

	<b>CITY OF LAGUNA BEACH</b> <b>COMMUNITY DEVELOPMENT, BUILDING DIVISION</b> 505 Forest Avenue Laguna Beach, CA 92651 949-497-0715 <a href="http://www.lagunabeachcity.net">www.lagunabeachcity.net</a>	<b>2019 CALIFORNIA CODES</b> <small>CODE CYCLE</small>
		<b>04/19/2021</b> <small>EFFECTIVE DATE</small>
<b>BUILDING PLAN REVIEW SERVICES</b>		

The Building Safety Division is committed to providing timely and professional review of plans and documents for all building permit applications to assure that the proposed work complies with all state and local codes and requirements.

**Appointment Building Plan Check**  
**Over-the-Counter Building Plan Review for Qualified Projects**

**Purpose**

In order to provide exceptional customer service for over-the-counter building plan check reviews, an appointment plan check process is now available in the morning. The appointment will ensure that a plan checker is available to review your plans or documents and avoid long wait times at the public counter. Building plan checking will still be conducted over-the-counter but, without a scheduled appointment, wait times can be lengthy. This over the counter process was created to address the current increase in construction activity and limited Building Plan Checker staff in order to provide complete and timely plan checks.

**Guidelines for OTC Building Plan Check in the morning (by appointment only)**

Appointments can be scheduled online through the City’s website at:

<http://www.lagunabeachcity.net/cityhall/cd/building/default.htm>

Appointments will be scheduled at half hour intervals with a 30-minute maximum on a first-come, first-served basis. Appointments are available at half hour intervals during over-the-counter building plan check hours, Monday – Friday, 7:30am – 11:00am (City is closed alternate Fridays)

- Applicants for qualified projects may schedule an appointment to have their projects reviewed. The review may result in approval and issuance of a permit, or the applicant may receive a list of required corrections to be completed and verified prior to issuance.
- Project must be complete, including all supporting documentation, as outlined in the City’s *Residential Submittal Checklist*.
- Once review is complete, the applicant will be directed to the Building Counter for payment of applicable fees or list of requirements before release of corrections or permit issuance.
- To ensure compliance with Zoning and Planning standards, all applicants are advised to consult with a planner and obtain Zoning/Planning approval and Design Review (if applicable) before the scheduled appointment.
- Applicants that employ a design professional are required to have that design professional present at the appointment to address staff questions and inquires.
- This service is available for first review, rechecks and revisions.

**All projects may not be deemed suitable for over-the-counter review process. An over-the-counter plan review does not imply that a permit will be issued the same day.**

**If the plans are incomplete, difficult to understand, or lack vital information, the plan review staff will discuss the items with the applicant and advise them on the procedure for further reviews. The City staff cannot**

perform the design of any part of the project.

- **OTC Hours with scheduled appointment:** Monday through Friday from 7:30am - 11:00am subject to availability of the plan reviewer. Please note that the City is closed alternate Fridays.
- **OTC Hours without appointment:** Monday through Thursday from 12:30pm - 4:00pm subject to availability of the plan reviewer. Please note that the City is closed alternate Fridays.

Every effort will be made for the plan checkers to be available during the OTC hours; however, due to workload, meetings, emergencies, training/seminars, etc. there may be sometimes that the plan checker may not be available at the time for the OTC review process.

### **Over-the-Counter (OTC) Building Plan Review Process** **Walk-In Without Appointment**

The applicant shall start the over-the-counter process by signing in for Zoning/Planning if applicable with an accurately filled out building permit application. Once approved by the planner, the applicant will be routed to the Building Division for plan review. Once approved by the Building Plan Checker, the applicant will be routed to the Permit Technician to process the application, collect applicable fees, and issue a permit if the project is approved and all requirements have been satisfied.

OTC Building plan review is limited to projects that are not complex and are small in scope-of-work that can be reviewed within approximately 30 minutes. The over-the-counter review is limited to first come first served basis with a 30 minute maximum per customer and per project.

Applicants that employ a design professional are required to have that design professional present at the appointment to address staff questions and inquires.

#### **Qualified Projects for OTC**

1. Residential kitchen and bathroom remodels with minor structural modifications.
2. Residential decks, balconies and patio cover repairs with minor structural modifications (no extension or replacement)
3. Window and door replacement with minor structural modifications.
4. Construction revisions to approved plans and structural calculations. Two (2) **new sets** of plans and structural calculations incorporating the revisions shall be submitted. Revisions shall be clouded with a delta number for identification.
5. Commercial signs.

#### **Submittal Requirements for OTC Building Plan Review**

- Completed and accurately filled out permit application with proper address.
- Two (2) sets of 24" X 36" plans identifying:
  - An accurate Site Plan
  - The complete scope of work
  - Floor plan that indicates locations of existing and all new proposed work
  - Two (2) sets of stamped and signed engineered plans and calculations (if applicable)
  - Two (2) sets of energy Title 24 calculations/ form (if applicable)

#### **Limitations**

To meet the criteria for over-the-counter plan review and permit issuance, **projects shall be limited to those that do not require:**

- Other City department review and approval
- Approvals by outside agencies (County Health Department, CalTrans, etc.)
- Geotechnical report review
- Extensive structural design and modifications.
- Change type of construction.
- Change the use to more restrictive occupancy.

### **Over-the-Counter for Qualified Projects Using City Standard Handouts**

- Window and door replacements within same openings and without structural alterations.
- Kitchen and/or bathroom remodel in same configurations without structural alterations.
- Exterior siding replacement.
- Residential electrical meter upgrade or change out in same location, clearance, and access up to 200AMP (Utility Company approval required.)
- Re-roof with same material or lighter.
- Residential HVAC change outs in same location, clearances, access and type.
- Minor plumbing, electrical or mechanical repairs or replacements.
- Wood or metal fences with applicable completed Survey Waiver form if fence is within 3' of property line. Certification is required if no Survey Waiver form was submitted at time of permit issuance.

### **Building Plan Review Submittal**

**Plan Review Submittal:** plan review submittal is for all projects that require more than approximately 30 minutes to review. Multiple plan sets shall be submitted and will be forwarded to appropriate city departments for review and approval. The plans are placed in the queue of each respective city department to be reviewed in the order they were received.

**Zoning/Planning approval:** including the 14 days Design Review appeal period (if applicable) is required for all submittal plan reviews.

### **Submittal Requirements**

Refer to Building Plan Check Submittal Requirements handout.

### **Plan Review Submittal Projects**

#### **Residential**

- New Single Family Residents
- Additions
- Major Remodels
- Accessory Dwelling Units
- Site improvements
- Decks and guardrails
- Patio covers
- Retaining walls
- Pools
- Spas
- Solar

#### **Non-Residential**

- New Structure

- Tenant Improvements (TI) with interior and exterior modification and alterations
- Mixed Use