

## INSTRUCTIONS TO APPLICANTS: PROCESSING OF ENGINEERING PLANS DURING THE TEMPORARY SHUTDOWN

1) Permit applications will be processed by staff as normally done when the office is open. The difference is how we receive them. To protect public health, please drop off your permit application and blueprints in the bins provided outside the front door of City Hall located at 910 Calle Negocio. The bins will be available during regular business hours. To prevent the spread of germs, the paperwork will be quarantined for 2 days, then processed. Please make sure to include your email and phone number on your application, as you will receive information from the permit technicians via e-mail and phone. Permit applications and other forms are available on the City's website at <https://www.san-clemente.org/department-services/engineering-services/land-development-documents>

2) If you are submitting a new grading project, please call or e-mail the Engineering Division staff:

- Ron Nicholas (949) 361-6141, [nicholasr@san-clemente.org](mailto:nicholasr@san-clemente.org)
- Emily Sherwood (949) 361-6126, [sherwoode@san-clemente.org](mailto:sherwoode@san-clemente.org)

Staff will discuss submittal requirements and plan check application fees that will need to be submitted prior to an application being accepted. They will also email you an invoice for normal plan check fees.

The Engineering Division Fee Schedule can be found here: <https://www.san-clemente.org/home/showdocument?id=48985>

3) The applicant can then submit the recommended plans, documents and application in the Engineering 'Drop Off' bin by the City Hall front door.

4) Please do **NOT** leave any payments in the bin. The plan review fee check should be dropped in the utility bill drop box in the City's parking lot. Please include the City's invoice with your check, so staff can post the payment to the appropriate project.

You can also mail checks with a copy of the invoice to:

City of San Clemente

Attn: Permit Counter

910 Calle Negocio

San Clemente, CA 92673

- 5) Plans will be held a minimum 48 hours for decontamination purposes. After the minimum 48 hour period, staff will evaluate the submitted project to determine if the package is complete or if additional information/materials are needed in order to start the review process. Applicants will be notified if their package is not complete and when is it ready for pick up in the Engineering bin. Incomplete project packages may not be accepted or held on-site while the applicant is addressing the incomplete materials.
- 6) After the plan check is accepted and the review completed, the applicant will be contacted and informed that the plans are ready for pick up. Before applicants come to City Hall, applicants must call the Engineering staff noted in item 2 above on the day they plan to pick up the plans to notify them to place the plans with the comments in the “Pick Up” bin for the applicant to pick up. Alternatively, plans that are sent to outside plan check consultants for review may be mailed directly to the applicants by that reviewer.
- 7) Resubmittals may be placed in the “Drop Off” bins in front of City Hall. Include the previous submitted plans and documents with new plan sets and documents. If an outside plan check consultant informs an applicant to resubmit revised plans directly to them, then plans and documents should be mailed/delivered directly to that plan check consultant.
- 8) After the final plan check is completed, and all departments have approved, the applicant will be contacted by staff and an invoice will be emailed to the applicant. After a check for the permit fees (and surety, if required) is received and processed by staff, the approved plan and permit will be returned to the applicant in the outside bins.

- 9) Any other documents that applicants need to submit to City Hall can be deposited in the intake bins for new or current projects. Please clearly indicate which project or permit the submitted documents are for so they can be sent to the proper reviewing agency.
  
- 10) Applicants are encouraged to submit Engineering encroachment permit applications electronically to the Engineering Division staff noted in item 2 above. Download the application from our website on the page <https://www.san-clemente.org/home/showdocument?id=8286>