

# Online Permit Center Overview Guide

## Contents

- About This Guide..... 1
- Online Permit Center Dashboard ..... 2
- My Dashboard ..... 3
- Menu Overview ..... 4
- Apply for Services..... 5
  - Locations ..... 7
  - Type..... 9
  - Contacts..... 10
  - More Info..... 12
  - Attachments ..... 13
  - Signature ..... 14
  - Review and Submit ..... 15
- Create a Template..... 16

## About This Guide

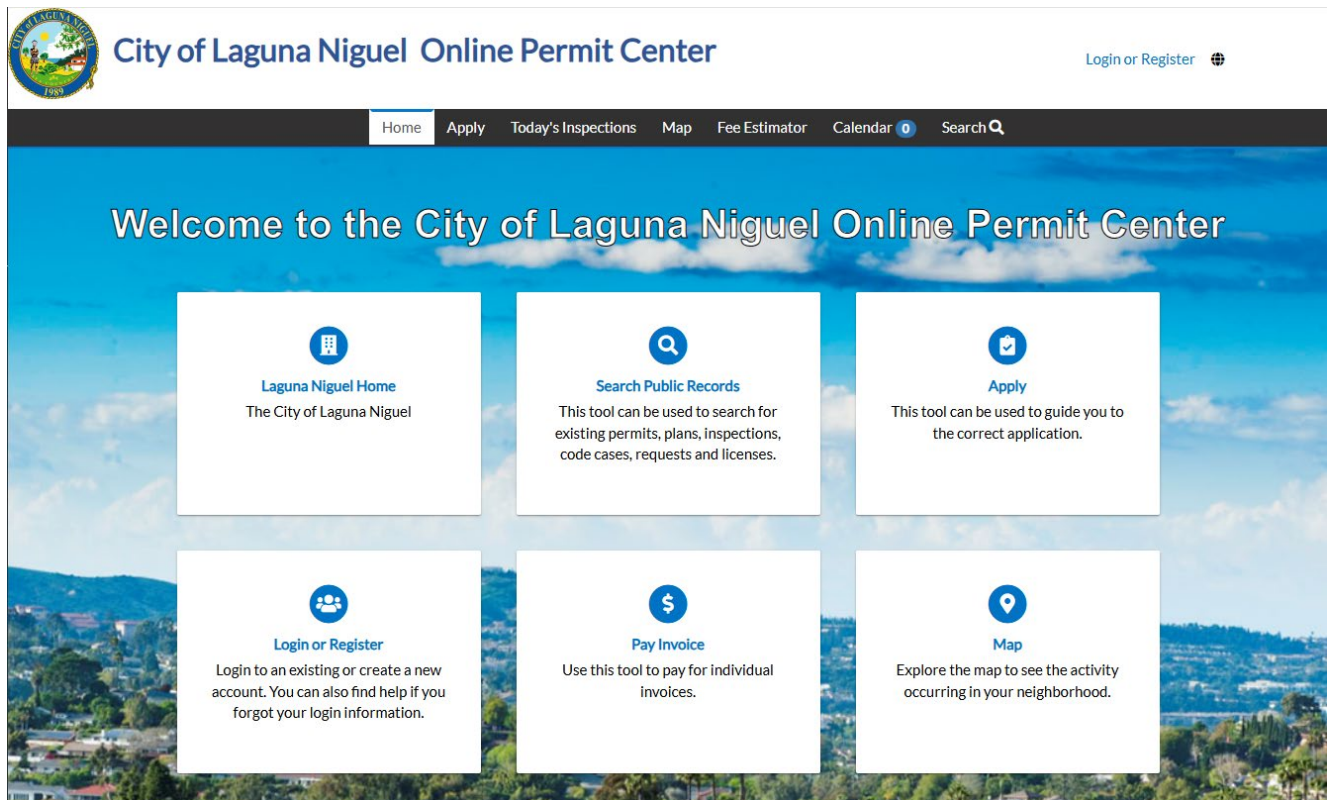
This guide is to help assist you navigate the new Online Permit Center system with the City of Laguna Niguel. Permit and Plans will now be submitted online using this system. The City recommends that you review all of the guidelines and paperwork before you start the application process to ensure you select the correct application.

Additional guides are available to assist with creating your account, requesting inspections, and revising/updating applications.

Access online permitting here: [www.cityoflagunaniguel.org/css](http://www.cityoflagunaniguel.org/css)

## Online Permit Center Dashboard

The Home Screen has many of the same options as the tool bar that is across the screen as you navigate the site. See the Menu Overview section for additional details.




### HOME SCREEN CHOICES

1. Link to the City's website
2. Search for Public Records
3. Apply for Permits and Plans
4. Login or Register: Your permits and plans are saved under your login. You can also pay invoices and see your past history in your account.
5. Pay an Invoice by searching by number
6. Map: View what is happening at various properties around the City

# My Dashboard

This is the hub for all of your requests with the City.



City of Laguna Niguel Online Permit Center

Home

Dashboard

Apply

My Work

Today's Inspections

Map

Fee Estimator

Calendar

Search

My Permits

Attention

5

Water Heater Permit2

Window Door Repl...1

Other2

Pending

5

Water Heater Permit2

Window Door Repl...1

Other2

Active

0

Recent

3

Water Heater Permit2

Window Door Repl...1

Draft

2

Water Heater Permit1

Window Door Repl...1

View My Permits

My Plans

Attention

0

Pending

0

Active

0

Recent

0

Draft

0

View My Plans

My Inspections

Requested

0

Scheduled

0

Closed

0

View My Inspections

My Invoices

Current

0

\$0.00

Past Due

1

\$77.51

Add To Cart

Total

1

\$77.51

Add To Cart

View My Invoices

## Menu Overview



1. Home – Return to the Laguna Niguel Online Permit Center page.
2. Dashboard – This item will bring you back to your personal dashboard.
3. Apply – This section allows you to apply for the various services.
4. My Work – A list of the requests you have made.
5. Today's Inspections – A list of all building inspections schedule for today.
6. Map – Search for addresses or parcels. You can see the records for the address or parcel. You can also filter and export the records in this view.
7. Fee Estimator – Estimate your permit and plan fees.
8. Calendar – The Calendar view shows your inspections scheduled, plans and permit expiration dates and when invoices are due.
9. Search – Allows you to search for permits, plans, inspections, code cases, requests and projects.

## Apply for Services

During the application process you can save your work or return to the previous screen using the Back button. If you close your browser window or leave the application screen without saving, you will lose all your unsaved work.

From the Application Assistant you can search, scroll, or search by the different categories

HomeDashboardApplyMy WorkToday's InspectionsMapFee EstimatorCalendar0Search

Application Assistant

Help me choose

Search for application names and keywords

All

Trending


My History

PERMITS

PLANNING

Show Categories

Show My Templates




HVAC Permit

Category Name:  
Residential Building Permits

Description:  
Permit to replace/install new/existing HVAC System.

Apply




Reroof Permit

Category Name:  
Residential Building Permits

Description:  
Permit to re-roof entire roof/ partial roof. (applicant to indicate if material is "like for like" in appearance and weight.) (Applicant to include if they are replacing the roof sheathing.)  
Field verify for code compliance.

Apply




Encroachment Permit - Utility

Category Name:  
Public Works

Description:  
Standard Utility

Apply




Repipe Permit

Category Name:  
Residential Building Permits

Description:  
Permit to PEX Repipe entire house, #\_\_of Fixtures. (Fixture count should include hose bibs.) Field verify for code compliance.

Apply



SolarApp+ Residential Permit

Apply

5

After you select Apply, the number of steps will be outlined at the top of the screen.

#### Apply for Permit - HVAC Permit

\*REQUIRED



The number of steps and information requested will vary based on what you the plan or permit you are requesting.

As you proceed through the process, you can go back and return to previous steps. Any data entered will be saved during your session until you leave the Online Permit Center System. If you need to leave your session, select Save Draft from the bottom right side of the screen.



## Locations

Select Add Locations, this will bring you to map to search for your address.

**Apply for Permit - HVAC Permit** REQUIRED

1

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

**LOCATIONS**

Enter the number and/or part of the street name, then click search and select the site location.

Site

Add Location

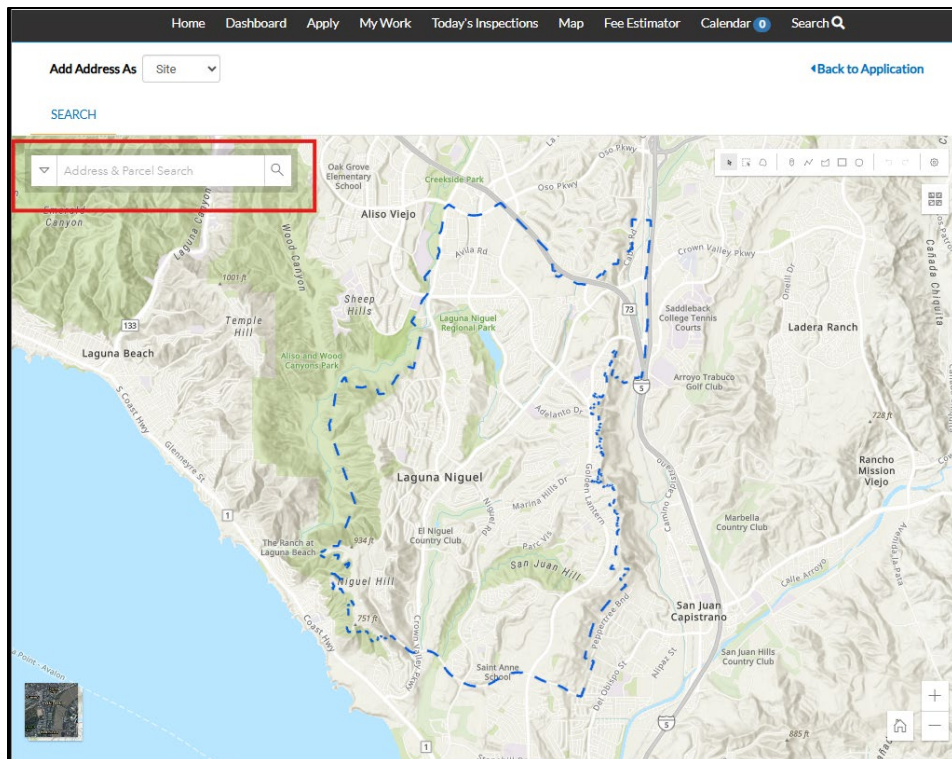
+

Create Template

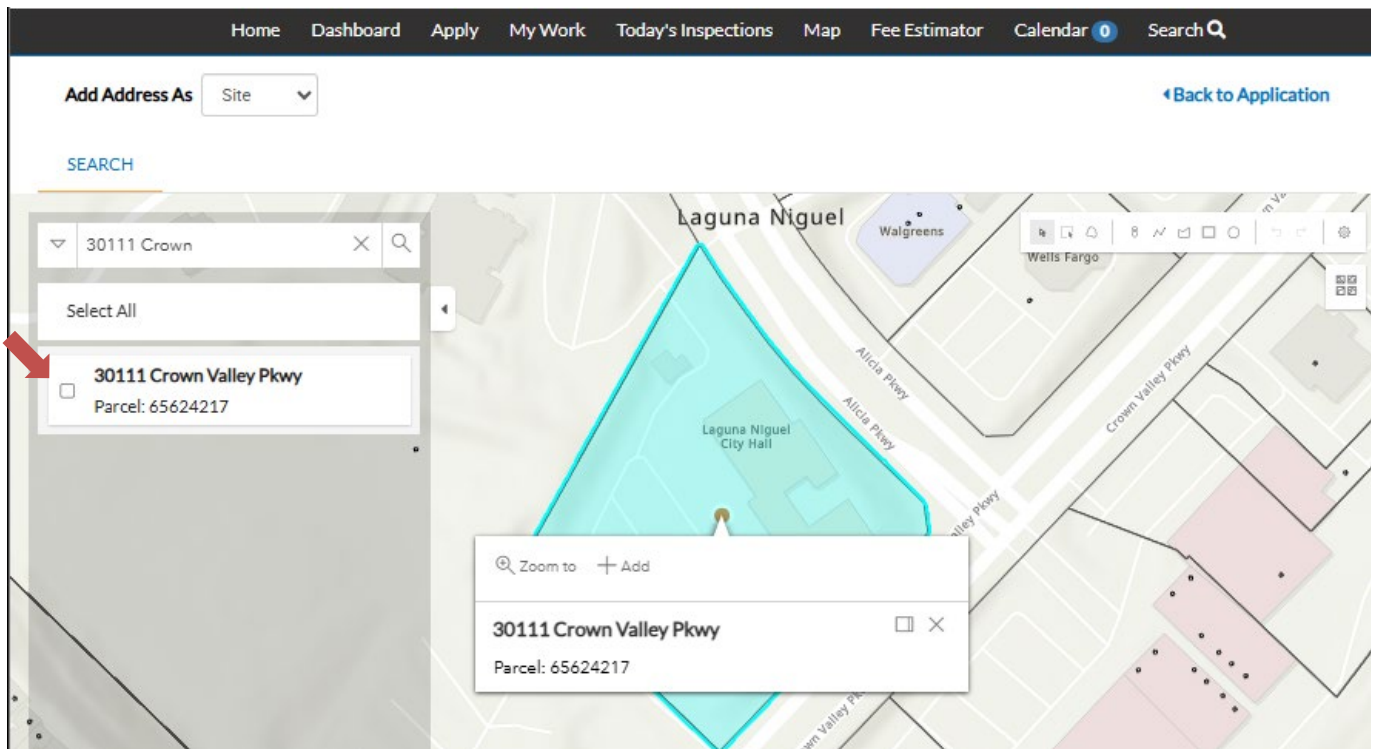
Save Draft

Next

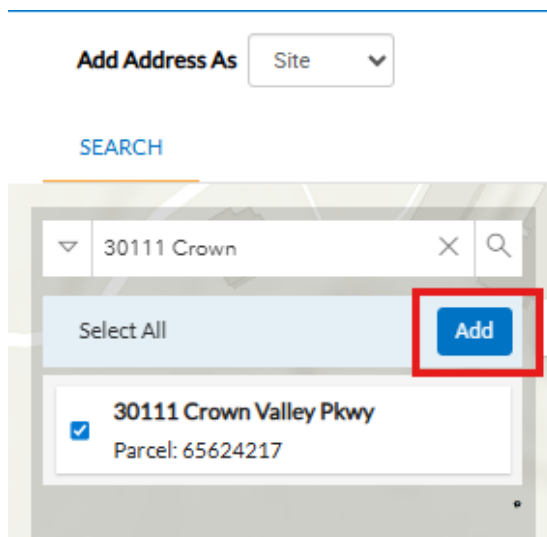
When searching for an address you can use street number or street name. It may be easier to search by the street name.



When you have found the location, check the box next to the property.



Select Add.



Select Next to continue to the next section.





## Type

Complete the required information for your permit type. For the Valuation section only enter numbers and decimals.

Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Calendar 0 Search

### Apply for Permit - HVAC Permit

\*REQUIRED

Progress: 1. Locations (✓) 2. Type (active) 3. Contacts 4. More Info 5. Attachments 6. Signature 7. Review and Submit

**PERMIT DETAILS**

Please enter a brief description of your project in the following format: *Permit to replace/install new/existing HVAC System. AC condenser, \_\_ Tons, \_\_ Seer. Coil & Disconnect, \_\_ BTU Furnace in same original location. No duct work/ or \_\_ (# of Ducts.)* Field verify for code compliance.

\* Permit Type: HVAC Permit

Description:

Square Feet:

Valuation:

Buttons: Back, Create Template, Save Draft, Next

Select Next to continue to the next section.

Buttons: Save Draft, Next

## Contacts

Select Add Contact to the names for this plan/permit. Complete all required contacts.

Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Calendar 0 Search

### Apply for Permit - HVAC Permit \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

#### CONTACTS

Enter the Applicant and Contractor contact information, then click "Next".

**Applicant**  
  
LN Demo (You)  
12458 a st

**Owner**  
Add Contact  
+

Applicant  
Add Contact  
+

Back Create Template Save Draft Next

Search for your contact, Enter one Manually, or select a contact from your favorites. Once you enter a contact, it will be saved in your account and you can search for the contact by name. To manage your contacts, see the Account Information section of this guide.

Home Dashboard Apply My Work

[Back to Application](#)

### Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Search  Name, E-mail, or Company

When searching, you can use a portion of their first or last name. Click Add to select the contact.

### Add Contact

Add Contact As : Owner

SearchEnter ManuallyMy Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Company	Action
	LN	Demo		<button>Add</button>

Results per page 10 1 - 1 of 1 << < 1 > >>

When all contacts have been added, select next to continue the application.

Home Dashboard Apply My Work Today's Inspections Map Fee Estimator Calendar 0 Search

### Apply for Permit - HVAC Permit \*REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

#### CONTACTS

Enter the Applicant and Contractor contact information, then click "Next".

Applicant

LN Demo (You)

12458 a st

Owner

LN Demo(You)

12458 a st

Remove

Applicant

Add Contact

+

Back

Create Template

Save Draft

Next

## More Info

The More Info section is very specific to the permit or plan you are submitting. Complete all the required information and click Next. Most of the information is required in this section.

Depending on the application, you may need to scroll within the screen or add rows of information.

Apply for Permit - HVAC Permit

REQUIRED

✓

✓

✓

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

MORE INFO

Please complete applicable fields below by entering a "1" into the fields and then click "Next". For Ductwork, enter the amount of ducts/registers for your permit.

Electrical

Next Section | Top | Main Menu

Disconnect

F.A.U

Mechanical

Previous Section | Top | Main Menu

AC Coil

AC Condenser

Duct Work

Heat Pump or Air Conditioner, 0 - 5 Tons

Heating Systems & Ducting <100,000 BTU

Heating Systems & Ducting >100K to <=500k BTU

Back

Create Template

Save Draft

Next

Note, some applications have different requirements.

## Attachments

Various attachments are required for different applications. You can click on the Applications and Handouts link to download required forms. Electronic signatures are acceptable on these forms.

Acceptable types of attachments are listed. If an item is required to be a PDF and you have it in a different format, you should be able to Print it as a PDF on your computer.

Apply for Permit - HVAC Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Signature

7

Review and Submit

Attachments

To complete your submittal, please visit the City's [Applications and Handouts](#) page ([click here](#)) to download any required forms.

If you are the Owner, please upload the Property Owner Authorization form (#114). Upload all applicable attachments as shown below, then click "Next" to continue.

Building Application Form

Add Attachment

+

Supported: .pdf

REQUIRED

CF1R - HERS Testing

Add Attachment

+

Supported: .pdf

REQUIRED

Smoke and Carbon Form

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...

Back

Create Template

Save Draft

Next

## Signature

Some applications require a signature. A signature can be signed on the screen or you can enable type to sign feature.

Apply for Permit - HVAC Permit

REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

SIGNATURE

APPLICANT AGREEMENT

By signing below, I hereby certify the following:

1. I am the property owner of the property or properties subject to this application; OR I am an authorized representative of the property owner. If an authorized representative, a letter of authorization from the property owner is attached.

2. The forgoing statements, facts, and attachments to this application are true, correct, and complete to the best of my knowledge.

3. I understand that any misrepresentation(s) submitted on my permit application may result in denial of the application or delay in processing.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature

August, 12 2025

X Draw Signature Here

Clear

Back

Create Template

Save Draft

Next

14

Review and Submit

You will have the opportunity to review your application. If a correction is needed, use the Back button to return to the section that needs updating. When your application is complete, click submit.

Apply for Permit - HVAC Permit

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

✓

Signature

?

Review and Submit

Submit

Locations

Site

20111 Crown Valley Pkwy

Parcel Number

65624217

Basic Info

Type

HVAC Permit

Description

Square Feet

Valuation

Applied Date

08/12/2025

Contacts

Applicant

LN Demo  
12458 a st,

Owner

LN Demo  
12458 a st,

More Info

Electrical

Disconnect

FAU

Next Section | Top | Main Menu

Mechanical

AC Coil

AC Condenser

Duct Work

Heat Pump or Air Conditioner, 0 - 5 Tons

Heating Systems & Ducting <100,000 BTU

Heating Systems & Ducting >100K to <=500k BTU

Previous Section | Top | Main Menu

Attachments

Building Application Form

EnerGov - Land Management 2023.0 - Reporting Toolkit for SQL (1).v1.pdf

CF1R - HERS Testing

65300\_v1.pdf

Smoke and Carbon Form

4c81f67-19c1-40b5-bb1f-bd31753fd532\_v1.pdf

Back

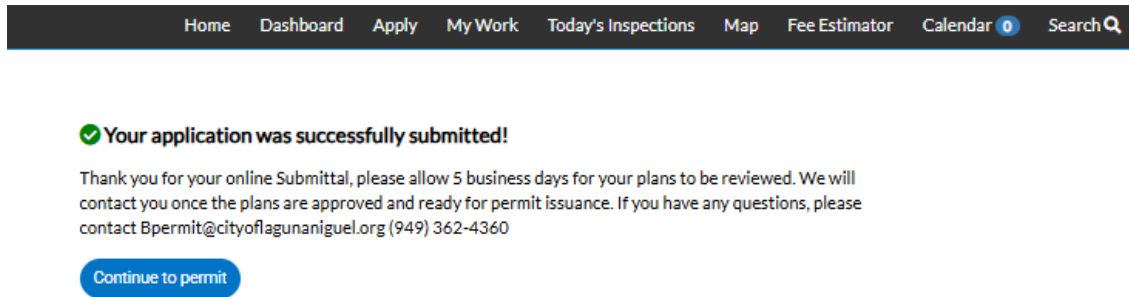
Create Template

Save Draft

Submit

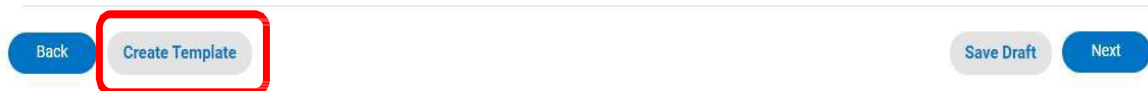
15

A confirmation screen will let you know that your application was submitted. This screen will also send you an email.



## Create a Template

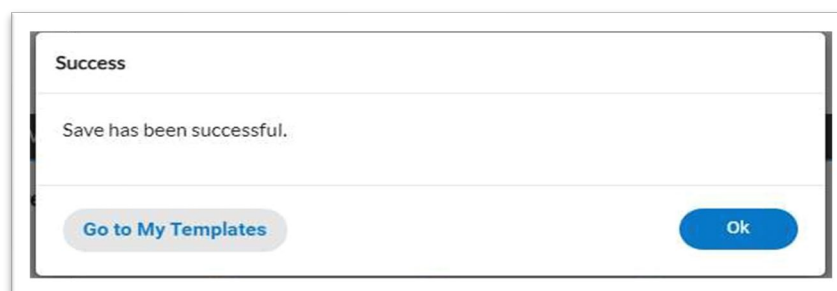
If you apply for the same type of permit often, you can create a template for future reference.



Enter a Name for your Template and select Save Template.

A screenshot of a "Create Template" form. The title "Create Template" is at the top. Below it is a text input field with the placeholder text "\*Please enter a template name". The word "Test" is entered in the field. Below the input field is a note: "Note: Locations and attachments cannot be saved in a template". At the bottom right of the form are two buttons: "Save Template" (blue) and "Cancel" (light blue).

A confirmation screen will let you know that your template has been saved correctly.





Select Go to My Templates to view your saved templates.

Saved Work

MY TEMPLATES MY DRAFTS

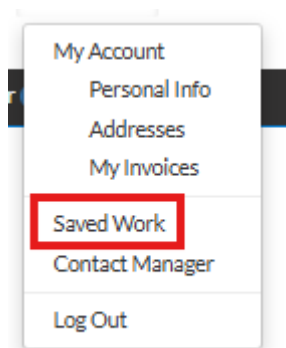
My Templates

Module  Sort

Module	Template Name	Type	Last Update	Action
Permit	Test	Accessory Dwelling Unit (ADU) / Junior Accessory Dwelling Unit	08/03/2023 04:20 PM	<a href="#">Use</a> <a href="#">Update</a> <a href="#">Delete</a>

Results per page  1 - 1 of 1 << < 1 > >>

You can find your templates under your account. Select your name in the top Right corner and select Saved Work.



This will bring you to your drafts and templates.

Saved Work

MY TEMPLATES MY DRAFTS

My Templates