



# County of Fresno

DEPARTMENT OF PUBLIC WORKS AND PLANNING  
STEVEN E. WHITE, DIRECTOR

## Submitting an Application through the Citizens Portal

### Part 1: Registering/Logging In

1. Make sure you have an account registered through our Member Area. Please see instructions for registering at:

<https://www.fresnocountyca.gov/Departments/Public-Works-and-Planning/citizens-portal>

### Part 2: Starting the Application

2. Once you register and log in, apply for a permit using the “Apply for New Public Works Permit” button.

#### My Public Works Permits

Please use this section to view and manage your Public Works permits. Click Apply for New Public Works Permit button to apply for new Public Works permits.

| Facility ID | Type | Status | Application Date | Business Name | Address | Actions |
|-------------|------|--------|------------------|---------------|---------|---------|
|-------------|------|--------|------------------|---------------|---------|---------|

3. Select your Application Type, Sub Type, and Work Type. There are limited Work Types to currently choose from. Please choose what fits your project best, the office will revise as needed.

#### New Application

Please select an application type from the list.

Application Type:

Sub Type:

Work Type:

- New Construction
- Re-Roof
- New Installation
- Building
- Additions
- Installation
- Replace

#### Application Details

4. For solar permits, you will only have 3 Sub Types to choose from. If you have not already obtained approval through SolarAPP+, you will need to use the other two sub types. Addendum without SolarAPP+ is only for revisions to plans where permits have already been issued.

### New Application

Please select an application type from the list.

|   |   |
|---|---|
| Application Type                          | Sub Type  |
| <input type="text" value="Solar Permit"/> | <input type="text" value=""/>   |
|   | <ul style="list-style-type: none"><li>Solar Installation with SolarAPP+</li><li>Solar Installation without SolarAPP+</li><li>Addendum without SolarAPP+</li></ul> |

5. In the application details, please provide a full scope of work. For electrical work, please be sure to provide the size of equipment (i.e. amps, kw, kva) and what it services on the property.

### Application Details

Please provide details for your application.

Custom Description

\* This input field is required.

Cancel

Continue

### Part 3: Searching for a Property

6. Search for the property work is being performed on. Only enter either the street number and name (i.e. “2220 Tulare,” no “St” or “Ave”), or the APN (no dashes or spaces). Be sure to hit “Select” to continue with the property. If you receive an error that reads something like “The appropriate agency is FRESNO/CLOVIS/etc.” then that address is not in our jurisdiction and you will need to submit with the respective city jurisdiction.

The County of Fresno does not have jurisdiction on APN 46431410S located at 1219 WARREN FRESNO. The appropriate agency is FRESNO

#### Property Detail

Search for a permit by entering Street Number and Street Name, OR APN Number  
Address Format Sample: 2200 Tulare  
APN Format Sample: 46821410T

Search Address

Select Addresses

|   |                                       |
|---|---------------------------------------|
| CA, [APN: test]                                     | <input type="button" value="Select"/> |
| E GRANITE ST, FRIANT CA, 93626 [APN: 30013037]      | <input type="button" value="Select"/> |
| <b>1 TEST AVE, CARUTHERS CA, 93721 [APN: TEST]</b>  | <input type="button" value="Select"/> |
| 3604 E GRANITE ST, FRIANT CA, 93626 [APN: 30014011] | <input type="button" value="Select"/> |
| 3610 E GRANITE ST, FRIANT CA, 93626 [APN: 30014012] | <input type="button" value="Select"/> |

Selected Addresses

|   |                                       |
|---|---------------------------------------|
| 1 TEST AVE, CARUTHERS CA, 93721 [APN: TEST] | <input type="button" value="Remove"/> |
|---|---------------------------------------|

## Part 4: Declarations

7. On the next page, you will need to fill in information on your license number if you are a licensed contractor, or if you are an owner-builder. Please read each declaration and choose the option that best suits you as an applicant.

### Application Details

Please provide additional details for your application.

#### Application

Contractor License #

Is your application Owner-Builder (work performed by property owner, not licensed contractor)

Yes  No

#### Declarations

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Yes

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Div. C).

N/A

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 8 of the Business and Professions Code, and my license is in full force and effect.

N/A

I hereby affirm under penalty of perjury on of the following declarations: I have and will maintain a certificate on consent to self-insure for workers' compensation as provided for by Section 3700 of the Labor code, for the performance of the work for which this permit is issued. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code for the performance of the work for which this permit is issued.

N/A

If submitted, I certify that any plot/site plan submitted in a set of plans accurately shows all existing and proposed structures, buildings, and mobile units on the property and their relationship to property lines and each other. I understand that a permit must be obtained before any construction is started and that an inspection of all work is required, including underground work prior to backfilling.

Yes

Save for Later

Continue


## Part 5: Uploading Documents

8. The next step is where you will upload plans, application documents, and any other supporting documentation you think will be useful for your application. Approved Plans/Approved Documents are only available so we can upload approved documents for you to download. Please use other options for your initial submittal.

File

Drag or **Browse** to select file(s) to upload

F-029 Permit Application Forms.pdf - 0%



[Upload Document](#)

When uploading, please be sure to click the “Upload Document” button, or attachments will not go through with your application. Once uploaded they should appear at the top of the page.

### Supporting Documents

Please review and upload supporting documents for your application

| Record ID ▾ | Description | Type            | File Type       | File Name                          | Date Uploaded      | Actions   |
|-------------|-------------|-----------------|-----------------|------------------------------------|--------------------|---|
| 860736      |             | Other documents | application/pdf | F-029 Permit Application Forms.pdf | Jan 8 2024 10:22AM | <a href="#" style="background-color: #4F7942; color: white; padding: 5px 10px; text-decoration: none; border-radius: 5px;">Download</a> |

0 / 1

Solar applications will require a copy of a signed contract/installation agreement if you are applying as a licensed contractor.

## Part 6: Payments

9. The Fees & Payment step will be skipped for all applications other than solar permits that are pre-approved by SolarAPP+. Currently all invoices are generated by staff in office otherwise.

You will come back to this step once you receive an email notice from our office to pay your invoice. To pay an invoice, log back in to your account and find the application you need to pay on. In the application, there will be a section for Fees & Payment.

### Fees & Payment

Please review the fees associated to your application.


Click and select any unpaid fee rows in table to select fees and make a payment. All fees processed will be charged 2.29%.

| Invoice Number ▾                           | Fee Type and Amount  | Payment Status | Total Outstanding Fees |
|--|----------------------|----------------|------------------------|
| <input checked="" type="checkbox"/> 275562 | Workers Comp. \$7.50 | Unpaid         | \$7.50                 |
| 1 / 1                                      |                      |                |                        |

Fees selected for payment:

- **\$7.50: Invoice Number: 275562**  
Workers Comp. \$7.50

Total Amount: **\$7.50** (PLUS additional 2.29%)

 Pay Selected Fees

Select the invoice number you would like to pay, and click the “Pay Selected Fees” button. You will be directed to a Heartland page where you can finish payment.

**Bills to Pay**

Permit Fee Payment

Invoice Amount

275562 \$7.50

Pay by Credit

Pay With Multiple Accounts



Cancel



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## Part 7: Completed Application

10. Once you have gone through all steps, you will see the below page.

### Thank You

Your application is Submitted.

Thank you for submitting your Application using the Fresno County Portal. An email will be sent to the account email address when your request is processed or if additional information is required.

Click the "Go to Home" button to:

1. Review your application status
2. Apply for new applications
3. Renew/edit your existing permits / applications
4. Logout

### Application Details

|                      |  |                         |                       |
|----------------------|--|-------------------------|-----------------------|
| <b>Business Name</b> | 1 TEST AVE                                       | <b>Application #</b>    | 2024 000233 000 00 FC |
| <b>Type</b>          | Construction Permit - Internet Application - New | <b>APN</b>              | TEST                  |
|                      | Construction                                     | <b>Application Date</b> | Jan 08, 2024          |
| <b>Address</b>       | 1 TEST AVE, CARUTHERS CA                         | <b>Status</b>           | Application           |
| <b>Issue Date</b>    |  | <b>Expiry Date</b>      |                       |

[Go to Home](#)

All applications will be processed in the order received, usually within 24 – 48 hours, dependent on staff availability and current amount of applications in our queue.