



BUILDING AND SAFETY DIVISION
110 E. LA HABRA BLVD.
LA HABRA, CA 90631
562-383-4116
www.lahabracity.com

ELECTRONIC SUBMITTALS

We are strongly encouraging electronic submittals of permit applications and/or plans. However, La Habra City Hall is open to the public. Walk-ins are welcome to the Community Development Counter Monday – Thursday from 7:30 AM to 1:00 PM; appointments are required for services after 1:00 PM.

To contact a staff member or to schedule an appointment, please call (562) 383-4116 or email buildingpermits@lahabraca.gov.

Building permit applications and plans can be submitted via email. Please send files in PDF format and limit total file size to 30MB.

Building, mechanical, electrical and plumbing permit applications and plan submittals can be emailed to buildingpermits@lahabraca.gov. Please include the following documents as applicable

- [Application Form](#)
- [Asbestos Declaration Form](#) (for renovation and demolition work)
- [Owner Builder Declaration](#)
- [Business License Application](#)
- PDF Plans
- Response Letters (for resubmittals)
- HOA Approval

Please allow 2-3 business days to process your initial permit application, plan submittal or plan check re-submittal. Once permit application or plan submittal has been received and accepted. Staff will email an invoice along with [payment instructions](#).

All other processing including collection of business license fees, permit fees, school fee certificates and permit issuance will be conducted in-person at the front counter.