



Online Building Permits

The City of Elk Grove would like to thank you for the opportunity to serve you. As a convenience to our customers, we are offering online building permits. You can now apply for your building permit online. We will process your application(s) and email the building permit and any applicable documentation to the applicant on file. This paperwork will need to be printed by the applicant and available for the Building Inspector at the time of the scheduled inspection. If your project is not one of the Eligible Permit Types listed below you will need to use our [Electronic Plan Review Policy](#) for online submittals.

Types of Permits Eligible:

- **ROOFING: Reroofing or repairs over one roofing square.**
New installations or reroofing (including overlays) with materials having a total combined weight exceeding 3-1/2 pounds per square foot must be applied for using our Electronic Plan Review Process.
- **WATER HEATERS: Water heater replacements in the same location.**
Relocation of water heaters must be applied for using our Electronic Plan Review Process.
- **HVACS: Replacement of existing units in the same location.**
Relocations must be applied for using our Electronic Plan Review Process.
Mini-Split System Installation. Whole House Fan Installation
- **COMBINATION WATER HEATER AND HVAC REPLACEMENTS:**
Replacements in the same location. *Relocations must be applied for using our Electronic Plan Review Process.*
- **SEWER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for using our Electronic Plan Review Process.
- **WATER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for using our Electronic Plan Review Process.
- **ELECTRICAL SERVICE: Panel replacement or upgrade in same location.**
Relocation of service panel must be applied for using our Electronic Plan Review Process.
- **WINDOW REPLACEMENT(S): Window replacement in same location.**
Any modification to existing window frame or installation of new window(s) must be applied for using our Electronic Plan Review Process.
- **WATER SOFTENER: The installation of a water softener system.**

Procedure:

Apply for your permit online at the City of Elk Grove's website under the Building Safety & Inspection Department. Link to Online application:

https://cityofelkgrove.formstack.com/forms/online_building_permit_application

Link to online Owner Authorization Letter (to be completed by property owner)

https://cityofelkgrove.formstack.com/forms/authorization_of_agent_to_act_on_property_owner_s_behalf

You will need to complete the online application and submit any required supporting documents. The required documents must be typed or neatly printed. Applications can take 1-2 business days for processing. Your application will be processed and the permit document and any other applicable handouts will be emailed to the applicant on file. This paperwork shall be printed and made available to the Building Inspector at the time of the scheduled inspection. City regulations prohibit you from commencing work before you have obtained your permit.