



City of Hemet
Building Division

Information Bulletin #173

New Single Family Dwelling Production Permits

City of Hemet Community Development

445 E. Florida Ave.

Hemet, CA 92543

Building Division

Phone
(951) 765-2475

Email

bldgstaff@cityofhemet.org

Planning Division

Phone
(951) 765-2375

Email

planstaff@cityofhemet.org

Engineering Division

Phone
(951) 765-2360

Email

emcbride@cityofhemet.org

www.hemetca.gov

Omission of any required items below may result in refusal of plans for plan check.

Sequence sheet showing:

- Address
- Assessor Parcel Number
- Lot Number
- Square foot of all buildings broken down into categories of livable, garage, patio, etc.
- Total square foot for phase.
- Issued "T" Permit Number

Complete one (1) permit application. Application permit description shall include:

- Lot Number
- Tract Number
- Plan Number or Name
- Square Footage of all structures on the lot, separating out house square footage, patio covers, garages, etc.

Plot plan:

- location of all structures
- lot configuration
- dimensions for all structures
- easements
- set backs
- driveway
- lot number
- drainage-flowlines and high point per approved grading plan
- owner information
- project address/tract number
- north arrow

Please note plot plan must be wet-ink stamped by engineer of record.

Elevation and Floor Plan:

This should be a copy of the approved plans for the plan type proposed for this lot.

Color and Material Palette:

Provide lot specific colors and materials palette selected for each home.



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Submittal Process:

1. Packets are submitted to City via email to bldgstaff@hemetca.gov **DO NOT SUBMIT VIA THE ONLINE PORTAL**
2. Each phase shall be submitted separately.
3. The sequence sheet shall be a separate PDF.
4. Each lot shall have its own PDF file named with the lot number with all the required documents described in this handout.
5. Upon submittal the permit technician will create the permits, however, payment may not be made until such time the plans have been approved.
6. Plans will be routed to Planning and Engineering for their review.
7. Applicant shall update their sequence sheet and replace the "T" permit with the "B" permit number and email this document to bldgstaff@hemetca.gov and title the email School Fee Letter Sheet
8. City will send the school district the required information.
9. Applicant shall upload a copy of the School Fee Letter/Receipt for each lot the documents covers to each permit created in the portal.
10. Applicant shall upload will serve letter or water fee addendum for each lot. If the document is for the entire tract, then send the letter to bldgstaff@hemetca.gov and the tract file will be updated and individual uploads will not be required.
11. Once permit documents are reviewed from both Planning and Engineering the Building Technician will review for any outstanding items for permit issuance.
12. Invoices will be uploaded to the portal for the applicant to print.
13. Applicant pays applicable fees.
14. Building Staff uploads the copy of permit and inspection card to portal for applicant to print.

Will Serve Letter from Water Purveyor.

Lake Hemet Municipal Water District - (951) 658-3241

Eastern Municipal Water District – (951) 928-3777

City of Hemet Water District – (951) 765-3712

First Release from Sewer Provider.

Eastern Municipal Water District (951)928-3777

If your sewer provider is Lake Hemet Municipal Water District or City of Hemet Water, you are not required to receive a first release, however, you will need to pay connection fees to Eastern Municipal Water District for the processing of the waste prior to final occupancy. You will be required to provide an Addenda and a copy of the executed receipt prior to final.

Transportation Uniform Mitigation Fee (TUMF)

All new development are required to contact Western Riverside Council on Government (WRCOG), whether or not, you feel that you are exempt from TUMF. They have an online application that must be completed. This can be found at <https://westernriversidecogca.viewpointcloud.com/>



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School District

Payment of school fees shall be paid prior to permit issuance. There are two (2) districts in the valley.

Hemet Unified School District – (951) 765-5100

San Jacinto Unified School District – (951) 929-7700