



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 AGRICULTURE SALES**
- 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. 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.
3. 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.

DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Building Permit Application](#)
- [Agriculture Sales Permit Information Sheet](#) (NOTE: Only one set of project plans need to be uploaded to the Portal)



COMMUNITY DEVELOPMENT
Building and Safety

BUILDING PERMIT APPLICATION

FOR OFFICE USE ONLY	
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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AGRICULTURAL SALES PERMIT INFORMATION SHEET

An Agricultural Sales Permit (Seasonal) is required for, but not limited to the following uses: Christmas tree lots, pumpkin patches, fruit and vegetable stands located on land appropriately zoned, which operate at limited times of the year. An Agricultural Sales Permit (Annual) is required for year-round businesses such as the general public picking fruit from orchards and plant nurseries (excluding wholesale only plant nurseries which do not sell to the general public).

The requirements of a Seasonal Agricultural Sales Permit pertain to supermarkets, convenience and hardware stores that locate Christmas Trees or pumpkin patches outside of their building (e.g. in parking lot or in front of a store where displays were not approved). Additionally, the requirements of the agricultural sales permit apply to "Agriculture" uses when they make items grown on site available for sale to the general public. Agricultural sales uses are permitted in all zoning districts.

SUBMITTAL REQUIREMENTS

SECTION A: REQUIREMENTS

Submit the Agricultural Sales Permit application three weeks prior to the opening of the agricultural sales use.

1. City of Irvine Building Permit Application

2. Site Plan

Three copies of the site plan are required. The site plan shall identify the following:

- The location of the use including boundaries, adjacent streets, and site entrances and exits
- The location of structures, electrical power poles, lighting, parking area and temporary sanitary facilities
- The indoor/outdoor display area square footage, the number of employees and parking spaces
- The hours of operation and, the start and end date of agricultural sales

3. Structural Calculations

The type, quantity and the structural calculations for any proposed structures, tents, electrical power poles, etc. which will be on-site.

4. Property Owner Authorization Letter

The owner must give written authorization for the agricultural sales to operate at the proposed site.

5. Permit Submittal fees

See Section B.

6. Encroachment Permit

An Encroachment Permit will be required to allow access to undeveloped sites. Applications are available at the inspections counter or by calling 949-724-6524.

7. Signs

One temporary banner per street or parking lot frontage is permitted. There is no fee for a Temporary Banner Permit included in the Agricultural Sales Permit. Regulations are explained in the attached "Temporary Banner Permit Information Sheet and Application". Only annual agricultural sales uses are allowed permanent signs. Please see the regulations outlined in the sign section of the Zoning Ordinance (ZO).

AGRICULTURAL SALES PERMIT INFORMATION SHEET

8. Business License

A City of Irvine Business License is required. Visit the Business License Office located in the Police Department or contact 949-724-7128.

9. Permit Exceptions

The Agricultural Sales Permit application covers review of all structures and grading. Encroachment Permits, must be obtained separately.

SECTION B: COST

Submittal Fee

Planning Plan Check:	\$124.30	Initial
	\$ 47.30	Renewal
Building Plan Check:	\$ 81.00	
Automation:	\$ 8.10	

NOTE: Permit may be issued subject to field inspection.

Final Permit Fees

Permit Issuance:	\$ 44.40	
Inspection:	\$187.20	
Automation:	\$ 18.72	
Imaging:	\$ 0.90	per page

SECTION C: DEVELOPMENT STANDARDS

1. Parking

- Christmas tree lots, pumpkin patches, and similar uses shall provide 1 space/500 sq. ft. of indoor and outdoor display area including customer walkways and paths, plus 1 space/employee.
- Fruit and vegetable stands, and similar uses shall provide 1 space/250 sq. ft. of indoor and outdoor display area including customer walkway and paths, plus 1 space/employee.

These parking requirements only apply to Agricultural Sales Uses that propose to locate on vacant lots and retail centers that base parking on each use, instead of one parking ratio for the entire center.

2. Displays and Products

All outdoor displays and products must relate to the primary operation of the Agricultural Sales business.

SECTION D: DEVELOPMENT STANDARDS

- Within 5 business days following the receipt of the completed application, the initial review shall be completed. Contact the Permit Status Line 949-724-6313 to determine if your application has been approved or if there are corrections. See the attached flow chart for more information regarding the review process.
- Agricultural Sales Permits (CASP) for temporary structures intended for use at 1 location for not more than 90 days may be approved on the condition that erection of such structures be subjected to field approval by the City inspection team. You will be responsible for modifying the construction of such structures for safety, as requested by the City inspection team.

AGRICULTURAL SALES PERMIT INFORMATION SHEET

SECTION E: FIRE DEPARTMENT REVIEW

Please contact Chantelle Abadie, Orange County Fire Department at 714-573-6184 regarding any required Special Activity Permits and Inspections for tents, flocking or fire retardant spray booths. The Orange County Fire Authority office is located at 1 Fire Authority Road in Irvine.

SECTION F: INSPECTIONS

After obtaining your Agricultural Sales Permit and prior to the commencement of operation of the use, you are required to call for an inspection. Please call for an inspection 3 working days before you need the "power" released on-site. The approved Agricultural Sales Permit and Business License must be posted on the premises in a conspicuous place.

Forty-eight (48) hours after the conclusion of the Agricultural Sales Use, you must call for an inspection to verify that the site and public right-of-way fronting the property have been returned to their original condition. All Agricultural Sales structures, tents, signs, fencing, trash and debris must be removed. Inspections may be scheduled by calling 949-724-6501.

SECTION G: TIME LIMITS

1. Christmas tree lots may be approved and commence operation on or after November 1st for a period not to exceed 60 calendar days.
2. Pumpkin patches may be approved and commence operation on October 1st for a period not to exceed 31 days.
3. Fruit and vegetable stands may be approved and commence operation for a period not to exceed 120 days.

SECTION H: RENEWAL

The recipient of an approved Agricultural Sales Permit from the previous year (same person/organization, same use, and at the same location) may submit an application for an Agricultural Sales Permit Renewal using the following procedure:

1. Complete a new Agricultural Sales Permit application and attach a copy of the previous year's approved permit and stamped approved plan.
2. The renewal fee (see "Fees" above) shall be paid at the time of submittal.
3. The Planning and Building Divisions shall have 5 business days to complete the review of the CASP Renewal application.
4. Include documentation that the applicant's Business License has been paid for the current year.

SECTION I: APPEAL

The approval or denial of the Agricultural Sales Permit shall be final unless appealed. Please refer to Chapter 2-5 of the ZO for the process for appeal.

SECTION J: REVOCATION/TRANSFER

1. Once an Agricultural Sales Permit is issued, it cannot be transferred to another business or relocated.
2. Any approved Agricultural Sales Permit may be revoked per Chapter 2-4-13 of the ZO.



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.

SIGNATURE

DATE