

Community Development Department Building and Safety Bureau 411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802 562.570.PMIT (7648) | longbeach.gov/lbcd



FORM-039 **Project Application Intake-Issuance Checklist**

GENERAL INFORMATION								DATE		PLAN CHECK (initials)		PERMIT TECH (initials)	
PROJECT ADDRESS (not mailing address):									PROJE	ECT NAME (if any)	:		
PROJECT NUMBERS (list all applicable):													
DEPARTMENT/AGENCY		, REQUII	REQUIRED		OK TO SUBMIT (name)	0	TC REV	C REVIEWER (name)		OTC STATUS	
Building Plan Review			□Y □N/NR				,	□OTC			,		□APPR
Planning Plan Review			□Y □N/NR					□OTC					□APPR
MWELO Plan Review		□Y □	□N										
Fire Plan Review *		□Y □N	□Y □N/NR*					□ОТС				□CORR	□APPR
Health Plan Review		□Y □	□N										
Electrical Plan Review		□Y □	□N										
Mechanical Plan Review		□Y [□N										
Plumbing Plan Review		□Y□	□Y □N										
Public Works Plan Review		v 🗆 Y	□Y □N										
Oilwell Plan Review		□Y □	□Y □N										
NEW ADDRESS				REG	QUIRED	AS	DATE SSIGNE	D		COMMENTS			
APP-015 Address Assignment Application				<u></u>	Y□N								
PERMIT APPLICATIONS TO BE CREATED DURING INTAKE													
□BNEW	□BADD	□BRMD	BRMD □BGF		RD □BCEL		□BFEN	۱ 🗆	BSGN	□BAWN	□BDE	EM 🗆	HLTH
□BELE	□ВМЕС	□BPLM	BPLM □BFF		S □BMSC		□FALM	1 🗆	FSPK	□FHDS	□FTN	IK 🗆	FMSC

^{*} N/NR - All autoloaded Fire Plan Review fees shall be deleted and fees recalculated by PT Staff during INFOR application creation and prior to any fee payments, when "N/NR" is marked or Fire NR conditions listed in INFOR apply.

DOCUMENTS REQUIRED DURING PLAN REVIEW	REQUIRED	DATE RECEIVED
FEMA Form FF-206-FY-22-152 Exempt - Elevation Certificate	□Y □N	
FEMA Form FF-206-FY-22-152 Elevation Certificate	□Y □N	
FORM-007 or FORM-008 Development Impact Fee Notice and Acknowledgement	□Y □N	
FORM-009 Low Impact Development (LID) Standard - Project Information	□Y □N	
FORM-028 Plot Plan	□Y □N	
FORM-034 or FORM-035 Sewer Capacity Charge Notice and Acknowledgement Form	□Y □N	
LACSD Sewerage System Connection Fee Receipt	□Y □N	
LBUSD or LAUSD Certificate of Compliance	□Y □N	
Harbor Development Permit (HDP)	□Y □N	
DOCUMENTS REQUIRED DURING PERMIT ISSUANCE	REQUIRED	DATE RECEIVED
FORM-005 CA License Contractor's Declaration and Owner-Builder's Declaration	□Y □N	
FORM-006 Owner/Builder/Contractor Permit Proxy Form	□Y □N	
FORM-031 Construction and Demolition Management Plan	□Y □N	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.