



# CITY OF LA MIRADA

DEDICATED TO SERVICE

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## City of La Mirada Digital Submittal Process Planning and Building & Safety Division Application and Plans

Below are the steps for the digital submittal of the following:

- Planning Division Review;
- Initiation of Building Plan Check Review;
- Plan Check Review by County of Los Angeles;
- Permit Issuance;
- Contractor's Business License; and
- Payment of fees.

If you are submitting for permits that you believe will not require Planning Division Review/Approval or Building Plan Check Review (e.g.: Roofing Permit, Electrical Permit, Plumbing Permit...) you may proceed to Step 2 and then Step 8, Scenario 2.

### Planning Division Review and Initiation of Building Plan Check Review

Step 1. Download and complete the appropriate Planning Division application. The fillable applications may be downloaded from the City of La Mirada web site, follow the link below:

[Zoning Clearance/Plan Check Application](#) (Flat concrete work, Driveways, Fences, Walls, Landscape Plans, Parking Layouts, HVAC/Outdoor Equipment, Solar Installs, Interior Remodel (No Additions), Open Patio Cover ≤ 625 s.f., Pools, Façade/Roof Design Modifications (Residential Only] and similar intensity projects)

[Site Plan/Elevations Review Application](#) (Expansions/Additions (Residential/Commercial/Industrial); Façade and Roof Design Alterations (Commercial/Industrial); Demolition of complete structures; and similar intensity projects)

[Sign Design Review/Approval](#) (Wall and freestanding signs)

For other applications such as Sign Program Review, Administrative Adjustment, Certificate of Compatibility, Conditional Use Permit, Zoning Variance, Subdivisions and similar, speak with a Planner at (562) 943-0131.

Step 2. Download and complete the appropriate Building, Mechanical, Electrical, Plumbing, Pool, Grading, Sewer and/or Miscellaneous Permit Application(s); and the Owner-Builder or Licensed Contractor's Declaration that is attached to each application.

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The fillable applications **must be downloaded** from the City of La Mirada web site and then re-opened in Adobe Reader prior to completing information, follow the link below:

[Building & Safety Permit Applications](#)

**COMPLETED APPLICATION INFORMATION WILL NOT BE SAVED IF YOU FAIL TO DOWNLOAD AND RE-OPEN A BLANK COPY OF THE APPLICATION BEFORE COMPLETING.**

- Step 3. Once you have completed the appropriate Planning Division and Building & Safety Permit Applications, you will need to email the applications along with a complete set of project plans/drawings and associated documents (e.g.: Structural Calculations...) in pdf format to the following email:

Email: [projectreview@cityoflamirada.org](mailto:projectreview@cityoflamirada.org)

Be sure to write **“Planning Division Review and Building Plan Check”** in the email subject line.

Indicate in the email if you currently have a City Business License. If you do not have a City Business License, it is recommended you initiate the Business License process early (See Step 9) as permits will not be issued to contractors that do not have a City Business License. If you need to verify the validity of your current City Business License you may contact the Business License Division at (562) 902-2350.

- Step 4. Upon receipt of your submittal, the applications and plans will be assigned to a Project Planner who will contact you via email to acknowledge receipt of your submittal, provide their contact information, request any additional information and estimate the review time.
- Step 5. Once the Planning Division review is complete/approved, your submitted materials will be automatically forwarded to the Permit Technician for initiation of the Building Plan Check process. The Permit Technician will send you an email with the total fees due and a link to process payment. If any information is missing for this step, you will be contacted via telephone or email.
- Step 6. Upon receipt of payment you will be provided with a copy of the approved plans via email for submittal to the County of Los Angeles for Plan Check Review.
- Step 7. The provided approved plans need to be submitted to the County of Los Angeles, Building and Safety Division for review via the current Electronic Plan Check process. Below is a link for instructions on how to make an Electronic Plan Check submittal to the County.

[ONLINE SUBMITTAL OF PLANS FOR PLAN CHECK INSTRUCTIONS](#)

Permit Issuance, Contractor's Business License and Payment of Fees

Step 8. Permit Issuance

Scenario 1: Permits **with** Approved Plans

Once plans are approved by the County and ready for permit issuance you will receive a digital copy of the approved plans from the County. Forward the complete set of approved plans along with completed copies of the applicable permit applications and any other necessary documents directly to the Permit Technician (email below).

If Owner-Builder, include legible copies or pictures of Driver's License, recent utility bill and property tax statement. (Name(s) on documents need to match the applicant's name and the address on the documents needs to match project site address).

Please note in subject line of the email that you are submitting for "**Permit Issuance with Plans**" and the property address.

Permit Tech Email: [iluna@cityoflamirada.org](mailto:iluna@cityoflamirada.org)

Scenario 2: Permits **without** Plans

Forward the completed copies of the applicable permit applications, the completed Owner-Builder or Licensed Contractor's Declaration and any other necessary documents to the email below.

If Owner-Builder, include legible copies or pictures of Driver's License, recent utility bill and property tax statement. (Name(s) on documents need to match the applicant's name and the address on the documents needs to match project site address).

Please note in subject line of the email that you are submitting for "**Permit Issuance without Plans**" and the property address.

Email: [projectreview@cityoflamirada.org](mailto:projectreview@cityoflamirada.org)

Step 9. If you currently have a City Business License, please make note of this in your email. If you do not have a valid City Business License you will need to obtain an "**Out-of-City Contractor Business License**" prior to permit issuance. Follow the link below for the on-line Business License Application submittal process. Owner-Builders do not need a City Business license.

[Business License](#)

Step 10. The Building Permit Technician will review all submitted materials for permit(s) issuance and will email the total permit fees due and directions on how to process payment. If any permit materials or information is missing you will be contacted via telephone or email.

Step 11. Upon receipt of payment you will be provided with a digital copy of the permit(s). Hard copies of the Permits and Inspection Records Card (Yellow Card), if applicable, will be delivered to the job site by the Building Inspector at the time of first inspection.

Step 12. Once the permits are issued and work is initiated, inspections may be requested by calling (562) 943-0131. (This process has not changed)

If at any time you need help or further explanation of this process you may contact the Planning Division or Building & Safety Division at [projectreview@cityoflamirada.org](mailto:projectreview@cityoflamirada.org) or by telephone at (562) 943-0131.