



**KERN COUNTY  
PUBLIC WORKS DEPARTMENT  
BUILDING INSPECTION DIVISION  
2700 "M" STREET  
BAKERSFIELD, CA 93301-2370**

**THERE ARE 4 MAIN PHASES BEFORE A BUILDING PERMIT BECOMES A STRUCTURE  
THIS GUIDE WILL EXPLAIN WHAT HAPPENS AT EACH STEP**



# 1 APPLICATION INTAKE

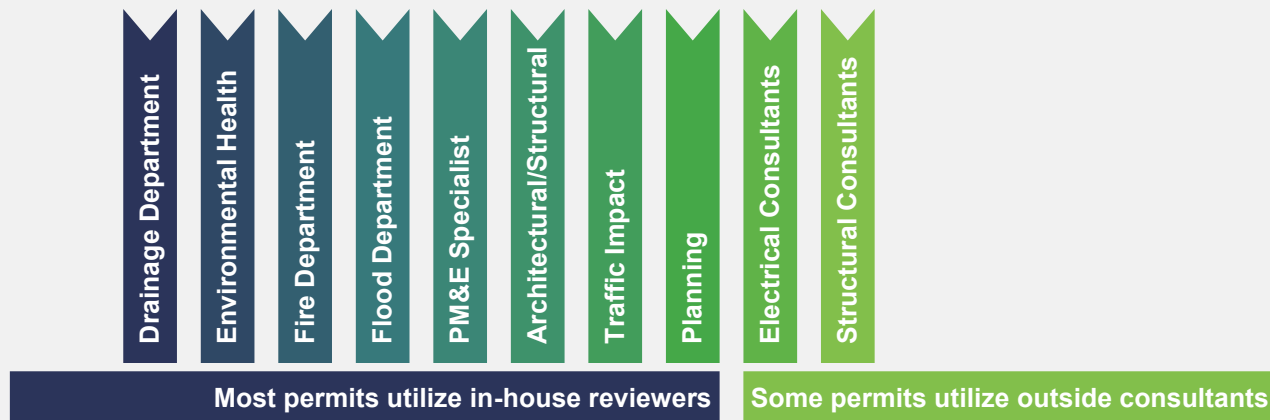
Whether you apply for your permit in person or online through the [Citizen Access Portal](#), the following tasks must be completed before your permit can move on to the Plan Review phase.

1. The applicant is required to fill out an application. When applying in person, the application is a paper form. When applying online, the computer will step you through an electronic version of the application. All permits require a minimum \$25.50 application fee due at the time of permit application.
2. You will need to submit “Legal Declarations” pursuant to California state laws before your application is deemed complete. When applying in person, Legal Declarations are a part of the paper permit. When applying online, the system will prompt you to fill out a Legal Declarations statement.
3. Depending on your permit type, you may be asked to provide a contractor’s valuation of the work to be performed. Please be prepared to provide this information when filling out your application.
4. Provide submittal documents pursuant to CBC Section 107 and CRC Section R106. Both electronic and paper submittals are accepted but, for large projects, electronic submittals are preferred. Electronic submittal documents may be uploaded by the applicant online or can be submitted in person at one of our offices.
5. After submittal documents have been provided, a complete list of fees due will be generated by one of our permit technicians. A portion of these total fees is due before your permit can move into the Plan Review phase.

## 2 PLAN REVIEW

Kern County Building Inspection is a one-stop-shop. As a service to our customers, we will take care of notifying all departments with an interest in public safety when new permits are applied for. Your plans will be routed to all necessary departments and we will track which departments have approved your permit.

1. After all minimum fees have been paid and submittal documents have been deemed complete, all departments are given a set of your plans to review.
2. Each department reviews the permit for conformance with their codes and ordinances.
3. If a department finds your submittal documents deficient in any way, the applicant will receive a written letter listing all deficiencies. Departmental letters (often referred to as “correction letters” or “compliance letters”) will be sent to the applicant via email as each department completes their review. If no email is given, letters will be mailed to the applicant.
4. If corrections are needed, it is the applicant’s responsibility to resubmit or otherwise correct deficient documents and to provide a response to the departmental plan checker.
5. When each department has approved your permit, they will approve their review in our electronic permitting system and, if applicable, they will stamp your submittal documents.
6. After all departments have approved your permit and the remainder of any fees due have been paid, your permit will be issued to you to begin construction.



## 3 ISSUANCE

Issuance is the permit phase where construction takes place. Once plans have been issued to the applicant, contractor, or engineer, construction may begin. Please do not begin construction prior to the issuance of your permit. If you are unsure whether or not your permit has been issued, please call our office at 661-862-8650.

1. When a permit is issued, the applicant receives a copy of the approved submittal documents and a Job Card. Job Cards list all required inspections and serves as a checklist to both applicants and inspectors.
2. It is your responsibility to call the Building Inspection Department to schedule inspections.
3. Inspections can be scheduled by phoning the number listed on your Job Card. Alternatively, you may schedule inspections online through the Citizen Access Portal
4. Same-day inspections are available if you schedule your inspection prior to 8 A.M.

## 4 FINAL

1. After all required inspections have been completed and approved, your permit is considered “finaled.”
2. Structures are not legally occupiable until the permit has been finaled.
3. If required by code, a Certificate of Occupancy will be granted to the property owner.
4. Your project is not complete until your permit is **finaled**. Please verify that your permit has been finaled before occupying, selling, or vacating the premises.
5. No further action is required once the inspector has finaled your project.