

Minor Residential Project Types that Require Online Submittal

The following minor residential permits cannot be issued without an online submittal that includes a formal plan review in addition to a complete permit application package.

1. Installation of permanent Patio Cover/Gazebo/Trellis structures.
2. Installation of permanent self-standing structures serving fountains/water features/fireplaces over six feet high including corresponding electrical and plumbing fixtures. Note that this type of self-standing structures at any height, supporting any type of surcharge or soil, are required to obtain building permit.
3. Retaining walls and fence walls nonexempt from building permit per California Building Code, see Informational [Bulletin 185](#) for details, i.e., tiered planters, sunken pit seating with any surcharge, wall adjacent to slope, etc.
4. Installation of built in gas appliances (i.e. BBQ, fire pits) or plumbing fixtures (i.e. outdoor sinks). Note that installation of gas appliances under combustibles construction may not be allowed.
5. Installation of more than one new electrical 20 amp circuit in an existing panel will require evaluation of panel load calculations to be verified in field by building inspector.

Be advised failure to disclose the full scope of a project may result in cancellation without refund of the minor automatic permit.

Be advised that all permanent structures shall meet City of Irvine Zoning Code requirements for setbacks. For information contact Development Assistance Center at dac@cityofirvine.org or refer to the link below.

<https://www.cityofirvine.org/community-development/development-assistance-center>

Refer to City Of Irvine's website for information on when a permit is not required.
<https://www.cityofirvine.org/community-development/permits-not-required>



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
---------------------	----------------------	------



RESIDENTIAL TAKE-OFF SHEET

FOR OFFICE USE ONLY

SUBMITTAL DATE: _____

PLAN CHECK #: _____

TEMPLATE #: _____

PROJECT ADDRESS

ELECTRICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
E4R	Electrical Appliances (Hard Wired)	
E7.1R	New Branch Circuit	
E4R	Fixtures (Lighting, Ceiling fans), Smoke Detectors (Hard Wired)	
E6.1R	New Meter/Service	
E7R	Outlets/Switches	
E19/20	Panelboard/Switchboard	
E5.7	Power Apparatus Over 10 KVA/HP/KW	

MECHANICAL ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
M2A	Furnace, up to 100,000 BTU	
M2A	Furnace, over 100,000 to 500,000 BTU	
M4R	Environmental Exhaust Fans (i.e. Kitchen/Range Hood, Bathroom, Clothes Dryer)	
M8R	Registers and Grills	
M14R	Incidental Gas Piping	
M15R	Install and/or Relocate Space Heater (Fireplace, Wall Heater, etc.)	
M19R	Residential Air Conditioning	

PLUMBING ITEMS

CODE	TYPE OF FIXTURE OR ITEM	QUANTITY
P2R	Plumbing Fixtures (Including Sump Pumps, Sewage Ejectors, Back Flow Devices)	
P3R	Dishwasher	
P4R	Garbage Disposal	
P5R	House Sewer (Line or Connection)	
P12R	Water Heater and/or Vent	
P13R	Gas Outlets	
P17R	Repair/Alter to Water Piping (Including Water Treatment Systems such as Softeners and Filters)	
P18R	Repair/Alter to Waste and Vent Piping	



PLOT MAP FOR SINGLE FAMILY DWELLING

DIRECTIONS:

1. Do not use pencil.
2. Check the appropriate box as to the adjacent use next to each property line.
3. Mark the location of the proposed air conditioning unit.

	<input type="checkbox"/> NEIGHBORS HOUSE	<input type="checkbox"/> NEIGHBORS SIDE/BACK YARD	<input type="checkbox"/> NEIGHBORS GARAGE	<input type="checkbox"/> PERMANENT OPEN AREAS	<input type="checkbox"/> OTHERS
--	--	---	---	---	---------------------------------

<input type="checkbox"/> OTHERS <input type="checkbox"/> PERMANENT OPEN AREAS <input type="checkbox"/> NEIGHBORS GARAGE <input type="checkbox"/> NEIGHBORS SIDE/BACK YARD <input type="checkbox"/> NEIGHBORS HOUSE	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">YOUR HOUSE</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">NAME</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">ADDRESS</p> </div> <p style="text-align: center; font-weight: bold; font-size: 1.2em; margin-top: 20px;">FRONT</p>	<input type="checkbox"/> OTHERS <input type="checkbox"/> PERMANENT OPEN AREAS <input type="checkbox"/> NEIGHBORS GARAGE <input type="checkbox"/> NEIGHBORS SIDE/BACK YARD <input type="checkbox"/> NEIGHBORS HOUSE
--	--	--

	<input type="checkbox"/> NEIGHBORS HOUSE	<input type="checkbox"/> NEIGHBORS SIDE/BACK YARD	<input type="checkbox"/> NEIGHBORS GARAGE	<input type="checkbox"/> PERMANENT OPEN AREAS	<input type="checkbox"/> OTHERS
--	--	---	---	---	---------------------------------

PROPERTY LINE



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