

Internet Permitting Request

PLEASE SEE OTHER SIDE FOR APPLICATION INSTRUCTIONS

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY

| | | | |
|-----------------------------|-----|-------------------------------|-----|
| 1. COMPANY NAME | | DATE / / | |
| 2. MAILING ADDRESS | | | |
| 3. CITY | ZIP | PHONE | FAX |
| 4. CONTRACTOR'S FULL NAME | | EMAIL ADDRESS | |
| 5. STATE LICENSE # AND TYPE | | LONG BEACH BUSINESS LICENSE # | |
| EXP: | | EXP. | |
| 6. AUTHORIZED AGENT NAME: | | AUTHORIZED AGENT SIGNATURE: | |

I hereby certify that the information on this application is true and correct.

Signature _____ Date _____

CONTRACTOR

FOR DEPARTMENT USE ONLY

| | | |
|---|--|--|
| <p style="text-align: center;">Document Verification:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application form completed and signed by the Licensed Contractor. <input type="checkbox"/> Declaration page completed and signed by the Licensed Contractor. <input type="checkbox"/> Current copy of Licensed Contractor's driver license attached. <input type="checkbox"/> Authorization letter attaching naming Agent, if applicable. <input type="checkbox"/> Verification of Contractor's current State Contractor's License. <input type="checkbox"/> Verification of Contractor's current Long Beach Business License. <input type="checkbox"/> Verification of Contractor's current Worker's Compensation insurance (if required) | <p style="text-align: center;"><i>Verified By (Initials)</i></p> | <p style="text-align: center;">PIN # ASSIGNED:</p> |
|---|--|--|

Application Instructions

The Internet Permitting Request service is available to California Licensed Contractors who frequently perform simple construction projects in Long Beach. Examples of simple projects are water heater replacements, electrical service or heating upgrades, window replacements, re-roof, etc.

The following information will aid you in submitting your application for Internet Permitting Request services. Applying will require a one-time, in-person registration.

1. Please bring the following items to the Development Permit Center located at Long Beach City Hall, 411 West Ocean Boulevard, 2nd Floor, to register:

The completed and signed [Internet Permitting Request Application form](#).¹

The completed and signed [CA Licensed Contractor's Declaration form](#).¹

A copy of the Licensed Contractor's current driver license.¹

2. Once the application is approved, a processing fee (in accordance with the City's current Fee Schedule) will need to be paid. Please note that an additional fee may be charged to create a new account, even if the Contractor remains the same.
3. Once the application is approved, you will be provided with a unique personal identification number (PIN) that will allow you to submit a permit application online. Your PIN must be provided each time a permit is requested.
4. Please allow one to two (1-2) business days for processing your permit application. Staff will make every effort to ensure that the Permitting Request is processed promptly.
5. Please contact cashiering within 2-3 days after submitting permit application at 562-570- PAID (562-570-7243) to pay by credit card over the phone. Payment can be made by cash or check at: 411 W. Ocean Blvd. 2nd Fl., Long Beach, Ca 90802.

¹ Documents must be signed by the Licensed Contractor; however, if an Applicant is submitting documents as an Authorized Agent, an authorization letter signed by the Licensed Contractor must be provided along with a copy of the Licensed Contractor's driver license to verify his/her signature.



City of Long Beach
411 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

Visit us at longbeach.gov/lbds

