

COVID-19 NOTICE TO BUILDING AND SAFETY CUSTOMERS

Contact: Phone: **626-813-5265** Email: **BPBuilding@baldwinpark.com**

Website: **<https://www.baldwinpark.com/building-and-safety>**

Your well-being and the well-being of City employees are very important to us. As a precaution to the Coronavirus (COVID-19) situation, please follow these steps for securing permits and plans submittal. We greatly appreciate your cooperation and understanding.

PERMITS - Without Plans. Example: electrical, plumbing, mechanical, reroofing, and water heater replacement.

Steps

1. Print the Permit Application: <https://www.baldwinpark.com/building-and-safety>
2. Complete “**BUILDING PERMIT/PLAN CHECK/ CERTIFICATE OF OCCUPANCY APPLICATION**”, page 1. Please ensure that your contact information is clear and legible.
3. Scan, and email the completed Permit Application to BPBuilding@baldwinpark.com
4. We will send you an invoice of fees and information to pay for them.
5. When fees are paid, we will email you the permit.

PERMITS – With APPROVED Plans. Example: Plans were submitted, reviewed and you were notified that the plans were approved. Please call **626-813-5265** or email **BPBuilding@baldwinpark.com** for an appointment.

NEW PERMIT APPLICATIONS with Plans Submittal. Example: ADU’s, Additions to home, New/remodel commercial construction and Tenant Improvements, New Residential developments, and all other project types requiring plans review.

Steps

1. Print the Permit Application: <https://www.baldwinpark.com/building-and-safety>
2. Complete “**BUILDING PERMIT/PLAN CHECK/ CERTIFICATE OF OCCUPANCY APPLICATION**” and “**PLAN CHECK SUBMITTAL**”, pages 1 and 2. Please ensure that your contact information is clear and legible.
3. Attach/roll-up the Permit Application to/with the plans and drop off the plans in the “**Plans Submittal**” box located at the front door of City Hall second floor entrance. Please ensure that the permit application is securely attached to the plans set.
4. We will send you an invoice of fees and information to pay for them.
5. When fees are paid, we will process your plans review.
6. You will be contacted when the plans are reviewed and provided with additional information on plans pickup and/or permit issuance.

NEW PERMIT APPLICATIONS (Solar Photovoltaic Systems, EV Systems).

Steps

1. Print the Permit Application: <https://www.baldwinpark.com/building-and-safety>
2. Complete “**BUILDING PERMIT/PLAN CHECK/ CERTIFICATE OF OCCUPANCY APPLICATION**” and “**PLAN CHECK SUBMITTAL**”, pages 1 and 2. Please ensure that your contact information is clear and legible.
3. Scan, and email the completed Permit Application and a PDF copy of the plans to BPBuilding@baldwinpark.com
4. We will send you an invoice of fees and information to pay for them.
5. When fees are paid, we will process your plans review.
6. You will be contacted when the plans are reviewed and provided with additional information on plans pickup and/or permit issuance.

PLANS REVISIONS. Please call **626-813-5265** or email BPBuilding@baldwinpark.com for additional information.