



CITY OF LAGUNA HILLS

PLAN CHECK PROCESS FLOW CHART

Consult with the Planning Department to verify the scope of work will be allowed prior to submitting plans to plan check.

3 complete sets of plans are submitted by the project applicant to the Building Dept. between the hours of 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Fri. The applicant will pay a plan check fee which will cover three plan checks.

2 complete sets of plans are routed to HR Green for the 1st plan check.

- Estimated time for 1st plan check = 3 weeks

1 complete set of plans is routed to The Planning Dept. for the 1st plan check.

- Estimated time for 1st plan check = 3 weeks

Scenario 1
(plans are approved)

If plans are approved by both HR Green and the Planning Dept., the applicant will be notified by phone and the permit will be issued when the applicant comes to the counter between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Fri.

Scenario 2
(plans have corrections)

If plans are not approved by either HR Green or the Planning Dept., the applicant will be notified by phone and the plans and correction lists will be given to the applicant when the applicant comes to the counter between 1pm – 5:30pm, Mon. – Thu. & 1pm – 5pm, Fri.

OR

The applicant will then get the required changes made and will re-submit 1 complete red-lined set from HR Green, 1 complete red-lined set from the Planning Dept., and 3 complete revised sets of plans to the Building Dept. between the hours of 1pm – 5:30pm, Mon. - Thu. & 1pm – 5pm, Fri.

- Estimated time for the 2nd plan check = 5-10 days
- All plan checks over 3 will be charged an hourly rate