



# CITY OF INGLEWOOD

## ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

### Building Safety Division

Christopher E. Jackson, Sr.  
Director

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Building Official

## **INTERIM BUILDING SAFETY PERMIT ISSUANCE AND PLAN CHECK SUBMITTAL PROCEDURES DUE TO COVID-19**

Except by appointment, City Hall is closed to the public until further notice in a proactive effort to help minimize the spread of COVID-19 and keep the community and City employees safe. Building Safety will continue with its operations via phone, email and online. Thank you for your patience as we work together to navigate these unprecedented times. Please read the following changes to our typical operational procedures.

### **SIMPLE OVER THE COUNTER PERMITS (NO PLANS REQUIRED)**

#### **Over the Counter Permit Issuance:**

All Building Safety Permits that don't require plans are issued via appointment Monday through Thursday between the hours of 8:30am and 11:40am at City Hall in the Community Room on the 1<sup>st</sup> floor. Appointments can be obtained by calling 310-412-5294. Upon arrival at City Hall, a security personnel on the 1<sup>st</sup> floor lobby after verifying your appointment will direct you to the Community Room.

### **PLAN CHECK SUBMITTAL**

#### **A) Plan Check Submittal**

All Building Safety Plan Check submittals and rechecks of submitted plans (for plan checks resubmittals/rechecks done by City consultants coordinate with consultant directly) are done via appointment Monday through Thursday between the hours of 8:30am and 11:40am at City Hall in the Community Room on the 1<sup>st</sup> floor. Appointments can be obtained by calling 310-412-5294. Upon arrival at City Hall, a security personnel on the 1<sup>st</sup> floor lobby after verifying your appointment will direct you to the Community Room. Normal plan check processing varies depending on the application. **Typically 5 sets of plans are required for submittal.** A typical plan check requires approximately twelve (12) to fourteen (14) weeks to process for the first plan check, with subsequent plan checks/rechecks taking approximately three (3) weeks to complete.

#### **B) Expedited Plan Check**

The City offers expedited plan check for an additional cost with the first plan check taking up to four (4) weeks and subsequent plan checks/rechecks taking up to two (2) weeks.

#### **C) Plans Pick-Up and Drop-Off Only**

Plans that have been checked by City staff (for plan checks done by City consultants coordinate with consultant directly) can be dropped off and picked up without appointment at the Building Safety location on the 1<sup>st</sup> floor, Community Room in City Hall Monday through Thursday between the hours of 8:30am and 11:40am.

**PERMIT ISSUANCE (FOR PROJECTS WITH PLANS)**

**A) Permits/Plans Ready to Issue:**

Once Permits/Plans are ready to issue, a California licensed contractor or owner will need to make an appointment by calling 310-412-5294 to obtain all the necessary Building Safety permits. Appointments are made Monday through Thursday between the hours of 8:30am and 11:40am. At that time Building Safety staff will assist you in completing the appropriate sections of the Permit application(s) (Building, Mechanical, Electrical, Plumbing, Sewer and Grading) as necessary.

**B) Building Safety Permits issued to Owner (Owner-Builder):**

Requirements for property owners to obtain permits for their property are as follows:

- 1) Proof of identification (photo ID such as driver's license, state issued ID card, U.S. passport).
- 2) Proof of ownership if there has been a recent transfer of ownership (e.g. Grand Deed, Escrow Closing Statement).

**C) Building Safety Permits issued to California Licensed Contractor:**

Requirements for California licensed contractors to obtain permits are as follows:

- 1) Proof of identification (photo ID such as driver's license, state issued ID card, U.S. passport).
- 2) Contractors will need to provide a copy of their California State issued contractor's license.
- 3) Contractor will need to provide a copy of their Workers Compensation or exemption.
- 4) Copy of City of Inglewood Business License.
- 5) If someone is acting as the contractor's agent, a letter of authorization on the licensed contractor's letterhead.

**Important Contact Information:**

**General Building Safety Division Phone:**

(310) 412-5294

**Inspection Request Online (Preferred Method):** [CLICK HERE](#)

**Inspection Request Phone:** (310) 412-4248

**Email:**

[buildingsafety@cityofinglewood.org](mailto:buildingsafety@cityofinglewood.org)

**Mail:**

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