



**City of Hemet
Building Division**

Information Bulletin # 201

New Single Family Tract Permit Processing Procedures

**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



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This handout was created to assist tract developers in

submitting correctly to the City of Hemet to ensure an expeditious and seamless process. Below are the instructions on how to upload permit applications to our online portal.

Street Name Request:

- Complete Street Name and Address Request found here:
<https://www.hemetca.gov/DocumentCenter/View/6849/132-Address?bidId=>
- Apply Online with Permit Type: Master Plan
- Use Assessor Parcel Number (Obtain from City)
- Upload required documents as described in handout linked above.



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Address Request:

- Complete Street Name and Address Request found here:
<https://www.he>

metca.gov/DocumentCenter/View/6849/132-Address?bidId=

- Apply Online with Permit Type: Master Plan
- Use Assessor Parcel Number (Obtain from City)
- Upload required documents as described in handout linked above.

Master Architectural and Structural Plan:

- Permit Type: Master Plan



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- Use Assessor Parcel Number (obtain from City)
- Upload the three (3) file types as

explained in our Electronic Plan Submittal Requirements found here:
<https://www.hemetca.gov/DocumentCenter/View/7266/E-PLAN-SUBMITTAL-STANDARDS>

Individual Single Family House Permits:



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DO NOT SUBMIT
VIA THE PORTAL

See our Production Home Submittal Requirements found here:
<https://www.hemetca.gov/DocumentCenter/View/6811/173-Single-Family-Tract-Production?bidId=>



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Fire Sprinkler Master Plans

- Apply Online with Permit Type: Master Plan
- Use Accessor Parcel Number (Obtain from City)

Fire Sprinkler Individual Lot Plans

- Permit Type: Fire
- See our Fire Sprinkler-Tract Only Handout here: [https://www.hemetca.gov/DocumentCenter/View/7458/200-Fire-Sprinkler-Tract-Submittal?bidId=Plan Number or Name](https://www.hemetca.gov/DocumentCenter/View/7458/200-Fire-Sprinkler-Tract-Submittal?bidId=Plan%20Number%20or%20Name)

Perimeter Block Wall and Fence Plan

- Permit Type: ONLINE
- This is different than your interior wall and fence plan.

Interior Block Wall and/or Fence Master Plan

- Permit Type: Master Plan

Individual Lot Block Wall and/or Fence Plan

- These are meant to be constructed based on the above "Interior Block Wall and/or Fence Master Plan"
- Permit Type: ONLINE
- Apply for each lot address
- Upload Permit application listing the description of work; lineal footage of block and vinyl fence individually.

Front Yard Landscaping

- Permit Type: Master Plan

Deferred Truss Submittal

- Permit Type: Plan Revision

Roof Mounted Solar Master Plan

- Permit Type: Master Plan

Individual Lot Roof Mounted Solar Plan

- Permit Type: ONLINE
- Apply for each lot address
- Upload Per Online Roof Mounted Solar-Tract Requirements

Model Home Landscaping; Sales Office and Model Home Complex

- Permit Type: ONLINE
- Address: Use address for Lot where Sales Office is Located