



2024 NEW PERMITTING SOFTWARE BULLETIN

Building Department

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August 8, 2024

The City of Lathrop is excited to announce Lathrop Civic Access Portal (LCAP), a new permitting and licensing software platform. Lathrop Civic Access Portal (LCAP) is designed to offer a seamless and user-friendly experience. Please read all info below, as this will significantly change the current permitting process in between the transition.

Go-Live Date: August 13, 2024

This cutting-edge system aims to transform how individuals and entities interact with the City. Here are some of things you can do with (LCAP):

- 1. Apply, Submit, and Pay online:**
 - o Easily apply for business licenses and renewals.
 - o Request Building & Land Management permits.
 - o Initiate Planning and Land Development reviews.
- 2. Real-Time Application Tracking:**
 - o Wondering about the status of your license, permit or plan review? (LCAP) provides real-time updates.
 - o Stay informed every step of the way!
- 3. Expanded Inspection Options:**
 - o Request building and engineering inspections.
 - o Schedule pre-construction meetings.

During the transition, there will be a temporary service interruption:

- On August 13, 2024 the legacy portals “ePermit” and “DropBox” will be turned off.
- **Permitting** will transition to the new system, which will be available by 12:00PM, August 13, 2024.
- **Inspections:**
 - o Will still occur as normal through this transition. They can continue to be scheduled in the legacy portal “ePermit” until Tuesday, August 13, 2024 at 8:00AM.
 - o A new account will be required in the new permitting system, LCAP, to schedule inspections starting on August 13, 2024.
 - o As a courtesy, we will allow inspections to be scheduled through [SmartSheet](#) during the first day of implementation.

What Do You Need To Do?:

1. Create your new LCAP account on or after August 13th.
 - a. We will send you the URL on Monday, August 12th, to avoid confusion.
2. Watch some of our training videos for tips & tricks on how to use the new system to its full advantage.

Inspection Scheduling Form

LCAP Inquisition Form

Regards,

Ed Short

Ed Short, P.E., CBO, CFM
Chief Building Official

