



Building Department

GENERAL PERMIT SUBMITTAL GUIDELINES

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PLEASE REFER TO THESE GENERAL GUIDELINES BELOW FOR ALL SUBMITTAL TYPES: NEW SUBMITTALS, RESUBMITTALS, AND REVISIONS FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL

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GENERAL PERMIT SUBMITTAL GUIDELINES

New Permit Submittals – (PC1 Submittals):

General Submittal Requirements - All Submittals (Commercial / Industrial & Residential Buildings):

1. All submittals must be submitted electronically through the Lathrop Civic Access Portal (LCAP)
 - a. Contractors must obtain or have an active City of Lathrop Business License and an active CA Contractor's License
 - b. Property Owners / Residents can upload submittals through LCAP, with extra documentation required.
2. Required Documents:
 - a. A [Building Permit Application](#) must be included with all first submittals.
 - i. [Plan Check Application](#) also available for Commercial Projects pending a Contractor, but prior to permit issuance, a Permit Application with Contractor information must be submittal
 - b. One consolidated Set of Plans
 - i. One .pdf file containing all plans (Plot Plan / Site Plan, MEP Plans, Solar Plans, etc.)
 - ii. Separated Single Plan sheet uploads are not accepted
 - iii. Example:

Acceptable	Not Acceptable
✓ PC1_Plans	X Solar_Plan
	X Plot_Plan
	X Floor_Plans
3. Please refer to the specific guidelines regarding Residential, Commercial and Industrial, and Master Plan Submittals for more detailed information

Lathrop Civic Access Portal Account Creation:

1. All Applicants, including Contractors and Residents, must create an LCAP account to apply for, view, and pay for permits
2. Follow the attached guide for assistance on creating your account: [Register for an Account](#)

Electronic Submittal Instructions:

All submittals must be uploaded per the following instructions:

1. **Lathrop Civic Access Portal Instructions**
 - a. Follow the hyperlink to [LCAP](#) or go to https://selfservice.ci.lathrop.ca.us/energov_prod/selfservice#/home
 - b. Login to your LCAP Account
 - c. Click on "Apply" in the Top Banner
 - d. Choose from the list of Permit Types or use the Search Bar to search for the requesting Permit Type
 - i. Be sure to select the correct Permit Type for your submittal
 - i.e. Residential Permit vs Commercial Permit, Alteration vs Addition, etc.
 - ii. Select the Permit Type by clicking on the "Apply Button" on the right side of the Permit Type
 - iii. Follow the attached guide for instructions on submitting Permit Applications: [Apply for a Permit](#)
 - iv. When Plan Check Fees are available for payment, usually at the time of submittal, please be sure to pay for these immediately to prevent any delays in processing your Permit Applications.
 - Submittals will not be routed without payment of Plan Check Fees



GENERAL PERMIT SUBMITTAL GUIDELINES

- e. **For Residents:**
 - i. If you are applying for a Permit as an Owner-Builder, without a Contractor, you will be required to fill out and attached to your Permit Files:
 - A Completed and Signed [Owner-Builder Form \(Notice to Property Owners\)](#)
 - ii. If you are applying for a Permit and will be choosing a Contractor at some point in time before Permit Issuance, the Contractor will be required to be added as a Contact to your Permit, as well as:
 - A Completed and Signed Updated [Permit Application](#) with Contractor's Information
 - f. **For Contractors:**
 - i. Make sure you have an **Active City of Lathrop Business License**
 - If you do not currently have a City of Lathrop Business License, please follow the prompts under "Apply" in LCAP. For any assistance with Business Licenses, please contact the Finance Department at (209) 941-7320
 - Contractors will be unable to access Permits until this is completed.
2. **Incomplete Submittals will be rejected**
 3. **Email Submittals are not accepted**

Required Document Naming Convention:

1. Although LCAP automatically renames files when assigned at upload, it is best practice to follow our Required Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (PC1)
 - a. Examples:
 - PC1_Application
 - PC1_Plans
 - PC1_Structural Calculations
 - PC1_Engineering Calculations
 - PC1_Special Inspections Form
 - PC1_Soils Report
 - PC1_Title 24 / Energy Calculations
 - PC1_ESCP Form
 - PC1_Encroachment Permit
 - PC1_CCR / Home Owner Association Approval
 - PC1_Notice to Property Owner (only if residential owner builder)
3. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal



GENERAL PERMIT SUBMITTAL GUIDELINES

Permit Resubmittals – (PC2, PC3, PC4+ etc. Submittals):

General Resubmittal Requirements - All Submittals (Commercial / Industrial & Residential Buildings)

1. All resubmittals must be submitted electronically through LCAP
2. A Response Letter and a [Resubmittal Form](#) are required and must be included with a Resubmittal
 - a. Not including Response Letters and Resubmittal Forms will result in Incomplete Resubmittals

Electronic Resubmittal Instructions:

All resubmittals must be uploaded per the following instructions:

1. Lathrop Civic Access Portal Instructions

- a. Follow the hyperlink to [LCAP](#) or go to https://selfservice.ci.lathrop.ca.us/energov_prod/selfservice#/home
- b. Login to your LCAP Account
- c. Click on the “Dashboard” on the Top Banner
- d. Follow the attached guide for assistance on Resubmittals: [Manage a Review - Resubmittals](#)
 - i. Be sure to attach a completed Resubmittal Form and Complete Plans for Resubmittal

Required Document Naming Convention:

1. Although LCAP automatically renames files when assigned at upload, it is best practice to follow our Required Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (PC2, PC3+ etc.)
 - a. Examples:

PC2_Resubmittal Form
PC2-Response Letter
PC2_Plans
PC2_Structural Calculations
PC2_Special Inspections Form
PC2_ESCP Form

3. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.



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Permit Revisions – (After Permit Issuance):

General Revision Submittal Requirements:

1. All Revisions must include a [Resubmittal Form](#), filled completely and defining the changes to the project.
 - a. Revisions must not change the scope of work
2. Revisions must include these two files:
 - a. A .pdf file of the Plan Sheets being revised
 - b. An original Approved and Stamped Plan Set

Electronic Resubmittal Instructions:

All resubmittals must be uploaded per the following instructions:

1. Lathrop Civic Access Portal Instructions

- a. Follow the hyperlink to [LCAP](#) or go to https://selfservice.ci.lathrop.ca.us/energov_prod/selfservice#/home
- b. Login to your LCAP Account
- c. Click on the “Dashboard” on the Top Banner
- d. Go to “My Permits”
- e. Navigate to the Permit where Revisions will be submitted
- f. Go to the “Attachments” Section of the Permit and upload all Revision Documents
 - i. Be sure to include the Resubmittal Form with the changes requested.

Required Document Naming Convention:

1. Although LCAP automatically renames files when assigned at upload, it is best practice to follow our Required Document Naming Convention.
2. Label all documents as shown below. Include the Plan Check Cycle (REVA, REVB)
 - a. Examples:

REVA_Resubmittal Form
REVA_Response Letter
REVA_Plans
REVA_Structural Calculations

3. Failure to comply with the Required Document Naming Convention will result in an Incomplete Submittal.