Instructions for Electronic Permit Submittal:

For your convenience, the Department of Public Works has established the electronic submission of documents for review and issuance of permits for work activities within the County Road or Flood Control District rights of way. The procedures outlined below will allow you to submit a road or flood permit application and related document(s) which may include, but is not limited to, insurance documents, plans, sketches, photos and any other document necessary for the issuance of the permit. Upon receipt of your electronic submittal(s), you will receive an email confirmation with a file number for reference. If you are submitting documents related to a previous submittal, please click the tab "Add Files to Existing Submittal" at the top of the submittal form and enter the file number. Staff will review your document(s) within four business days of receipt and you will be notified by email if additional information or documentation is required. Notification by email or telephone will also be provided upon issuance of the permit from the applicable permit office. To submit a permit application, you must complete and sign the application manually and scan the document (saved as pdf) before submission. Links to the road and flood permit applications are provided at the bottom of this page.

When full-sized (2' x 3' or C-size) plans and/or payment for permit fees are required for the issuance of the permit, you will receive instruction to submit hardcopy plans (typically 4 sets) by mail, courier or in person to our public counter located at 900 South Fremont Avenue, 8th Floor, Alhambra. At this time, permit fees must be paid in person. Submissions or payments can be accepted in person at our field permit offices, however, it will delay the permit issuance by approximately two business days.

1. Applicant/Owner Information
   a. Submitter Type*: Choose Owner/Applicant/ Consultant(Engineer)/Contractor
   b. Name*, Address, Phone Number*, Email Address*
2. Project Information
   a. Work Location*, Start location, End location
3. Type in the verification code. If the code is successful you will be directed to the Submittal page (Items 3 and 4 below).
4. Submittal Page - Choose the permit type (Road or Flood) for your submittal(s).
5. Instructions or comments or additional information which may be helpful for staff should be entered in this box.
6. Select the file(s) you want to upload. Multiple files are allowed for submittal. Preferred file types are pdf for documents and jpg for photos. The Submit button will not function until a file is uploaded.
7. Click the Submit button. The next page will provide verification of the submittal including the number of files received.
* required information