



City of Hemet
Building Division

Information Bulletin # 200

Residential Fire Sprinkler -Tract Permits

City of Hemet
Community Development
445 E. Florida Ave.

Hemet, CA 92543

Building Division

Phone
(951) 765-2475

Email

bldgstaff@cityofhemet.org

www.hemetca.gov

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

Plan Review of “Master Submittal”

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

- Tract Number
- List all plan types

Plans. Submit 3 copies of plans and calculations if submitting in paper form. If submitting electronically, submit to our email system at bldgstaff@hemetca.gov. **DO NOT SUBMIT VIA THE ONLINE PORTAL** for the initial master plans.

Permit Issuance for Individual Lots. After the “Master Plans” are approved you can submit for the individual lot permits. This process must be completed thru our online portal. Please see our Online Submittal Requirements handout for further information. To submit thru the portal, you will need to have a log in issued by the City. Please contact us at bldgstaff@hemetca.gov to establish an account.

Application Process:

1. Begin a new application.
2. Description of Work: Residential Fire Sprinklers
3. Upload the following documents named as follows:
 - a. APPLICATION: This is your permit application with the lot specific information.
 - b. PLANS: A copy of the approved plans pertaining to the lot you are applying for. The initial coversheet of the plans should be included with the individual plans.
4. Upon submittal the permit technician will calculate the permit fees.
5. Invoice will be uploaded to the online portal.
6. Automatic email will be sent advising the invoice is ready to be printed with the payment options.
7. Once payment is made, the following business day the job card will be uploaded to the online portal for the applicant to print.

***For new tracts where you cannot locate the address in the system, please contact your developer for the master APN number assigned. All permit will be uploaded with this APN and once uploaded the address will be inputted.

For more information on the electronic submittal process please refer to the following website link: <https://www.hemetca.gov/DocumentCenter/View/7419/E-PLAN-SUBMITTAL-STANDARDS-RESIDENTIAL-FIRE-SPRINKLERS>