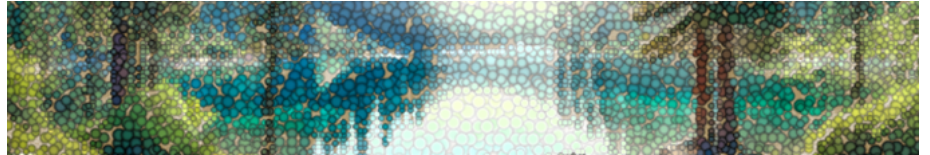


Apply for a Building Permit



Before you apply for a building permit we recommend reading the [First Time Applying for a Building Permit](#) page to familiarize yourself with our permit process. Additionally we recommend reading the [Construction Documents](#) page to get a sense of what construction documents will be required prior to permit issuance.

Projects such as new construction of a single family home, home remodels, accessory dwelling units (ADUs), re-roofs, tenant improvements, commercial, etc. require a **Regular Building Permit**. Some minor projects qualify for an **Fast Track Permit**. Simple solar projects can use the **SolarAPP+** for same day permit issuance.

Special Structures. Structures such as [Alternative-Owner Builder \(AOB\)](#) residences, [ag-exempt greenhouses](#), and [manufactured homes](#) should all be applied for via the Regular Building Permit process.

REGULAR BUILDING PERMIT

Please read all the instructions below before you submit for a regular building permit application.

I. Review Your Project

Because regulations are always changing it is critical to review [current building codes](#) and understand how they address the [hazards](#) associated with your site. See the bottom of our [Building Inspections page](#) for recent regulatory changes. Use the [Web GIS](#) with the [Important GIS Layers handout](#) to determine hazards associated with your site.

II. Register or Login to ACA

Register - Create an Account in our User Portal, Accela Citizen Access (ACA)

[Accela Citizen Access Portal >>>](#)

Having Issues creating an account?

Visit our [Accela Support Resources](#) page for help with registering an account on the ACA portal.

For staff assistance you can email planningbuilding@co.humboldt.ca.us or call (707) 445-7245.

III. Provide Project Details for a Pre-Application Record

To start the process you will need to provide basic contact information for the owner and contractor/agent (if used). Contractors may use the [agent authorization form](#) to act on the property owners behalf. To complete this step, do the following.

- 1. Click on the Pre-Applications tab in the green banner.**
- 2. Agree to the terms and conditions and click "Continue Application".**

1
↓

Home **Pre-Application** Planning Building

Create an Application Search Application

Online Application

Welcome to the Department of Planning and Building's Online Application. You can access the application from your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You will be prompted to do so.

General Disclaimer

While the County of Humboldt Department of Planning and Building keeps its Web information accurate and timely, the agency does not make representations as to the functionality or condition of the information, its suitability for use, freedom from interruptions or from copyright infringement of proprietary rights. Web materials have been gathered from a variety of sources and are subject to change without notice as a result of updates and corrections.

2 →

I have read and accepted the above terms.

Continue Application »

3. Enter your parcel number into the parcel number box (enter 12 digits with dashes)

4. Select the search button (other information will automatically be entered).

Pre-Application

1 Project Location	2 Project Details	3 Contact	4 Contractor	5 Documents
			6 Review	7 Record Issuance

Step 1: Project Location > Location

The screenshot shows a form titled "Parcel" with a green header. The form contains several input fields: "Parcel Number:" (with a warning icon and a help icon), "Lot:", "Block:", "Book:" (with the value "106-02"), "Page:", and "Tract:". A "Help" tooltip is visible for the "Parcel Number:" field, stating "Format: XXX-XXX-XXX-XXX". At the bottom of the form, there are "Search" and "Clear" buttons. A red circle with the number "3" and an arrow points to the "Parcel Number:" field. Another red circle with the number "4" and an arrow points to the "Search" button.

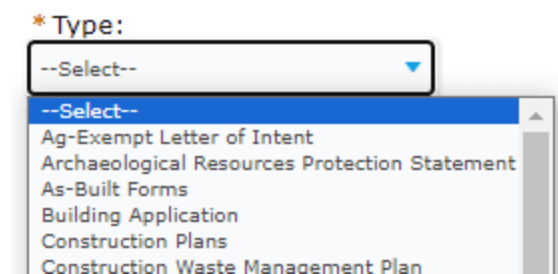
5. At the Permit Details step, ensure the Application Type is set to "Building Permit".

Step 2: Project Details > Permit Details

The screenshot shows a form titled "Custom Fields" with a green header. Below the header, the word "GENERAL" is displayed. The form contains a field labeled "* Application Type:" with a dropdown menu. The dropdown menu is open, showing "Building Permit" as the selected option. A red circle with the number "5" and an arrow points to the dropdown menu.

IV. Provide Construction Documents for a Building Permit Record

Once you have provided your contact information you will be prompted to upload required documents. Once uploaded you will need to select the type of document you have uploaded from a dropdown menu. If you are unsure what documents are required for your project please visit the [Construction Documents](#) page. **Note that you must provide all construction documents before we will move your project forward.**



V. Completeness Review

Incomplete Applications: Staff will provide you a list of outstanding required items before the submittal is ready to be converted into an official building permit record. You should receive your first response within 2 to 3 business days. Communication regarding next steps will be through email.

Complete Applications: Staff will convert your submittal into an official building permit record and contact you to pay initial permit fees. Upon receipt of payment, a presite inspection may be scheduled (see Inspections) and your application will begin plan check. Your official building permit record ID will be in this format: BLD-2024-XXXXX.

VI. Presite, Plan Check, and Referral Agencies

Presite: Preliminary site inspections are often required for new construction and additions. The purpose of this inspection is to get pictures of the site, assess [site hazards](#), and do another completeness review. After this inspection your inspector may require additional

documents to be included in your submittal. For more information about these inspections and directions on how to schedule them, see our [Regular Building Permit Inspection Procedures](#).

Plan Check: Once your submittal is considered complete the plan check team will review those documents for accuracy and conformance with the [current California Building Codes](#). Plan check may require changes to these documents by emailing you a list of corrections. It is then your responsibility to upload corrected documents to your Accela building permit record.

Referral Agencies: Other agencies like Environmental Health, Public Works, PG&E, your services district, etc. may be required to sign-off on your project before it begins. Consult with these agencies directly to determine requirements.

VII. Your Permit is Issued!

Once plan check has approved your submittal and all referral agencies have signed off, your permit will be issued! The permit technicians will compile your documents and reach out to you to get payment and deliver you your building permit.

Please note that all payments shall be made through the ACA Portal. The County does not accept payments through 3rd party applications.

When you are ready to schedule an inspection, follow the steps outlined in our [Regular Building Permit Inspection Procedures](#) page. If you have a question regarding Building Permits, please email planningbuilding@co.humboldt.ca.us or call (707) 445-7245 and ask for a permit technician.

FAST TRACK PERMIT

A Fast Track Permit is limited to Licensed Contractors with an active Accela Citizen Access (ACA) account. To apply for and receive fast track permits, contractors

must possess the appropriate license classification for the proposed work. Please read all the instructions below before you submit a permit application.

I. Check if your Project Qualifies

If a permit type is not listed below then you must apply for a regular building permit.

- A/C
- Primary Residential Electric Service up to 200 Amp
- Furnace / Heat Pump / Wood Stove
- Plumbing
- Repair / Replace Gas Line
- Re-Roof
- Siding
- Water Heaters
- Solar System (See SolarAPP+ tab)

II. Register or Login to ACA

Register - Create an Account in our User Portal, Accela Citizen Access (ACA).

[Accela Citizen Access Portal >>>](#)

Having Issues creating an account?

Visit our [Accela Support Resources](#) page for help with registering an account on the ACA portal.

For staff assistance you can email planningbuilding@co.humboldt.ca.us or call (707) 445-7245.

III. Obtain a Permit through the "Building" tab

Follow the steps below to create a Fast Track Permit.

1. Click on the Building Tab.

2. Click on the "Contractor Only Instant Permits" text in the green banner.
3. Scroll down and click the dropdown arrow next to the "Building" text.
4. Select the "Building Fast Track" bubble.
5. Click "Continue Application" and complete the application prompts, including uploading required documents (see our [Construction Documents](#) page) and paying fees.

The screenshot shows a web application interface for permits. At the top, there is a navigation bar with tabs: Home, Pre-Application, Planning, Building (highlighted with a red circle 1), Enforcement, and Environmental Health. Below this is a green banner with three options: Contractor Only Instant Permits (circled 2), Search Applications, and Schedule an Inspection. Underneath, there is a section titled "Select a Record Type" with a sub-instruction: "Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us." This section contains a search input field (circled 3) with a "Search" button. Below the search field is a dropdown menu (circled 4) with the following options: Building (expanded), Building Fast Track (selected with a blue dot), and Solar Permit with SolarApp+ (unselected with a radio button). At the bottom of this section is a green button labeled "Continue Application >" (circled 5).

IV. Your Permit is Issued

To view and download your permit card / packet.

- o Open your record summary using the "View Record Details" button.
- o Click on the "Record Info" dropdown at the top of the record.
- o Select the "Attachments" option in the dropdown.

Please review the issued permit card / packet before completing any work to ensure accuracy or appropriate next steps.

When you are ready to schedule an inspection, follow the steps outlined in our [Fast Track Inspection Procedures](#) page.

If you have a question regarding Building Permits, please email planningbuilding@co.humboldt.ca.us or call (707) 445-7245 and ask for a permit technician.

SOLAR APP+

DISCLAIMER: If you are applying to install a system in Shelter Cove, be sure to check with the Resort Improvement District (RID) to see if they will allow it. Historically they have not allowed these systems.

I. Check if your Project Qualifies

SolarAPP+ projects are limited to licensed contractors. Applicants without a CSLB license (General B, C-10, or C46) must apply with a regular building permit.

SolarAPP+ is designed to provide a code-compliance check for most residential solar and storage projects that meet the following criteria.

- Single-family residential
- Roof-mounted system
- New alternative energy system (no upgrades or additions)
- PV systems 38.4 kW or less
- ESS 38.4 kW or less
- Electric service 400A or less
- Service to contain a 225A service disconnect switch
- Service to contain 225A busbars

SolarAPP+ is currently unable to accommodate projects that include.

- Standalone energy storage
- Ground mounted systems
- Building-integration
- Electrical service panel upgrades
- Non-single family residential (i.e., multi-family, commercial, community, and utility-scale projects).

If any project components exceed the above specification thresholds, the project will be designated as ineligible by the SolarAPP+ platform and it must be applied for as a regular building permit.

II. Obtain Approved PG&E Utilities Interconnection Agreement

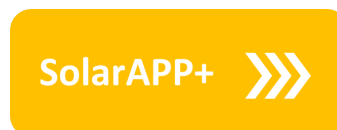
Receiving approval from PG&E is a crucial first step to the process of obtaining a residential SolarAPP+ permit.

To obtain a PG&E Utilities Interconnection Agreement, create a profile with PG&E and follow the steps as directed by PG&E's website and staff.



III. Process your Project through SolarAPP+

Visit the [SolarAPP+ Webpage](#), register for an account, and answer questions about your project. If your project is code-complaint, you will receive an approval through SolarAPP+. Download the approval documents issued through SolarAPP+ and make note of your SolarAPP+ approval ID. See [SolarAPP+ Support Resources](#) for more help.



IV. Apply for an Instant Building Permit

Log in to our User Portal, Accela Citizen Access (ACA), and follow the steps below to create an Instant Building Permit application:



1. Click on the Building tab.
2. Click on the "Contractor Only Instant Permits" text in the green banner.

3. Scroll down and click the drop down arrow next to the "Building" text.
4. Click the "Solar Permit with SolarAPP+" permit type.
5. Click "Continue Application" and complete the application prompts, including uploading required documents and paying fees. Please have the following documents ready to upload:
 - o SolarAPP+ Approval Document
 - o SolarAPP+ ID (ensure to enter it without blank spaces after)
 - o SolarAPP+ Spec Sheet
 - o PG&E Signed & Approved Interconnection Agreement

The screenshot shows a web application interface for permit selection. At the top, a navigation bar includes 'Home', 'Pre-Application', 'Planning', 'Building' (highlighted with a red circle 1), 'Enforcement', and 'Environmental Health'. Below this, a green bar contains 'Contractor Only Instant Permits', 'Search Applications', and 'Schedule an Inspection' (with a red circle 2). The main section is titled 'Select a Record Type' and includes a search box with a 'Search' button (with a red circle 3). Under the search box, a dropdown menu is open, showing 'Building' with a red circle 4, and two options: 'Building Fast Track' and 'Solar Permit with SolarApp+' (with a red circle 4). At the bottom, a green button labeled 'Continue Application >' is highlighted with a red circle 5.

Special Note: When prompted to enter your SolarApp+ ID number make sure you do not include any blank spaces after or before the ID. This often happens when copying and pasting and will result in an error message.

V. Your Permit is Issued!

Please review the issued permit card / packet before completing any work to ensure accuracy or appropriate next steps.

To view and download your permit card / packet:

- o Open your record summary using the "View Record Details" button.
- o Click on the "Record Info" dropdown at the top of the record.

- o Select the "Attachments" option in the dropdown.

When you are ready to schedule an inspection, follow the steps outlined in our [Fast Track Inspection Procedures](#) page.

Government Websites by CivicPlus®  If you have a question regarding Building Permits, please email planningbuilding@co.humboldt.ca.us or call (707) 445-7245 and ask for a permit technician.

Select

Powered

See the [Inspections](#) page for next steps.