



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT • 65 W. Alisal St • Salinas, California 93901

(831) 758 - 7251 • www.cityofsalinas.org

COMMERCIAL SIMPLE ELECTRICAL OR PLUMBING REPLACEMENT CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan's examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login to Salinas Paperless Permits and Start a new SIMPLE permit application, then select ELECTRICAL or PLUMBING
	For an online guide on how to apply visit https://www.cityofsalinas.org/files/sharedassets/city/v/1/residents/documents/paperless_electrical_permit_applicant_guide.pdf
	Construction and Demolition Plan Acknowledgement Form – Please complete and sign the 2 nd page https://www.cityofsalinas.org/files/content/city/v/55/residents/permit-center/permit-services/construction-and-demolition-waste-application.pdf
	Example scopes of work: electrical panel changeout (include amperage), water heater changeout (include BTUs)
	If the scope of work encompasses work in the City Right-Of-Way, you will be required to obtain an encroachment permit by requesting from our Engineering Division by emailing: encroachment@ci.salinas.ca.us
	If the scope of work exceeds that of a simple like for like change out OR repair, a building permit may be required, please contact the Permit Center at 831-758-7251, Option 1 or epermit@ci.salinas.ca.us
FEEES	CITY OF SALINAS FEES: Building permit fees are based upon the fee and charge report set by the Salinas City Council, found on the City Wide Fee Schedule

The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community. Other divisions, departments or outside agencies may have additional requirements for your project.

Division Contact Information:

Engineering 831-758-7251 encroachment@ci.salinas.ca.us
 Building 831-758-7251 epermit@ci.salinas.ca.us
 Paperless Permit paperlesspermit@ci.salinas.ca.us