

Carson Permit Application Process

1. Please visit the city website to submit new permit applications within the City. You can complete the fillable application and upload to our Portal or you can come in person to the Building and Safety Division at Carson City Hall.

<https://ci.carson.ca.us/CommunityDevelopment/BuildingPermits.aspx>

2. Permit applications require at least one PDF uploaded to the website

Upload the following files for over-the-counter permit applications such as reroof, electrical upgrade, window, water heater or plumbing changeout that do not require formal plan submittal:

- i. The permit application
<https://ci.carson.ca.us/content/files/pdfs/buildingsafety/CITY%20OF%20CARSON%20PERMIT%20WORKSHEET.pdf>) OR other relevant documents
- ii. Proof of Planning Division Approval (If applicable to the project)
- iii. Proof of Workers Compensation (only if contractor)
- iv. Copy of Contractors Pocket license (only if contractor)
- v. Current City of Carson Business License (only if contractor)

Upload PDF plans for permit applications that require Planning approval and Building & Safety plan check (e.g. new construction, additions, moving/addition of walls, 400A electrical panels).

3. Staff will verify that the submittal is complete and once deemed complete you will be contacted via email through the system with the plan check and/or permit fees, if determined incomplete staff will notify through the system what items are needed to complete the submittal and go into plan review.
4. You will be instructed via through the portal to come in to the city to pay plan check or permit fees.
5. Once paid you will receive a copy of your permit or Plan Check Application and if the submittal was for plan check then the plans will go into review
6. We will be available to help during normal business hours (M-Th, 7am -6pm) at 310-952-1766 ext 1375

7/17/2023