

Carson Permit Application Process When the City Hall is Closed to the Public

1. Please visit the following website <https://dpw.lacounty.gov/bsd/bsop/Default.aspx> to submit new permit applications within the City. It is critical that you include email and phone number contact information.
(For unincorporated County of Los Angeles sites, please visit <https://pw.lacounty.gov/permits/epicla/>)
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://dpw.lacounty.gov/bsd/content/publications.aspx>) OR other relevant documents
 - ii. Proof of Workers Compensation (only if contractor)
 - iii. Copy of Contractors Pocket license (only if contractor)
 - iv. 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. You will be contacted via email regarding the plan check and/or permit fees within 4 hours if plans are submitted during regular working hours (M-TH 7AM-6PM).
Applications submitted after 2pm may be processed the following working day; you will be contacted by phone or email if your submittal requires more information.
4. You will be instructed via email to pay plan check or permit fees when applicable.
5. Payment options:
 - a. Check payable to the City of Carson and mailed to:
Carson Building and Safety, 701 East Carson Street, Carson, CA 90745
 - b. Payable online at:
 - i. <https://payment.carson.ca.us/recreationonline/vscrenewal.asp>
 - ii. Provide information as directed including permit number emailed to you:

1. Pass Number:	11111
2. Membership Type:	Family Annual
3. Notes:	Address and Permit Number.
6. You will receive an email confirmation of payment receipt during working hours only.
 - a. Plan check will begin once fees are processed; receipt will be emailed.
 - b. At the completion of plan check, permits will be issued and inspection card will be emailed.
7. We will be available to help during normal business hours (M-Th, 7am -6pm) at 310-952-1766.

Thank you for your patience during these unprecedented circumstances.