



BUILDING AND SAFETY DIVISION
110 E. LA HABRA BLVD.
LA HABRA, CA 90631
562-383-4116
www.lahabracity.com

Electronic and Hardcopy Plan Submittal

Building and Safety accepts electronic plan submittals and hardcopy plan submittals. For more information regarding Building and Safety services, please review our [Modified Services Handout](#).

For electronic submittal, you may email your completed permit application, plans, and any reports or calcs to buildingpermits@lahabracity.gov.

For hardcopy submittal, provide a completed permit application, 2 sets of any reports or calcs, and the following number of plan sets for first submittal depending on the scope of work:

[If you are dropping off hardcopies, please be aware that we may quarantine the documents for 24 hours pursuant to Centers for Disease Control and Prevention (CDC) guidelines for potentially contaminated documents. Email communication is strongly encouraged so we can assist you sooner.]

Scope of Work	Number of Plan Sets
Addition – Single Family	4
Addition – Comm, Ind, Multi-Family	7
ADU/ Junior ADU – Single Family	4
Block Wall / Retaining Wall – Single Family	3
Demolition	4
Grading	7
New Building	7
Patio Cover / Carport – Single Family	3
Onsite Sewer & Water (new service)	7
Sign – Channel Letter/Wall	3
Sign – Monument	4
Solar Roof Mount – Single Family	3
Swimming Pool/ Spa – Single Family	4
Tenant Improvement – Interior Work Only	4
Tenant Improvement with Site Improvements	7
Trash Enclosure / Compactor	7

[For any projects not listed in the table above, please contact Building and Safety directly by emailing buildingpermits@lahabracity.gov or calling 562-383-4116.]