



16600 Civic Center Dr,
Bellflower, CA, 90706
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ELECTRONIC PLAN REVIEWS

Electronic Plan Review Instructions

1. Submittal to Planning Division

To begin your review process, submit your architectural plans and Building Permit Application in PDF format for preliminary plan review via email to planner@bellflower.ca.gov.

An assigned planner will review your project and notify you if your project is pre-authorized for plan check review. Once Planning has completed its review and provided you with authorization including the Planning Division Assignment Sheet (PDAS), you may email your submittal package including the PDAS, to the Building & Safety Division.

2. Submittal to Building & Safety Division

You may submit your application package in PDF format via a Dropbox link to p technician@bellflower.ca.gov. Your submittal package should include the Building Permit application, plans, grading, soils reports, structural calculations, energy reports if applicable in PDF format. Please note that your package will not be accepted without the Planning Division Assignment Sheet. Please reference Bellflower's website for building requirements specific to the scope of work. Once received, permit and plan check case numbers will be assigned, and an invoice will be generated and sent to you via email.

3. Payment of Permit Fees

Payment may be made in person or you may mail in a check. Please note that your application package will be routed for review once payment is received.

You may **pay directly** in person or **mail check** to:

City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706-5494
Building & Safety Division
Attn: Permit Technician
Check made payable to 'City of Bellflower'.

4. Ready for Initial Plan Review to Begin

Once payment is received, your application package will be routed for review.

Review of Residential projects take (10) business days and Commercial projects take (15) business days. Complex projects may take longer.