

CREATING AN ONLINE ACCOUNT:

Wednesday, January 24, 2024 9:55 AM

[Home](#) > [City Departments](#) > [Community Development](#) > [Building & Safety](#)

Building & Safety

Building & Safety - (951) 922-3132
BuildingandSafety@banningca.gov

What We Do

This Building and Safety Division is responsible for the development and implementation of construction standards for safeguarding life, health, and public welfare through the enforcement of the model building codes adopted by the State of California. This Division also enforces City, State, and Federal regulations governing building use, occupancy, handicap accessibility, and housing standards.

The Division is responsible for reviewing plans, issuing permits, and performing inspections of construction projects in the City and coordination of approvals from other departments and agencies relative to permit issuance. The Building Safety Division interacts with the public on a daily basis and customer satisfaction is a high priority.

[Create your permit application now by clicking here!](#)

To access portal: Click the "green" box on the Building and Safety's main page

A screenshot of the City of Banning, CA Building & Safety main page. At the top right, there are "Sign Up or Log In" and "Select Language" buttons, with the "Select Language" button circled in red. Below that is the City of Banning logo and the text "City of Banning, CA" and "support: 951-922-3120 support@banningca.gov". There are three main buttons: "My Portal" (blue), "Public Notices" (orange), and "Parcel Search" (green). The "My Portal" button has a red circle around it, and the "GO" button on the "My Portal" card is also circled in red.

Link will take you directly to our portal, If you do not currently have an account you will click "Sign up" top right hand corner.

If you have an existing account you will click "My portal".

A screenshot of the City of Banning, CA Building & Safety Applications page. At the top right, there are "Home", "Ochoa, Danielle", and "Select Language" buttons. Below that is the City of Banning logo and the text "Applications" and "Contact Us". There is a search bar with a magnifying glass icon and a "SEARCH" button. Below the search bar is a note "Enter at least 2 characters". There are four main buttons: "Apply Online" (purple), "Pay Online" (green), "My Inspections" (orange), and "My Applications" (blue). Each button has a sub-label and a "GO" button: "Apply Online" has "Apply online with our quick and easy process" and "APPLY"; "Pay Online" has "Pay your applications quickly and securely" and "PAY"; "My Inspections" has "Request an inspection when you are ready" and "REQUEST"; "My Applications" has "Review your applications and inspection results" and "VIEW".

Once you have created your online account, this will be the main dashboard

- Apply for permits
- Pay for permits
- Check/make inspections
- View status on existing applications

What type of application do you need today?

Select a category to view your options

Select a category

Building Services

Planning Division
Public Works Permits

After clicking "Apply Online" it will take you here select which department you would like to apply for.

For Building permits - select "Building Services"

What type of application do you need today?

Select a category to view your options

Building Services

Commercial Building Permit (New/Addition)
 Industrial Building Permit (New/Addition)
 Miscellaneous Building Permit (Residential)
 Residential Single/Multi-Family (Remodel)
 Subdivision Production Building Permit

Demolition
 Misc. Building Permit (Commercial/Industrial)
 RESIDENTIAL SINGLE/MULTI-FAMILY (NEW/ADDITION)
 Solar
 Tenant Improvement

Then, select which type of project.

Where is your project located?

Please enter the site address. Begin by typing the address number, then the street name, suffix, and directional. A drop-down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

If the address is not listed, please verify that the property is within city limits.

I want to [enter a parcel #](#) instead.

Address:

City:

State

Site Zip

AL

Add in project address information.

If project has no address: It may need to go through planning dept for an address. Or select "enter a parcel #" instead.

Once address is input: This screen will pop up taking you to the next step.

Welcome to your project page!

Everything you need to manage your project from start to finish is here

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections
- Finalize the completed project and print certificates

GET STARTED

Residential Single/Multi-Family (Remodel)
Building Services
Reference Number: REFERENCE-24-0085 Not Submitted

Estimated Fees: \$0.00
Additional fees may be required

Please complete the following information to submit your permit application.

My Project Done

Location

| | | | |
|---|-------------|---------------------|-----------|
| 176 E LINCOLN ST | Parcel | Created | 1/24/2024 |
| BANNING, CA 922204962 | 541-260-038 | Approved | -- |
| <input checked="" type="checkbox"/> Change Location | | Issued | -- |
| | | Closed | -- |
| | | Application Expires | 4/23/2024 |

Give your project a name:

Describe the purpose of the permit:

- Permit Contacts Done
- Permit Contractors Not Complete
- Permit Details Not Complete
- Permit Submittals Not Complete
At least 1 file must be uploaded for each submittal requirement
- Permit Parcels Done
- Permit Fees Estimated Fees \$0.00
- Permit Inspections There are 55 required inspections for this permit
- Permit Approval Steps Follow the approval process

Next: Complete all steps labeled "not complete"

Permit Contractors Not Complete

MANDATORY All Contractors applying for a permit **MUST** put in their contractor's license number.

| | | |
|------------|----------------|---------|
| Contractor | License Number | Primary |
|------------|----------------|---------|

Please add all licensed contractors or professionals working on this project here.

ADD CONTRACTOR

We have not hired a contractor for this project

If contractors information is not populating, select "We have not hired a contractor for this project"

- *Note we will require the contractor state license to be uploaded with the worker's comp information so we can manually add the information in.

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

 **Not Complete**

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

* Required for Application

① Required before permit can be closed

| Submittal Name | Received | Version | Status | |
|---------------------------------|----------|---------|---------|--|
| Site Plan * | -- | 1 | Pending |  Upload |
| Building Plans * | -- | 1 | Pending |  Upload |
| Calculations * | -- | 1 | Pending |  Upload |
| PROOF OF CAL GREEN COMPLIANCE * | -- | 1 | Pending |  Upload |
| WORKERS COMP DECLARATION * | -- | 1 | Pending |  Upload |

Upload documents pertaining to your project.

*Not all required documents will pertain to specific projects. If this is the case for yours, upload blank document and label N/A

[← View Applications](#)

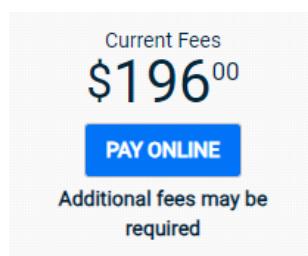
✓ Your application is complete. Please submit for review.

SUBMIT APPLICATION

Once all steps show "Done" at the bottom of the screen it will now allow you to "submit application".

PROJECT DETAILS

Wednesday, January 24, 2024 11:12 AM



Once Building & Safety has accepted the project; We will assess fees and you will see "current fees" due either at the top or under the "permit fees" tab.

*Depending on project this will either be

- Plan check only fees (permit fees will be assessed after review process is complete) or
- Permit fees (Once payment is received permit / job card will be released)

▲ Permit Fees

Current Fees \$196.00

ⓘ The fees listed below are subject to change and are not considered the final amount until the permit is in a ready status and the fees are due. Projects requiring plan review are subject to a plan review fee due when you submit your application. Permit fees are due when the permit is issued. Separate fees are charged for all Mechanical and Plumbing permits.

| Fee | Amount | Paid | Balance | Due Now |
|---|------------------|---------|-----------|------------------|
| Residential Single/Multi-Family (Remodel) BLD-24-0024 | | | | |
| Building Plan Check Fee | \$ 196.00 | \$ 0.00 | \$ 196.00 | \$ 196.00 |
| Total | \$ 196.00 | \$ 0.00 | \$ 196.00 | \$ 196.00 |

PAY ONLINE

If project requires plan check. Once plan check payment is received, it will be routed for review.

The review tabs will be "Permit Submittals" this is where you will see any documents accepted and submitted for review.

The "Permit Approval Steps" is where you will see any pending reviews.

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

Done

ⓘ Upload all submittals for review. All required submittals must be received prior to routing for review. Once the permit has been reviewed and approved you will be notified. Submittal applications can be found by clicking on the "documents" box on the portal. PLEASE NOTE: N/A DOES NOT MEAN THAT THE SUBMITTAL IS NOT APPLICABLE, IT MEANS THAT IT HAS NOT BEEN APPROVED AT THIS TIME IF SUBMITTAL IS REQUIRED.

* Required for Application

ⓘ Required before permit can be closed

| Submittal Name | Received | Version | Status | |
|---------------------------------|-----------|---------|----------|--------|
| Site Plan * | 1/24/2024 | 1 | InReview | 1 File |
| Building Plans * | 1/24/2024 | 1 | Pending | 1 File |
| Calculations * | 1/24/2024 | 1 | Pending | 1 File |
| PROOF OF CAL GREEN COMPLIANCE * | 1/24/2024 | 1 | Pending | 1 File |
| WORKERS COMP DECLARATION * | 1/24/2024 | 1 | Pending | 1 File |

▲ Permit Approval Steps

Follow the approval process

1 Follow your application through the approval process.

| Step | Status | Date |
|--------------------------------------|------------------------------|-----------|
| Application Review | Completed, Routed for Review | 1/24/2024 |
| Building & Safety Review | Pending | 1/24/2024 |
| Fire Marshal Review | Not Applicable | 1/24/2024 |
| Planning Review | Not Applicable | 1/24/2024 |
| Public Works-Engineering | Not Applicable | 1/24/2024 |
| Public Works-Water/Wastewater Review | Not Applicable | 1/24/2024 |
| Banning Electric Utility Review | Not Applicable | 1/24/2024 |
| Other | Not Applicable | 1/24/2024 |

If project receives corrections it will show under "status" "deficiency" to review deficiencies you will go to your submittals tab

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

✓ Done

1 Upload all submittals for review. All required submittals must be received prior to routing for review. Once the permit has been reviewed and approved you will be notified. Submittal applications can be found by clicking on the "documents" box on the portal. PLEASE NOTE: N/A DOES NOT MEAN THAT THE SUBMITTAL IS NOT APPLICABLE, IT MEANS THAT IT HAS NOT BEEN APPROVED AT THIS TIME IF SUBMITTAL IS REQUIRED.

* Required for Application

① Required before permit can be closed

Click the blue "file"

| Submittal Name | Received | Version | Status | |
|---------------------------------|-----------|---------|-----------|--|
| Site Plan * | 1/24/2024 | 1 | Deficient |  1 File |
| Building Plans * | 1/24/2024 | 1 | Pending |  1 File |
| Calculations * | 1/24/2024 | 1 | Pending |  1 File |
| PROOF OF CAL GREEN COMPLIANCE * | 1/24/2024 | 1 | Pending |  1 File |
| WORKERS COMP DECLARATION * | 1/24/2024 | 1 | Pending |  1 File |

BLD-24-0024 Residential Single/Multi-Family (Remodel)

 Contact

Upload all submittals as a PDF for plan review. Be sure all plans are to scale and legible.

Site Plan

| Version | Status | Received | Deficiency Report |
|---------|-----------|-----------|-------------------|
| 1 | Deficient | 1/24/2024 | |

Version 1 Deficient

| Submitted File | Comments | Date Received | Review Status | Markup File | Delete |
|--|---------------|--------------------|---------------|-------------|--------|
| 20039_A1.0 SITE PLAN-A1.0.1_2024.01.08_4.pdf | MISSING FOR M | 1/24/2024 10:41 AM | Deficient | | |

[Return To Permit Detail](#)

It will take you directly to the deficiency.

- Any comments will appear under "comments"
- Any attachments ex: redlines / correction sheet will be found under the "markup file"
- Also, check the "Permit Notes" Tab for department comments

▲ Permit Notes

1/24/2024

General Remarks

PERMIT

Attachments:

[PERMIT COPY.pdf](#)

1 Note

Also, any notes added onto the permit will be located under the "Permit Notes" tab.

*This is also where the issued permit will be uploaded for you to print.

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

1 Upload all submittals for review. All required submittals must be received prior to routing for review. Once the permit has been reviewed and approved you will be notified. Submittal applications can be found by clicking on the "documents" box on the portal. PLEASE NOTE: N/A DOES NOT MEAN THAT THE SUBMITTAL IS NOT APPLICABLE, IT MEANS THAT IT HAS NOT BEEN APPROVED AT THIS TIME IF SUBMITTAL IS REQUIRED.

* Required for Application

① Required before permit can be closed

| Submittal Name | Received | Version | Status | File |
|---------------------------------|-----------|---------|----------|------------------------|
| Site Plan * | 1/24/2024 | 1 | Approved | 1 File |
| Building Plans * | 1/24/2024 | 1 | InReview | 1 File |
| Calculations * | 1/24/2024 | 1 | InReview | 1 File |
| PROOF OF CAL GREEN COMPLIANCE * | 1/24/2024 | 1 | InReview | 1 File |
| WORKERS COMP DECLARATION * | 1/24/2024 | 1 | InReview | 1 File |

▲ Permit Approval Steps

Follow the approval process

1 Follow your application through the approval process.

| Step | Status | Date |
|--------------------------------------|------------------------------|-----------|
| Application Review | Completed, Routed for Review | 1/24/2024 |
| Building & Safety Review | Approved | 1/24/2024 |
| Fire Marshal Review | Not Applicable | 1/24/2024 |
| Planning Review | Not Applicable | 1/24/2024 |
| Public Works-Engineering | Not Applicable | 1/24/2024 |
| Public Works-Water/Wastewater Review | Not Applicable | 1/24/2024 |
| Banning Electric Utility Review | Not Applicable | 1/24/2024 |
| Other | Not Applicable | 1/24/2024 |

Residential Single/Multi-Family (Remodel)



Building Services

Reference Number

REFERENCE-24-0085

Permit Number

BLD-24-0024

[Issued](#)

Options ▾

Current Fees

\$0.00

Additional fees may be required

Once review is complete and all permit fees are received, approvals will appear and status of permit will show "Issued". Building & Safety dept will email a copy of the permit.

Permit copy will also be uploaded as an attachment in the "Permit Notes" tab.

If you have any further questions you can refer to SmartGov
<https://help.dudesolutions.com/Content/SmartGov/CitizenPortal/Citizen-Portal.htm> or reach out to
Building & Safety Department at buildingandsafety@banningca.gov or 951-922-3120