

Q1: Why is the City of Irvine no longer handling the permitting process?

A: All UC campuses were recently directed to manage all permitting on state land, including residential communities like University Hills. UCI Design and Construction Services (D&CS) will serve as the Authority Having Jurisdiction going forward.

Q2: Who is now overseeing the permitting process in University Hills?

A: UCI D&CS is the overseeing body for all permitting on UCI land including University Hills. Willdan has been contracted by UCI D&CS to provide permitting services to University Hills residents. ICHA's sole responsibility for the new UCI permitting process will be to help residents navigate the home improvement process. This includes gaining approvals by the HRB and condo corporations as necessary. Once condo and HRB processes are completed, ICHA will connect the applicant with Willdan in order to start the permit(s) process.

Q3: I'm unsure whether or not my improvement requires a permit. How do I find out?

A: Please contact homeimprovements@icha.uci.edu. ICHA will work with the applicant to determine whether that improvement needs approval from the HRB or any applicable condo boards. The application will then be referred to Willdan to make the determination whether a permit is needed.

Q4: What fees can we expect to pay for permits?

A: The permitting fees will mirror the City of Irvine fee schedule. Willdan will make your total fee payment clear in the permitting process once an application has been submitted to them.

Q5: The City has a number to call, and a walk in desk, for permitting questions. Who will I contact now for help?

A: ICHA will field all inquiries for the potential approvals needed by HRB and condo corp. Permitting questions will be directed to Willdan. UCI D&CS will be the final answer on any Building official questions as they are the building official. No application for permits will be received by Willdan/UCI D&CS until ICHA has verified that all HRB and condo processes are complete.

Q6: What timelines can I expect for my permitting needs?

A: Willdan will respond to calls and questions within 24 hours on business days. Willdan will complete first submittal plan reviews within 21 days of permit fee payment. Rechecks would be completed within 7 days. Willdan will offer customer services similar to those previously provided by the City.

Q7: Do I still need a permit for the same items as before? Do I still need to adhere to the wet signature and permitting requirements?

A: These are all governed by State law and will not change (wet signature requirements, workers compensation, what does not require a building permit). Willdan, as the UCI third party, will be the party that makes the determination of what each application will need.

Q8: Who do I contact if I need permit records for past projects?

A: For all permits submitted before July 1st 2024, please contact the City of Irvine for records. For any submittals after that date, please contact D&CS.