Online Permit Application and Plan Review Instructions

   In the Permit Applications folder, open and review the "Building Permit Application". Fill in any information that applies to your project. **Page 2 must be consulted to verify that you are supplying the minimum information in the job description field.** Additional details are encouraged. Prior to submitting this application, please review the information in the following two paragraphs. When your online application is complete, please save to your system, then email as an attachment to: buildingandsafety@yucaipa.org

   Utilize the "Permit Applications", "Plan Submittals" and "Required Documents" folders to locate any additional documents that are necessary for your application. Please fill these out completely, save as a PDF to your system, and then add each document as an attachment to your Building Permit Application email. To access California Energy CF1R PDFs - CLICK HERE

IMPORTANT: Name (or Rename) your files: "JOB ADDRESS"-"TYPE"
Examples: 12345 MAIN ST-TRUSS CALCS or 12345 MAIN ST-PLANS or 12345 MAIN ST-CF1R

   When submitting plans for review, please submit plans as one PDF file and supporting documents as separate PDF files. Please reduce the size of your files to under 3 MB, if possible. Most plan sets are still very clear and detailed when reduced. However, if your plans will not reduce to under 5 MB, please submit as a couple of partial sets. When your PDFs are complete and sized properly, add as an attachment to your Building Permit Application email. Documents **must be unlocked** to allow correction comments and stamping when approved.

   When your permit is issued, you will be emailed copies of documents. Print **the documents you receive** in color; not copies you may have in your system. Plans may have stamps on them that are required to be on your printed copies. Other documents may require your signature. Most documents will be able to be printed only. If you wish to edit your documents after approval, a revision permit and plan re-submittal will be required.