



City of Costa Mesa Building Division **PERMIT PROCESSING CENTER INFORMATION**

BUSINESS HOURS:

Monday through Friday 8:00 a.m. through 5:00 p.m.

The City of Costa Mesa has created a **Permit Processing Center** to serve our *development* customers and contractors. The Permit Processing Center is located on the second floor of City Hall. The Permit Processing Center will simplify the processing of *development projects* by providing a “one-stop” service location for projects that require review or permits from the City of Costa Mesa.

City staff at the Processing Center will accept all construction plans and permit application submittals for processing through all departments. Plans for all required Divisions may be submitted and picked up at the Processing Center. Upon project approval, all City permits and fees can be processed at the Permit Processing Center.

The “one-stop” Permit Processing Center will eliminate the need for our customers to go from floor to floor in City Hall to process their projects and obtain all necessary construction permits and licenses.

PLAN CHECK SUBMITTAL REQUIREMENTS:

As part of the “one-stop” development plan check process, please submit the following documentation listed below, as required by the various departments involved (**The City of Costa Mesa no longer accepts deferred submittals of electrical, mechanical and plumbing plan checks**):