

## **Building Permit Information**

Please follow the steps below to obtain a Building Permit for the installation of the utility service lateral on private property, from the City established point of connection to the undergrounded utilities in the City Right of Way:

1. Set up an e-trakit account (if you do not already have one). You can apply for an e-trakit account here: <https://www.delmar.ca.us/865/eTRAKIT---Online-Portal>

Please note, if your contractor is applying for the building permit, they will need a valid City of Del Mar business license to obtain an e-trakit account. If they do not have a business license, one can be applied for here: <https://delmar.hdlgov.com/Home/Index>

2. Once an e-trakit account is obtained, please go to e-trakit (<https://delm-trk.aspgov.com/eTRAKiT/>) and navigate to “apply for a permit.” From there you will be able to apply for a building permit. You will need to be prepared to upload:
  - A building permit application:  
<https://www.delmar.ca.us/DocumentCenter/View/6937/Building-Permit-Application-Fillable-62220>
  - A site plan showing the location of the work
  - Your SDG&E work order and lateral exhibit for telecommunications

If you have any questions or difficulty navigating the e-trakit site, please contact Planning at [planning@delmar.ca.us](mailto:planning@delmar.ca.us), during counter hours Mondays and Wednesdays 1:00 to 5:30 PM, or by calling Jennifer Gavin, Associate Planner at 858-793-6148

3. Once submitted, the building department will receive your application and send out an invoice to the email address included on the building permit application within 1-2 business days. The building permit fee is \$160, which can be paid either via e-trakit (whoever is paying will need an e-trakit account and have it linked to the building permit) or in person at City Hall (Monday – Thursday 7:30 AM to 5:30 PM).

Building permits will be issued as the trenching and conduit is completed for each phase of the undergrounding project . Once the Building department receives payment for the permit the permit is typically issued within 1-2 business days as long as the Applicant is within an area that has been cleared for permit issuance based on project progress.

Once a building permit is obtained, the private service lateral will need to be installed after the City's contractor completes their work in each zone and establishes the point of connection. Contractors should be in coordination with the Undergrounding Program Team to ensure that the lateral is placed in the correct location. Questions about lateral placement coordination can be directed to: [up@delmar.ca.us](mailto:up@delmar.ca.us)