



COMMUNITY DEVELOPMENT DEPARTMENT  
DIVISION OF BUILDING & SAFETY

**SUBMITTAL REQUIREMENTS**  
**LATTICE OR SOLID ROOF PATIO COVER/GAZEBO/2ND STORY DECK**

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The following items are required to be completed prior to project acceptance for processing:

1. One copy of Building Permit Application and take-off sheet, if applicable.  
**Use black or blue ink ONLY.**
2. Two copies of plans for lattice patio cover or City of Irvine Guidelines; 3 sets of plans for solid-roof patio covers, gazebos, or 2<sup>nd</sup> story decks with structural calculations if necessary. All sheets must be signed.
3. Two copies of the site plan with dimensions of proposed structure from the property lines shall be submitted (standard forms are available).
4. Details and material's notes applicable to the structure shall be attached.
5. Plan check fees to be paid in full upon submittal (see Fee Schedule).