



Application-Internet Permitting Request

PLEASE PRINT CLEARLY AND COMPLETE IN ITS ENTIRETY

1. COMPANY NAME		DATE / /	
2. MAILING ADDRESS			
3. CITY	ZIP	PHONE	FAX
4. CONTRACTOR'S FULL NAME		EMAIL ADDRESS	
5. STATE LICENSE # AND TYPE EXP:		LONG BEACH BUSINESS LICENSE # EXP.	
6. AUTHORIZED AGENT NAME:		AUTHORIZED AGENT SIGNATURE:	

I hereby certify that the information on this application is true and correct.

Signature _____ Date _____

CONTRACTOR

FOR DEPARTMENT USE ONLY

Document Verification:	Verified By (Initials)	PIN # ASSIGNED:
<input type="checkbox"/> Application form completed and signed by the Licensed Contractor. <input type="checkbox"/> Declaration page completed and signed by the Licensed Contractor. <input type="checkbox"/> Authorization letter attaching naming Agent, if applicable. <input type="checkbox"/> Verification of Contractor's current State Contractor's License. <input type="checkbox"/> Verification of Contractor's current Long Beach Business License. <input type="checkbox"/> Verification of Contractor's current Worker's Compensation insurance (if required).		

Internet Permitting Request

PLEASE SEE OTHER SIDE FOR APPLICATION INSTRUCTIONS



Application Instructions

The Internet Permitting Request service is available to California Licensed Contractors who frequently perform simple construction projects in Long Beach. Examples of simple projects are water heater replacements, electrical service or heating upgrades, window replacements, re-roof, etc.

The following information will aid you in submitting your application for Internet Permitting Request services.

1. Please email the following items to DV.Permits@longbeach.gov
Subject Line: Pin Number Request- Online Permitting.
 - The completed and signed [Internet Permitting Request Application form](#).¹
 - The completed and signed [CA Licensed Contractor's Declaration form](#).¹
 - Current copy of Contractors Signed Contractor's state license card.
 - Authorization letter attaching naming Agent, if applicable.
 - Verification of Contractor's current Worker's Compensation insurance (if required).
 2. Once the application is approved, you will be provided with a unique personal identification number (PIN) that will allow you to submit a permit application online. Your PIN must be provided each time a permit is requested.
 3. Once you have received your pin number, you can begin submitting your "Permit Applications" to <http://www.longbeach.gov/lbds/building/permit-center/online/> . Please allow one to five (1-5) business days for processing your permit application. Staff will make every effort to ensure that your application is processed promptly.
 4. Once the permit is processed, a cashier will be contacting you to pay permit fees. Payments accepted over the phone are Visa or Mastercard.
- 1 Documents must be signed by the Licensed Contractor; however, if an Applicant is submitting documents as an Authorized Agent, an authorization letter signed by the Licensed Contractor must be provided along with a copy of the Licensed Contractor's driver license to verify his/her signature.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.