

**1. HOW TO APPLY FOR A PERMIT USING ONLINE PORTAL:**

Go to the [City of Lompoc](#) webpage.

There are different ways to access the portal:

- a. On the ribbon on the main page, Select “How Do I.” Select “Get A Building Permit.”
- b. Go to the [Building & Safety Webpage](#) and click “**APPLY ONLINE!**”

You will be redirected to the Online Permit Portal:



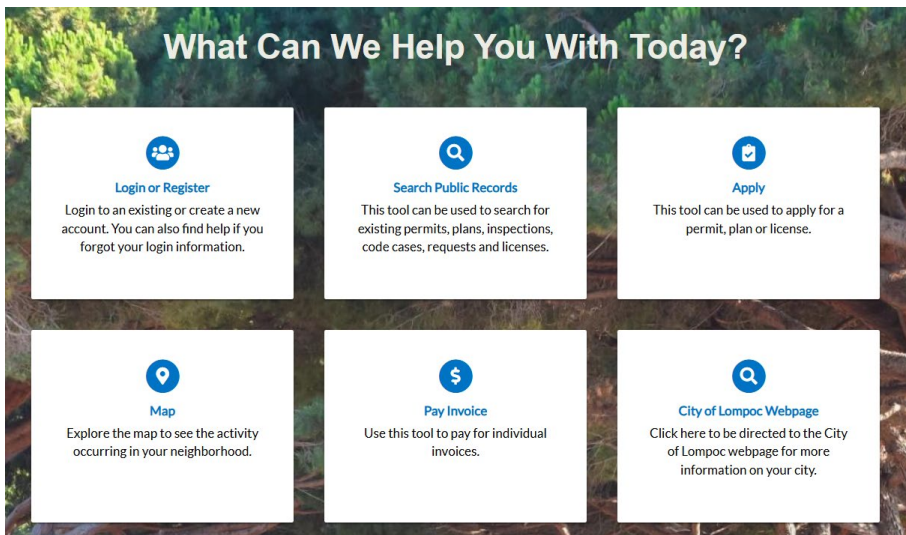
**Welcome to the City of Lompoc**  
**Citizen Self Service for Permits and Licenses**

- a. Select Login or Register at the top right side of the page:




**OR:**

- b. Select a tile:



- c. Follow instructions to Register your account.
- d. You will have access to any permits that are associated with your email address.

When searching for or entering an address:

- a. Do not spell out cardinal directions (North, South, East, West)
- b. You must spell numbered streets (First, Second, Third, etc.)
- c. Examples:
  - 123 North H Street – Enter as 123 N H
  - 456 South 1<sup>st</sup> Street – Enter as 456 S First
- d. Click the Search icon 



www.cityoflompoc.com

## Building & Safety Division

### HOW TO APPLY FOR A PERMIT ONLINE (ONLINE PERMIT PORTAL INSTRUCTIONS)

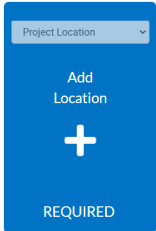
#### 2. ONLINE PORTAL INSTRUCTIONS:

Click Apply on the top bar

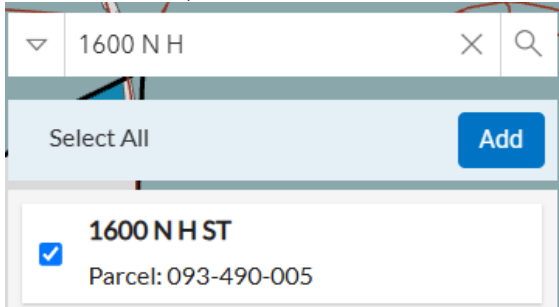
Select the type of permit. If you don't see it, click All All or use the search bar.

Click Add Location:

LOCATIONS  
Please select or add the location of your project.



Enter Address, Click the Search icon. When the address populates, check the box & Click the Add button:



Click the Next button and complete the details.

When entering valuation, do not enter commas or dollar signs: \$10,000 = 10000

Contacts: Add additional contact information by selecting the plus sign.

Attachments: Click the plus sign to upload an attachment.

All files must be named when uploaded with the title of the documents.

Initial files should be named in a manner that shows what submittal is uploaded (1<sup>st</sup>, and the name of the document, etc.) All subsequent submittals/docs should be labeled: Name of Document, Address, Permit # (if known), Date of Document – Example: Truss Calc - 123 Main St – B2025-0001 – 2025-7-1.

Signature: Type your name for electronic consent & toggle the Enable Type Signature:

Enable Type Signature

Review your application. Make edits or click