

Plan Review:

- Submit Building Permit Application, plans, documents, etc.
 - Plans must include:
 - Fully dimensioned Structural, Architectural, Plumbing, Mechanical and Electrical pages
 - Cover Sheet
 - Site Plan - Addressing
 - Floor Plans
 - Reflected Ceiling Plans
 - Section Views
 - Title 24 Energy Calculations
 - Additional supplemental information may be required. Please see the [Submittal Requirements for New Commercial Projects](#) or [Submittal Requirements for Tenant Improvement Alterations/Additions](#).
 - Separate applications to Building are required for on-site sewer and water, signs, temporary power, meter pedestals and site improvements (such as site lighting and electrical, cart corrals and trash enclosures).
 - Building Technician will create a permit record, route the plans to required internal departments for review (Building, Planning, Engineering, Fire, and Community Services), provide an invoice for fees due and transmittals to outside agencies as required.
 - 1st submittal review time is estimated at 14 business days, and all subsequent reviews are estimated at 10 business days.
 - Separate grading plan approval and permit is required (if applicable).
- Building Submittal Fees and Fire Fees must be paid prior to plan routing.
 - The fees paid to Fire will only include review of the construction drawings.
 - Separate submittals directly to Fire will be required for fire sprinklers, fire alarm systems, high piled and rack storage, underground water, commercial kitchen hoods and ducts and spray booths. Knox box requests are submitted online at www.knoxbox.com.
- At plan submittal the Building Technician will provide the transmittals listed below to the applicant. The applicant is responsible for submitting directly to the additional agencies required; **it is highly recommended to submit to the required agencies promptly after receiving the transmittal.**
 - City of Meniffee Transmittal to [Eastern Municipal Water District](#); **please contact EMWD regarding specific requirements.**
 - City of Meniffee Transmittal to [Riverside County Department of Environmental Health](#) (if required) E.g. grease interceptors, massage parlors, and tattoo parlors.
- E-mail notification will be sent from Building & Safety Staff regarding approvals/corrections (from Building, Planning, Engineering, Fire, and Community Services).
- If corrections are required, address corrections (identify changes with clouds and deltas) and resubmit with transmittal to Building & Safety via email at building_submittals@cityofmeniffee.us.
 - Building Technician will route the plans to required internal departments for review.
 - The plan review time is estimated at 10 business days for 2nd plan checks and all subsequent submittals.

- Obtain **Plan Approval Notice** from Riverside County Department of Environmental Health (if applicable)
- Obtain **First Release** from Eastern Municipal Water District
 - Fire Flow Tests, Grease Interceptors and Utilities are to be completed prior to Permit Issuance.
- Submit [Construction and Demolition Waste Diversion Program - Waste Recycling Plan \(WRP\) Form B](#) to Public Works/Engineering Department for review and approval.
- The Licensed Contractor is required to apply for and obtain a [City of Meniffee Business License](#).
- The new business is also required to apply for a [City of Meniffee Business License](#) prior to final.
- Once the construction drawing reviews are complete the applicant must pay all required permit and plan check fees assessed.

Permit Issuance:

- Submit [Construction and Demolition Waste Diversion Program - Waste Recycling Plan \(WRP\) Form B](#) to Public Works/Engineering Department for review and approval.
- Upon plan approval from all required departments the applicant will complete the [Request for Commercial Permit Issuance](#) form and provide required documents (EMWD and Health) along with the form to the Building & Safety Department.
 - Required items for permit issuance:
 - Engineering - grading plan approved, rough grade certification, soil compaction, and compliance with all prior conditions.
 - Planning - payment of school fees, provide receipts, compliance with all prior conditions, including approval of minor plot plan application, payment of MSHCP and DIFF fees.
 - Riverside County Fire - please contact Meniffee Fire MeniffeeOFM@cityofmeniffee.us.
 - Building - payment of permit and plan check fees, verification of all required signatures.
- Building Technician will route the [Request for Commercial Permit Issuance](#) form to all required departments for signatures of approval.
- Once the [Request for Commercial Permit Issuance](#) form is complete, the Building Technician will issue the building permit and plans.

Inspections:

- Inspections can be scheduled online using the [Meniffee Permit Portal](#) or by email: Building Inspection bldg-insp@cityofmeniffee.us.
 - Inspections must be requested prior to 2:00 pm for the next business day.
 - Inspections are conducted Monday-Friday from 8:00am - 4:00 pm.
- Complete the [Application for Commercial Temp Utility Connection](#). One application per utility (SCE and SoCal Gas) is required and must be submitted to Building & Safety.
 - Building & Safety will invoice a \$2,000 security bond (refundable after permanent occupancy), \$148.37 administrative fee and \$27.00 processing fee for a total of \$2,175.37 per utility.

- For electrical, a utility release inspection of the structure must pass prior to temporary utility release. All fixtures, devices, switches, disconnects and other similar devices shall be installed per code and all protective cover plates and similar devices shall be installed. All electrical panels shall have required labeling and all circuits shall be identified on the front of the panel.
- For gas, a utility release inspection of the structure must pass prior to temporary utility release. All drywall and permanently fixed cabinetry shall be installed.
- Upon a passed electrical and/or gas inspection, the Building Inspector will obtain final approval from the Building Official and a release will be sent to the required utility company.

Occupancy:

- After all final inspections have been completed by all required agencies/departments the applicant must obtain signatures on the [Request for Commercial Occupancy Form](#).
 - Required items for occupancy:
 - Engineering - final field inspection sign off (including verification of BMP's built per plans/WQMP), payment of all TUMF and RBBD fees, Final Grade Certificate provided (with PW Inspector & Engineer sign off), compliance with all conditions of approval.
 - Planning - Obtain landscaping inspection sign off (if applicable), Planning inspection sign off, any other prior to final conditions required for sign off.
 - Waste Recycling Plan (WRP) - [Submit Construction and Demolition Waste Diversion Program - Waste Recycling Plan \(WRP\) Form C](#) to Public Works/Engineering Department for review and approval.
 - Business License - Obtain a City of Meniffee Business License for new business
 - EMWD - final inspection and release for occupancy (EMWD will email this document to the City of Meniffee and the developer).
 - Riverside County Health - final inspection and approval (if required).
 - Building - signatures/approvals from all required departments listed above obtained prior to Final Inspection except for EMWD and BUILDING.
 - All signatures must be original except for Riverside County Department of Environmental Health and Eastern Municipal Water District.
- Provide the completed [Request for Commercial Occupancy Form](#) to Building & Safety. The Building Technician will review the form and required documents for completion. If complete, the Building Technician will stamp and provide a copy of the form and process for a City of Meniffee Certificate of Occupancy.
- Once occupancy is granted by the City of Meniffee, a refund request will be processed by Building & Safety for any security bonds posted. The refund request will be provided to the Finance Department for final processing. If the permit has a negative balance, the amount due will be withheld from the bond refund.

Temporary Occupancy:

If permanent occupancy cannot be approved by all departments the applicant may request a Temporary Certificate of Occupancy, which is required to be approved by the Building Official. All city departments must agree and sign the Temporary Certificate of Occupancy before a TCO can be issued.

- Submit a [Commercial Temporary Certificate of Occupancy Application](#) to the Building & Safety Department with all required documents.
 - If a department is requiring additional items to be completed prior to issuance of the permanent Certificate of Occupancy a list of requirements will be attached to the Commercial TCO Application as “Exhibit A.”
 - If EMWD approval is required for occupancy, they must also provide clearance prior to TCO.
 - A building inspection of the structure must take place and pass prior to issuance of the TCO.
 - The TCO expiration date will be determined by the Building Official.
- At the time of TCO issuance, a \$10,000 security bond (refundable after permanent occupancy is approved), \$148.37 inspection fee and \$27 processing fee (\$10,175.37 total) per building must be paid.
- Once fees have been paid and all signatures have been obtained the Building Official will provide final approval and sign the Temporary Certificate of Occupancy.
- The applicant may request a permanent Certificate of Occupancy after all requirements have been met for all departments and Building & Safety final inspection has passed. The applicant must obtain signatures on the [Request for Commercial Occupancy Form](#).
- Provide the complete form, [Request for Commercial Occupancy Form](#) to Building & Safety. Building Technician will review the form and required documents for completion. If complete, the Building Technician will stamp and provide a copy of the form and process for a City of Menifee Certificate of Occupancy.
- Once occupancy is granted by the City of Menifee, a refund request will be processed by Building & Safety for the \$10,000 security bond. The refund request will be provided to the Finance Department for final processing. If the permit has a negative balance, the amount due will be withheld from the bond refund.