



FABS
Fire and
Building Safety

Fire & Building Safety
University of California, Merced
5200 N. Lake Rd.
Merced, CA 95348



APPLYING FOR A PERMIT IN CITIZENSERVE

As of April 1, 2023, all NEW construction projects MUST be submitted to Citizenserve.

1. You will need to apply for a permit using our Citizenserve portal for all NEW construction projects. Construction projects that were submitted prior to April 1, 2023, will need to be issued through GOVmotus.
 - a. If you do not have a Citizenserve account, you will need to register for one.
 - b. Under "Online Services" please select "New Account Registration"
2. After logging in select "Apply for a Permit"
3. You will need to fill out the required information. All required fields are marked with a red line.
 - a. Application Type-
 - i. Child Permit
 - ii. Fire and Building Safety Permit
 - iii. Post Permit Issuance Documents Review
 - iv. Preliminary Review
 - v. Space Use/Furniture Permit
 - b. Sub Type
 - c. Project Name
 - d. New or Existing Project
 - e. Address or Parcel #- **NOTE the parcel number is the CAAN #**
 - f. Was there a Preliminary Review for this project? Y/N
 - g. Work Description
 - h. Square Footage of Project Area
 - i. Funding Source
 - j. Signature
4. Adding additional contacts is not required but doing so allows the person to be able to do the following:
 - a. View permit information
 - b. Upload documents
 - c. Request inspections
5. All other information is NOT required but if you would like to include this information please do so.
6. Please attach all relevant files for the project being submitted.
7. After you have submitted to Citizenserve you should receive an email confirmation stating your application has been received.

8. Please ensure that 2 copies of the plans are delivered to the FABS Trailer.
 - a. The plan review will not begin until we have both the physical copies and electronic copy in Citizenserve.