

Permit Submittal Requirements

ALL DOCUMENTS IN RED CAN BE VIEWED AND DOWNLOADED AT:

<https://www.cityofmenifee.us/340/Building-Safety-Forms>

*****ONCE YOU HAVE GATHERED ALL DOCUMENTS NEEDED FOR SUBMITTAL, PLEASE SCAN AND EMAIL THEM TO: Building_Submittals@cityofmenifee.us*****

Certificate of Occupancy:

- **Certificate of Occupancy Application (Signed & Dated)**

Gas Line and/or Electrical Lines:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **Site Plan (Must be drawn and reflect the following information below)**
 - Show path of travel for all gas & electric lines included in project
 - Total linear feet for gas and electric lines
 - Size of pipe for gas and electric lines
 - Any existing structures not a part of the project must be labeled "Not Included in Project"
- **Licensed Deceleration**

HVAC:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **(For New Duct Work Only) Site plan will be required to show where the new duct work will take place within the property. If no new duct work will be done, you will only need the permit application and HVAC CF1R forms.**
- **HVAC CF1R Form**
- **Licensed Declaration**

Panel Upgrades or Panel Change Outs:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done (Include reason for Panel Upgrade or Change Out as well as the previous AMPs and the new AMPs)
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **Licensed Declaration**

Patio Covers:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)

- **Patio Cover Supplemental Questionnaire**
- **Site Plan (Must be drawn and reflect the following information below)**
 - Setbacks for the patio cover for rear and sides of property
 - Patio posts must be identified
 - Fans/Lights/Switches/Outlets must be identified on the patio
 - Any existing structures not a part of the project must be labeled “Not Included in Project”
- **Engineering Structural Plans must be highlighted**
- **Licensed Declaration**

Re-Roof:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done (For Cool Roof include the CRRC Number)
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **Re-Roof CF1R Form**
- **Licensed Declaration**

Swimming Pools and/or Spas:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **Site Plan (Must be drawn and reflect the following information below)**
 - Setbacks for pool/spa from rear and sides of property
 - Show path of travel for all gas & electric lines included in project for pool equipment, panels, fire pits, barbeques, etc.
 - Total linear feet for gas and electric lines
 - Size of pipe for gas and electric lines
 - Show where pool and spa lights will be located
 - Any existing structures not a part of the project must be labeled “Not Included in Project”
- **Engineering Structural Plans must be highlighted (Tables must also have appropriate highlights)**
- **Licensed Declaration**

Water Heater:

- **Permit Application (Signed & Dated)**
 - Provide detailed description of work being done
 - Provide a valuation for the project (NOT A VALUATION OF ENTIRE PROPERTY)
- **Water Heater CF1R Form**
- **Licensed Declaration**