



City of

# HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

## **MISCELLANEOUS PERMIT APPLICATION GUIDELINES**

Applications for a Miscellaneous Permit are processed by the Planning Division within the Community Development Department.

In order to approve a Miscellaneous Permit, a set of plans may be necessary. At minimum, a site plan is required describing in detail how the proposed project will be developed on a particular site. In addition, the site plan shall identify the location of existing and proposed improvements, landscaping, parking, building modifications, etc. Site developments or alterations are reviewed to determine conformity with local zoning regulations.

## **APPLICATION PROCEDURES**

1. Submit a completed Miscellaneous Permit application (attached).
2. Submit a site plan and/or a set of plans for the proposed improvements.
3. Submit required fee of \$64.00.
4. All re-submittals shall contain the previously submitted plans with the corrections made by the Planning Division.
5. The Building and Safety Division may require additional submittal items.

### **Electrical Permit Submittal Requirements**

- Site Plan
- Single-Line Diagram
- Electrical Panel Load Calculations
- Photo of Edison Spotting (Contact Edison to verify the location of the electrical panel, provide photo of location marked by Edison)
- Photo of Edison Sticker on existing panel

### **Mechanical Permit Submittal Requirements**

- Site Plan Identifying Dimensions of Equipment and Distance between Equipment and Property Line(s)
- Equipment Specifications

### **Solar Panels**

- Three (3) Complete Sets of Detailed Plans

### **Other**

- Detailed Floor Plan showing Scope of Work

Further requirements may be requested depending on proposed project. For further information, please contact the Planning Division by calling (323) 584-6210 or emailing [Planning@hpca.gov](mailto:Planning@hpca.gov) , between 7:00 a.m. and 5:30 p.m., Monday through Thursday.



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@hpca.gov](mailto:planning@hpca.gov)

# MISCELLANEOUS PERMIT APPLICATION

## FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$64.00** Initials: \_\_\_\_\_

**PROJECT ADDRESS OR GENERAL LOCATION:** \_\_\_\_\_

### APPLICANT'S INFORMATION

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### PROJECT DESCRIPTION (Check all that apply):

☐ AC Unit ☐ Business within a Business ☐ Electrical Improvement ☐ Plumbing Improvement ☐ Solar Panels

☐ Water Heater ☐ Other (Describe): \_\_\_\_\_

Other Improvements (Describe): \_\_\_\_\_

Describe in detail the proposed development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. **I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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