

Building Permit Process

Submittal
(avg. time)

Review
(avg. time)

Issuance
(1-2 days)

Close-out
(avg. time)

Before you apply for a permit on the online CSS portal, you can contact the Planning Department at (559) 624-7000 and review <https://tularecounty.ca.gov/rma/permits/> to get started.

	Application Intake	Initial Fee Assessment	Payment
Submittal	Permits can be submitted by mail, in-person via appointment, or dropped off in the RMA lobby. Applicants should have the completed application and prepared plans ready.	Depending on the type of project, a deposit may be required. For most submittals, the minimum fee is \$154. Typically, commercial projects have higher fees than residential.	Payments can be made by check, credit card, or cash if an appointment has been made to submit in person. RMA's preferred way to receive payment is through the CSS portal.
	Permit Routing	Plan Checking	
Review	Depending on the details of the project, the permit will be routed to various departments (e.g., planning, building, fire, health, public works). Accordingly, review timelines will vary.	As the applicant's plans are being reviewed, they can input the application number into the CSS portal to check the status of their application.	
	Final Preparation	Fee Collection and Issuance	
Issuance	RMA prepares the building permit, job inspection card, invoice, and notifies the applicant via the CSS portal.	Via the CSS portal, the applicant reviews and signs the documents and pays the remaining balance.	
	Inspections	Closure	
Close-out	The permit holder is responsible for requesting inspections. - The number of necessary inspections varies depending on project requirements. - The physical construction and development needs to be complete at the time of inspection request. - Permit holders have a year after the permit is issued to complete the inspection.	Once the inspection passes, the permit will be considered "final," which will be reflected in the CSS portal. - If the inspection does not pass the permit will expire. - The applicant can also withdraw the permit during this process.	

Do you know where to access the CSS portal?

<https://TCpermits.com/>