

CONNECTLCF

HOW TO APPLY

You will need a ConnectLCF login to apply for a permit or entitlement case. Refer to the Login/Register Guide.

1. Login to **ConnectLCF** from the City's homepage **www.cityoflcf.org**
2. From the top menu click on "APPLY DROP DOWN":

THERE ARE THREE TYPES OF APPLICATIONS: PERMITS (BUILDING AND SAFETY OR ENCROACHMENT PERMITS), PLANS (PLANNING/ENTITLMENT CASES) OR BUSINESS LICENSES.

YOU MAY SELECT ANY OF THE MOST FREQUENTLY USED APPLICATIONS OR SELECT "ALL" TO SEE LIST OF ALL PERMITS OR PLANS:

3. SELECT THE APPLICATION YOU WANT TO APPLY FOR
4. YOU WILL SEE THE FOLLOWING PAGE WHERE YOU CAN ADD THE PROJECT ADDRESS:



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Use the plus sign to search for an address:

Add Location

To search with a parcel number, click **PARCEL**

Add Address As

Type the address. PLEASE:
only include street number and
first three letters of the street name

Click the Add button under
Action column to add your
desired address

Address Information

Search

5. Once a Project Location is added. Click Next to proceed to Step 2.

6. Provide a project description and other required information.

Here you have one final opportunity to change the application type from the drop-down menu if you selected the wrong application:

Apply for Plan - Zoning Clearance



Locations



Type



Contacts

PLAN DETAILS

* Plan Type

Description



VISIT THE CONNECTLCF PORTAL →

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- Click next to proceed to Step 3. The system will automatically add you as an applicant. You may add additional user to the case by selecting “Add Contact” and searching for them. **NOTE: users must have a ConnectLCF login to be added to a record.**

Apply for Plan - Zoning Clearance

Locations Type Contact

CONTACTS

Applicant

Test User (You)

123 Fake Street, La Canada
Flintridge, CA.,

Applicant

Add Contact

- Click “Next” to proceed with Step 4, where you will provide more details about the project. Please go through the application and provide the necessary information. Information boxes in Red are required but there may be other fields which relate to your project.

Apply for Plan - Zoning Clearance

Locations Type Contacts More Info Attachments Summary

MORE INFO

General Info

Please fill out required and all fields which pertain to your project. Not all fields may relate and can be left blank.

*Is this ZC for a New house/Add of 1000sqft or more

Is this ZC for a New house/Add of 1000sqft or more is required.

Preliminary Review Number

Square Footage

By submitting, I confirm, I have provided accurate information to the best of my knowledge. I agree a submittal of an application does not mean automatic acceptance of a permit/project/case. I agree to provide, in a timely manner, all requested documentation needed to process this application. I understand additional fees may be assessed following application review. I understand all fees must be paid in full prior to approval/issuance of any permits/case. I also understand the 30-day time limit to determine the completeness of a development application per Government Code Section 65943 does not begin until all invoiced fees have been paid.

Back Save Draft Next

Also review the acknowledgment page prior to proceeding.

- Click “Next” to proceed to Step 5, where you can upload the required submittals. Review the **Required Submittals** for the list of documents needed for your application. Documents are uploaded one at a time using the plus symbol. Upload the Required documents as indicated per application. **Maximum per file size is 40 MB.**

Attachments

Please provide all documentation in this section. If you are unable to upload a document, click on the plus sign to add a document. To add a document, click on the plus sign to add a document.

Add Attachment



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10. Click Next to proceed with Step 6, where you can review your application, including documents attached prior to submitting it for processing. Once ready, click “Submit” at the bottom right-hand side of the page:

Save Draft

Submit

11. Your application is now submitted, you will see a case number in the top right-hand corner. As updates are made to your case, the case status will change, keeping you informed of the process.

