



City of Pomona —Building and Safety Division

Electronic Commercial Plan Submittal

Building & Safety | (909)620-2371 | 505 S. Garey Ave | Pomona, California 91766 | www.pomonaca.gov

1. Provide a complete submittal package to the Building and Safety Department via email:
Building@pomonaca.gov

2. Provide the following documents in PDF Format
 - Application
 - 1st Submittal– Plans
 - 1st Submittal—Supporting Documents if necessary (Structural Calculations, Soils Report, T24)

3. Invoice will be provided via email based on scope of work

4. Payment must be paid in person with the Cashier located at 505 S. Garey Ave. Pomona, CA 91766

5. Once payment has been processed please bring the receipt to the Building and Safety counter along with **1 hard set of plans**

6. Plans will be routed to the following departments: *(based on scope of work)*
 - Building and Safety
 - Planning
 - Public Works
 - Water
 - Fire -For projects that require Fire review, applicant will need to submit directly to Los Angeles County Fire via their online portal at <https://epicla.lacounty.gov/>