

Building Permit Issuance

Permit Issuance Procedure:

Notification: Once your plan check is approved, you will receive an email from the Building Division notifying you that your permit is conditionally ready to issue. The email will include any conditions that still need to be met prior to issuance.

Payment: Payment must be made **PRIOR** to permit issuance and inspection scheduling.

1. Pay by ePermits Portal – Contractors

a. **For those who have a City of Lathrop Business License and an existing ePermits Account, please follow this procedure:**

- i. Navigate to the [ePermits Portal](#)
- ii. Log into Contractor Access
- iii. Scroll down to Permit and select Permit Number
- iv. Click “**Pay Now**” and complete payment process

2. Once Payment is completed, complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of resubmission.

Failure to complete the notification process will result in the submittal not being processed.

3. Pay by ePermits Portal – Residents

a. **Residents can make payments online without having to create an account, please follow this procedure:**

- i. Navigate to the [ePermits Portal](#)
- ii. On the Left side of the page, click “**Access my Permits**”
- iii. Start typing your address, but do not type out full address, let the address auto-populate on the drop-down window below then click on your address.
- iv. Call the Building Department, (209) 941-7270, to obtain the Parcel Number for your address to fill in the second box.
- v. Click “**Pay Now**” and complete payment process.
- vi. Once Payment is completed, complete a submittal notification form using this link [Submittal/ Resubmittal/ Payment Notifications](#) to notify the Building Dept. of payment.

Failure to complete the notification process will result in the submittal not being processed.

If you are having issues making payments online, please call the Building Dept. for assistance.

Obtaining Approved Permit Package:

1. Once payment is processed, and the Building Dept. is notified, the permit will go through its processing procedure.
2. You will receive an email from the Building Dept.
 - a. If your permit required a plan submittal and a plan check, your email will contain a link to Approved Plans that you can download and must have printed for the job site.
 - b. Your email will also contain specific printing instructions for your permit and job card. Failure to follow the included instructions to ensure all required documents are on site may result in failed inspections and reinspection fees.

If you have any questions or need more information, please call the Building Department at (209) 941-7270, for assistance.