH BOND \$ _____	PROJECT NAME AND LOCATION _____
<input type="checkbox"/> REOPEN OLD CASE	_____
STAFF CONTACT _____	DATE _____





## COMMUNITY DEVELOPMENT / PUBLIC WORKS

# ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

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SIGNATURE

DATE