CREATING AN ONLINE ACCOUNT:

Wednesday, January 24, 2024   9:55 AM

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

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".

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)   ○ Demolition

○ Industrial Building Permit (New/Addition)   ○ Misc. Building Permit (Commercial/Industrial)

○ Miscellaneous Building Permit (Residential)   ○ RESIDENTIAL SINGLE/MULTI-FAMILY (NEW/ADDITION)

○ Residential Single/Multi-Family (Remodel)   ○ Solar

○ Subdivision Production Building Permit   ○ 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

Options ▾

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
BANNING, CA 922204962   541-260-038

Created   1/24/2024
☑ Change Location   Approved   - -
                                Issued   - -
                                Closed   - -
                                Application Expires 4/23/2024

Give your project a name
[   ]

Describe the purpose of the permit
[   ]

▾ Permit Contacts   ✓ Done

▾ Permit Contractors   ❶ Not Complete

▾ Permit Details   ❶ Not Complete

▾ Permit Submittals   At least 1 file must be uploaded for each submittal requirement   ❶ Not Complete

▾ 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   ❶ 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*
🕔   *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

← View Applications   ✔ Your application is complete. Please submit for review.   SUBMIT APPLICATION

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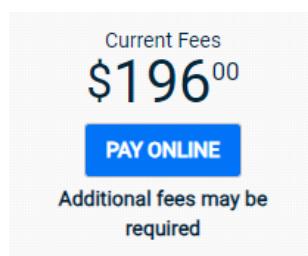
Once all steps show "Done" at the bottom of the screen it will now allow you to "submit application".

PROJECT DETAILS

Wednesday, January 24, 2024   11:12 AM

Current Fees

$196⁰⁰

PAY ONLINE

Additional fees may be required

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. Seperate 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

ⓘ 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

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🕑 Required before permit can be closed

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

Click the blue "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 FORM	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 Note

1/24/2024

General Remarks
PERMIT

Attachments:
PERMIT COPY.pdf

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

ℹ 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	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

ℹ Follow your application through the approval process.

Step	Status	Date
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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
$0⁰⁰
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