

## APPLYING FOR A PERMIT ONLINE

You can apply for a permit, pay for a permit, and receive a permit electronically for the following **replacements only** (all other permits must be issued over the counter):

- Air Conditioning Unit
- Ceiling Fan
- Fireplace / Chimney (excluding freestanding fireplace)
- Forced Air Unit (heater)
- Water Heater
- Re-roof
- Plastering

### Step 1

Go to <http://www.ocplanning.net/>.

### Step 2

Navigate to the bottom right of the page and click on the **On-Line Application** icon.



### Step 3

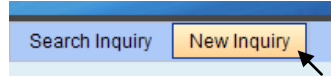
Scroll down and click again on the **On-Line Application** icon.

Common Application Forms & Guideline Information



### Step 4

On the top of the page, click **New Inquiry** to submit a new Application.



### Step 5

Fill in all the required fields.

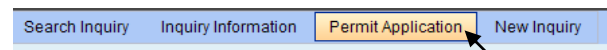
### Step 6

When completing the form, click **Create Permit Application**. You should receive a confirmation e-mail. You can view the status of your permit using the code provided.



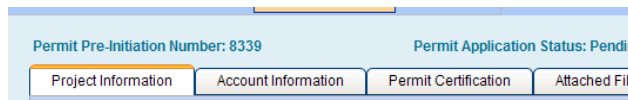
### Step 7

Once you have created a permit application, you must now fill out the actual application. Click **Permit Application** that now appears at the top of the page.



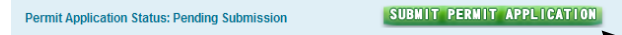
### Step 8

Fill out all the required fields under the **Project Information, Acct. Info, and Permit Cert.** tabs.



### Step 9

After you have filled out the application, click **Submit Permit Application** on the top right corner. Once you have completed this step notice that the **Permit Application Status** should have gone from **Pending Submission** to **Submitted**.



### Step 10

You have now completed your permit application. You should review the other tabs for further information on how to pay, certify and review your application. A customer care representative will contact you within one business day with any questions or additional information.

### Additional Information

Make sure your address is part of the unincorporated area of Orange County (and not located in an incorporated city).

If you have any questions, comments or concerns, please call OC Planning at (714)667-8888 or e-mail us at [ocpcustomer@ocpw.ocgov.com](mailto:ocpcustomer@ocpw.ocgov.com).

For more information visit our website at <http://www.ocplanning.net/>.



## GUIDE TO SUBMITTING ONLINE PERMIT APPLICATIONS

### Contact Information

300 North Flower Street  
(First floor)  
Santa Ana, CA 92703  
(714)667-8888

### Hours

Monday – Friday  
7:30 AM – 5:00 PM