



CITY OF LAKEWOOD
Building and Safety Division
5050 Clark Avenue, Lakewood, CA 90712
(562) 866-9771, Extension 2350
www.lakewoodcity.org

To reduce public health risks and limit visits to City Hall, the City has taken immediate measures for submitting building permit applications and plans for Planning and Building Plan Check review via email.

1. Call the City's Building and Safety Division at **562-866-9771 x2350**. City staff will assist you in determining to whom you will need to speak to start your project and what permit application(s) and additional document(s) are required. All permit applications can be downloaded from the "Permits & Forms" page on the City of Lakewood website:

<https://www.lakewoodcity.org/services/planning/permits.asp>

2. Complete the application(s) and email them back to **MyPlans@lakewoodcity.org**. Your email must include the address of the project site, a brief description of the project, and a contact name and telephone number for the project.
3. City staff will review the application(s) and any other documentation submitted.
4. If the application(s) and documentation are complete and the proposed project does not require further Planning or Building Plan Check review, city staff will provide you with the permit fee amount(s). Permit payment can be made by telephone using a credit card or by check via U.S. Mail. If paying by check, make the check out to "City of Lakewood" and include the project's site address on the memo line. Mail checks to:

Attn: [city staff member's name]
City of Lakewood
Community Development Department
5050 Clark Avenue
Lakewood, CA 90712

Upon receipt of permit fee(s), a city staff member will email you a copy of the permit(s).

5. For projects requiring additional Planning or Building Plan Check review before permit(s) can be issued, city staff will guide you through the next steps of the process:
 - a. Further Planning review, including [Development Review Board \(DRB\)](#), [Planning Commission \(PEC\)](#), [Staff Design Review \(SDR\)](#), etc.
 - b. Building Plan Check submittal and review through Los Angeles County's electronic plan check system:

<https://dpw.lacounty.gov/BSO/BSOP/>

Additional information about Plan Check services can be found on the "Building Plan Check" page on the City of Lakewood website:

<https://www.lakewoodcity.org/services/planning/check.asp>

6. Contractors must hold a valid state contractor's license for the type of work to be performed. For more information on what kind of contractor you need, please visit the "What Kind of Contactor Do You Need?" page on the California Contractors State License Board website:

https://www2.cslb.ca.gov/Consumers/Hire_A_Contractor/What_Kind_Of_Contractor.aspx

7. Contractors must also have a City of Lakewood business license before they are issued any permits. For questions regarding business licenses, contact the Business License Division at **(562) 866-9771, extension 2622**. Business license applications and other related forms may be downloaded from:

<https://www.lakewoodcity.org/services/forms/default.asp>

8. Homeowners interested in obtaining permits as "owner-builder" are encouraged to visit the "Owner-Builder Risks" page on the California Contractors State License Board:

https://www.cslb.ca.gov/Consumers/Know_Risks_Of_Owner_-_Builder/

9. For further questions on which types of projects require permits or for some helpful tips, please go to the Building Permits page on the City of Lakewood website:

<https://www.lakewoodcity.org/services/planning/permits.asp>