

# PLANNING PERMITS

**Application Forms:** All Planning applications are available at our website here:

[www.cityofredlands.org/planning](http://www.cityofredlands.org/planning)

Application forms may be filled-in and completed online, then printed before obtaining the applicant's signature. Application fee information is also available. For assistance with application forms or fees, please call Planning staff during regular business hours at (909) 798 – 7555, press 5 for the One Stop Permit Center, then press 3 for the Planning counter.

## HOW TO APPLY

**Prior to Applying:** Please call Planning staff at (909) 798 – 7555, press 5 (One Stop Permit Center) then press 3 for the Planning counter, and we can confirm the applicable fees and the total amount of payment. You can also discuss the necessary submittal items for your particular project (please refer to the list attached to the Development Application or other application form).

**Obtain Invoice:** Before you call, it will help if you complete the Development Application Form or other application form. Staff will ask questions regarding the project location (street address and A.P.N.), the applicant's contact information, and the project description. Staff will generate an invoice and then e-mail the invoice to you. Print three copies of the invoice (two copies to accompany the check for payment, and one copy to accompany the application materials).

**Assemble Application Materials:** When all application materials have been assembled, everything should be placed together in a large envelope (for smaller applications), or a box such as a banker's box (for large application materials and full-size plans). Place one copy of the invoice in the envelope or box to identify the project/permit number for that application.

**Submit the Application Package:** When ready to file your application, your envelope or box of materials can be placed inside the door at the One Stop Permit Center in Suite 15-A (see site map on next page).

**Submit Payment:** The check for payment to City of Redlands (attached by paper clip to the two copies of the invoice) will need to be inserted into the secure payment box outside Suite 15-B. We must receive all application materials and the payment at the same time.

**Receipt:** Planning staff will then receive the envelope or box of application materials, as well as obtain the payment receipt from the Revenue Office and mail the receipt to you at a later date.

**If you have any questions about the above, please call Planning staff at (909) 798 – 7555, select option 5, then press 3 for Planning.**

# CIVIC CENTER MAP

