

Gallacher, Kirsten CD

From: Gallacher, Kirsten CD
Sent: Wednesday, December 15, 2021 4:25 PM
To: Dulalia, Michelle CD
Subject: Community Development Updates
Attachments: Building Permit Issuance Requirement Sheet_20211214.pdf

Dear Design Professionals,

- **Planning Review for Building Plan Checks:** Please welcome Michael Delgadillo! He joined the City a few weeks ago and has been helping us with the backlog of planning reviews for Building Plan Checks. With his help, we anticipate faster turn arounds for Building Plan Checks. He may be reached at mdelgadillo@lagunabeachcity.net if you have any questions.
- **Counter Closed Early this Thursday (12/16):** Friendly reminder that the counter will be closed at 1:30pm tomorrow due to staff training.
- **New Handout:** We now have a new handout that lists the submittal requirements for Building Permit Issuance (attached). Moving forward, the Permit Technicians will checkbox the necessary submittal items on the handout and provide it to you when you apply for a permit. This list will inform you up front what items are required for permit issuance.
- **New Website is Now Live:** As announced at last night's City Council meeting, the City's new website is now live. The website needs time to update so you may find some links that are temporarily broken.

So Kim

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[Click here](#) to view Department updates.

[Click here](#) to book an in-person, over-the-counter appointment with a Plan Checker.

[Click here](#) to book a virtual or telephone appointment with a Planner.

[Click here](#) to view the projects in queue, assigned planner, and its status.



BUILDING SUBMITTAL REQUIREMENTS PRIOR TO BUILDING PERMIT ISSUANCE

REQUIRED REVIEWS	
	Planning Division Approval
	Fire Department Approval
	Public Works Department Approval (submit separate set of plans)
	Water Quality Management Plan Approval (submit separate set of plans)
	Health Department Approval Letter (submit to Orange County Environmental Health)
	*Unpermitted work cleared or included in current submittal
	*Expired permits cleared or included in current submittal
DESIGN PROFESSIONAL SIGNATURES/DOCUMENTS	
	Architect or Designer signature on each page of plans
	Engineer signature on each applicable page of plans
	Geotechnical Engineer signature on grading and foundation plans
	Geotechnical Soils Report approved by the City's consultant (3rd party review)
	Record of Survey
	Construction Staging Plan and Affidavit (includes neighbor notification process)
	Assessor set of plans (old submittal red line set accepted)
OTHER REQUIREMENTS	
	SCAQMD Demolition Notification (submit email receipt of 1403 notification)
	SCAQMD Asbestos Notification (submit email receipt of 1403 notification)
	Structure Demolition Only (gas meter removed)
	Structure Demolition Only (electric meter removed)
	Water Quality "Forward Lateral" (submit sewer video and payment to the Water Quality Department and provide email confirmation of receipt)
	Schedule Pre-Grade Meeting
	Schedule Pre-Construction Meeting
FEES AND MISCELLANEOUS	
	Laguna Beach Unified School District School Fee Receipt
	Mechanical, electrical, plumbing (separate counts for project for fee calculation purposes)
	City Business License Required (general contractor and all subcontractors on the project) *Must be documented on City form and submitted to receive Final Inspection*
	Green Halo Program sign up (Public Works Construction & Demolition Recycling Waste Management Plan) *separate check required
	Construction Deposit *separate check required if self-hauling
	Code Enforcement Citations Paid *submit copies of receipt
	Road Development Fees: CARITS and Moulton Parkway
	Other:

Note: There may be deferred submittals, such as fire sprinklers, fire alarm, grease interceptor, solar panels, etc.