



Permit Submittal

How to submit a permit using portal.

ci-placentia-ca.smartgovcommunity.com



1.) Logged In

2.) Click here


My Portal
View your applications and inspection results

[GO »](#)


Business Portal
Manage your Businesses

[GO »](#)


Contact Us
Request information or report a concern

[GO »](#)


Public Notices
Find and review public notice announcements

[GO »](#)


Parcel Search
Find and review parcel information

[GO »](#)

Applications

support:

[SEARCH](#)

Enter at least 2 characters

3) Click Here



Apply Online

Apply online with our quick and easy process

[APPLY »](#)



Pay Online

Pay your applications quickly and securely

[PAY »](#)



My Inspections

Request an inspection when you are ready

[REQUEST »](#)



My Applications

Review your applications and inspection results

[VIEW »](#)

Other services



[Advanced search](#)



[Inspection schedule](#)



[Reports](#)



[Documents](#)

What type of application do you need today?

Select a category to view your options

Select a category

Q|

Building / Building Permits

Fire/Fire Permits

P&Z/Planning and Zoning

Public Works/Engineering Permits

4.) Select



CANCEL

NEXT

What type of application do you need today?

Select a category to view your options

Public Works/Engineering Permits

Encroachment Permit ⓘ

FOG (Fats/Oil/Grease) Permit

Grading Permit

Transportation Permit

5.) Click Encroachment Permit



6.) Next



CANCEL

NEXT

Where is your project located?

For "Encroachment Permits" Grading Permits and Transportation permits, please enter the applicants mailing address here.



I want to enter a parcel # instead.

7.) Enter mailing address



Address:

City:

State

Site Zip

8.) Next



CANCEL

NEXT

Where is your project located?

For "Encroachment Permits" Grading Permits and Transportation permits, please enter the applicants mailing address here.

Parcel #:

340-312-03

Address:

401 E CHAPMAN AVE
PLACENTIA, CA 92870

[Edit Information](#)

9.) Click



CANCEL

SAVE AND CONTINUE

Encroachment Permit



Public Works/Engineering Permits

Reference Number REFERENCE-24-0042

Incomplete Application

Options ▾

Estimated Fees

\$0⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application.

Please confirm that your information is updated in the Permit Contact section.

▲ My Project

i Not Complete

Location

401 E CHAPMAN AVE
PLACENTIA, CA 92870

Parcel
340-312-03

[Change Location](#)

Created 2/5/2024

Approved --

Issued --

Closed --

Application Expires 5/5/2024

Give your project a name *

10.) Agency Reference # →

Describe the purpose of the permit *

11.) Short Description →

12.) Save →

SAVE

CANCEL

SAVE

CANCEL

▼ Permit Contacts

✔ Done

▲ Permit Contractors

ⓘ Not Complete

Can't find your Contractor Name in this option:

A) Click on the City Logo in upper left hand corner and go to the Business portal and create your account.

B) Open this link in a separate window and it will walk you through how to create a Business Account: <https://help.dudesolutions.com/Content/SmartGov/CitizenPortal/BusinessAccounts/Starting-a-New-Business-Account-on-the-Citizen-Portal.htm>

C): ****To get back to your permit pending, click on City Logo in upper left hand corner, go to My Portal/My Applications and choose the permit you were attempting to complete.**

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

13.) Click Here



▼ Permit Details

ⓘ Not Complete

▼ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

ⓘ Not Complete

▼ Permit Parcels

✔ Done

C): ****To get back to your permit pending, click on City Logo in upper left hand corner, go to My Portal/My Applications and choose the permit you were attempting to complete.**

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

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

We have not hired a contractor for this project

14.) Complete all * Items

▲ Permit Details

i Not Complete

INSTRUCTIONS: If the question has a *, this means it is a required field by the jurisdiction and must be filled out. If it has a drop down box, pick the best choice possible. If it is a date, choose the correct date and if it is a number, type over the example to enter in your information. (Only enter in numbers for a numerical field). If you do not know, enter in N/A in field.

Contractor name or homeowner name if different?

Contractor or homeowner address if different?

Contractor or homeowner phone number if different?

Contractor or homeowner email address if different?

Contractor state license number? *

What is the exact location of the job site (please attach plans or location map) *

Please add the GPS coordinates here if known:

Estimated project end date? *

02/08/2024



Work performed by? *

Applicant

Can you provide proof of insurance? *

Yes

Description of project? *

Pole

I have read the conditions from the Placentia Engineerint and Publi Works Department. (Under section "Permit Conditions") *

Yes, I have read the conditions E/PWO1 through E/PW10, Paying close attention to E/PWO...

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application. *

I hereby acknowledge that I have read the application and state that the information I have ...

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application. *

I hereby acknowledge that I have read the application and state that the information I have ...

SAVE

▼ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

ⓘ Not Complete

▼ Permit Parcels

✔ Done

15.) Click Save



I hereby acknowledge that I have read the application and state that the information I have ...

SAVE

▲ 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	
Proposed Construction Plans	n/a	1	Pending	Upload
Supporting documents: Excavation plans, Calculations and Geotechnical reports.	n/a	1	Pending	Upload
Traffic Control/WATCH Manual Reference *	--	1	Pending	Upload
Engineered Traffic Control Plans	n/a	1	Pending	Upload
Evidence of Insurance ⌚	--	1	Pending	Upload
Placentia Business License Copy ⌚	--	1	Pending	Upload
Health and Safety Plan (if applicable)	n/a	1	Pending	Upload
Bond Estimate (if applicable)	n/a	1	Pending	Upload
Signed Public Works Agreement	n/a	1	Pending	Upload

▼ Permit Parcels

Done

▼ Permit Conditions

Done

16.) Excavation/Site Plans

17.) TCP/WATCH Submittal

18.) COI

19.) Business License

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

✔ Done

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	
Proposed Construction Plans	2/5/2024	1	Pending	📄 1 File
Supporting documents: Excavation plans, Calculations and Geotechnical reports.	n/a	1	Pending	📄 Upload
Traffic Control/WATCH Manual Reference *	2/5/2024	1	Pending	📄 1 File
Engineered Traffic Control Plans	n/a	1	Pending	📄 Upload
Evidence of Insurance 🕒	2/5/2024	1	Pending	📄 1 File
Placentia Business License Copy 🕒	2/5/2024	1	Pending	📄 1 File
Health and Safety Plan (if applicable)	n/a	1	Pending	📄 Upload
Bond Estimate (if applicable)	n/a	1	Pending	📄 Upload
Signed Public Works Agreement	n/a	1	Pending	📄 Upload

All uploads complete

20.) Click Submit

▼ Permit Parcels ✔ Done

▼ Permit Conditions ✔ Done

▼ Permit Fees Estimated Fees \$0.00

← View Applications

✔ Your application is complete. Please submit for review.

SUBMIT APPLICATION