



CITY OF EL SEGUNDO

PLANNING & BUILDING SAFETY DEPARTMENT (PBS)

Continuity of Plan Check, Permitting and Inspection Services in keeping with the City of El Segundo COVID-19 Guidelines.

General Information:

Call (310) 429-2380 – Calls will then be routed to PBS.

Check the status of a permit or request an inspection at <https://www.elsegundo.org/>.

Records Research Request:

Records can be requested by completing an online form at <https://www.elsegundo.org/>

- Click on Government -> City Clerk -> Public Records -> Public Records Act Request Form

Plan Check:

Submittal of Plans:

Submit paper plans (in-person drop-off):

PBS has established a "Drop-off/Pick-up" area at the 350 Main Street main entrance door to facilitate transactions that cannot be made online. Please schedule an appointment to drop plans by sending an email to permits@elsegundo.org.

PBS staff will contact the customer to process their application. Plan Check Payments will be made via check or online.

Plan Check Pickup:

Once plan check has been completed, the marked-up set will be mailed to the applicant at their expense or picked up in person at the designated "Drop-off/Pickup" area.

Plan Approval:

When plans have been revised to address PBS and other departments corrections, applicant will contact the plan check staff who has checked the plans for further instruction.

Permit Issuance:

Contractor or Owner Builder shall send an email to permits@elsegundo.org and request for an appointment to pull permit(s).

Payment:

Payment can be made on-line, by mail via check, or dropping a check in the "Water Bill" box located outside 350 Main Street main entrance. Please email permits@elsegundo.org for further instructions.

Inspections (Construction):

Inspection related field operations will continue as normal.

Customers that need to speak to a supervisor or discuss concerns, can communicate via email to jtaylor@elsegundo.org or phone at (310) 524-2350.

Check the status of a permit or request an inspection at: <https://www.elsegundo.org/>.

Report a code violation at: <https://www.elsegundo.org>