



BUILDING AND SAFETY DIVISION  
110 E. LA HABRA BLVD.  
LA HABRA, CA 90631  
562-383-4116  
[www.lahabracity.com](http://www.lahabracity.com)

## **MODIFIED BUILDING AND SAFETY SERVICES**

In an effort to slow the spread of COVID-19, we are strongly encouraging electronic submittals of permit applications and/or plans. However, La Habra City Hall is open to the public. Walk-ins are welcome to the Community Development Counter Monday – Thursday from 8:00 AM to 1:00 PM; appointments are required for services after 1:00 PM.

To contact a staff member or to schedule an appointment, please call (562) 383-4116 or email [buildingpermits@lahabraca.gov](mailto:buildingpermits@lahabraca.gov).

**Building permit applications and plans can be submitted via email. Please send files in PDF format and limit total file size to 30MB.**

[If you are dropping off hardcopies, please be aware that we may quarantine the documents for 24 hours pursuant to Centers for Disease Control and Prevention (CDC) guidelines for potentially contaminated documents. Email communication is strongly encouraged so we can assist you sooner.]

Building, mechanical, electrical and plumbing permit applications and plan submittals can be emailed to [buildingpermits@lahabraca.gov](mailto:buildingpermits@lahabraca.gov). Please include the following documents as applicable

- [Application Form](#)
- [Asbestos Declaration Form](#) (for renovation and demolition work)
- [Owner Builder Declaration](#)
- [Business License Application](#)
- PDF Plans
- Response Letters (for resubmittals)
- HOA Approval

Once permit application or plan submittal has been received and accepted. Staff will email an invoice along with [payment instructions](#).

**Building inspections** will continue however, inspectors will only inspect exterior building elements or interior if the building is unoccupied. Remote inspections are being offered via pictures, FaceTime or other video applications at the discretion of the building inspector. If you have any questions or would like to schedule an inspection please call (562) 383-4116 or email [buildingpermits@lahabraca.gov](mailto:buildingpermits@lahabraca.gov).

Thank you for your patience and cooperation during this difficult time as we strive to maintain services while protecting the safety of our staff and community.

## BUILDING AND SAFETY STAFF

Jesse Sanchez, Building Official	(562) 383-4119	<a href="mailto:jsanchez@lahabraca.gov">jsanchez@lahabraca.gov</a>
Rodney Sipma, Senior Building Inspector	(562) 383-4121	<a href="mailto:rsipma@lahabraca.gov">rsipma@lahabraca.gov</a>
Nayaly Casillas, Senior Permit Clerk	(562) 383-4117	<a href="mailto:ncasillas@lahabraca.gov">ncasillas@lahabraca.gov</a>
Lauren Davis, Permit Clerk	(562) 383-4118	<a href="mailto:Ldavis@lahabraca.gov">Ldavis@lahabraca.gov</a>

## OTHER CONTACTS

Planning	(562) 383-4100
Housing	(562) 383-4108
Engineering/Traffic/NPDES	(562) 383-4151
Public Works	(562) 383-4170
Air Quality Management District (AQMD)	(800) 388-2121
O.C. Health Department	(714) 433-6000
L.A. County Fire Prevention Services	(323) 890-4125

**\*Additional contact information can also be found on the  
Community Development Website:**

<https://www.lahabracity.com/204/Community-Development>