Plan Check Submittal Instructions

This handout is to assist you with your plan check submittal for building permits. If your project requires approval from any other departments or agencies it will be the responsibility of the applicant to obtain those approvals. Plan Check submittals for building permits must be submitted electronically at http://lagunahillsca.gov/eplancheck. Initial plan check review takes approximately 10 business days, from time of complete application including required plan check fees. Subsequent reviews typically take approximately 5 business days. Revisions/Resubmittals must be in the same format as the initial submittal and will not be accepted while plans are still in plan check. Please refer to the City's building department handouts for guidelines on what should be included in your plan set. Handouts can be found on the Forms, Documents and Maps page of the City's website: http://lagunahillsca.gov/241/Forms-Documents-Maps.

It is advisable to consult with the Planning Department to ensure that your project meets certain design standards required by the Laguna Hills Municipal Code prior to submitting for plan check to avoid paying nonrefundable plan check fees for a project that cannot be permitted. The Planning Department staff can be contacted by phone at (949) 707-2672 or in person at City Hall during planning department counter hours.

Electronic Plan Check Submittals

Electronic plan check submittals can be made in-person during building department counter hours or on the City's website at http://lagunahillsca.gov/eplancheck. The plans must be one complete .pdf file including all trades and any structural calculations. Electronic submittals must be accompanied by a completed/signed Permit/Plan Check Application.

City Website Electronic Plan Check Submittals

Electronic submittals on the City's website can be made at any time, but will only be processed during business hours. To submit electronic plans on the City's website you must complete the online form at http://lagunahillsca.gov/eplancheck. If it is your initial submittal you will be required to upload a completed/signed Permit/Plan Check Application. Plan check fees will be due prior to the routing of your plans for plan check review. You will receive a confirmation email within 1-3 business days indicating that your submittal has been accepted and entered into our permitting system. The email will include an attachment of the invoice for the plan check fees and instructions for how to make your payment. Your plan check fees will cover three (3) rounds of plan check. Any subsequent rounds after three (3) rounds of review will be charged for the time it takes to perform the plan check. Once payment has been received you will receive a confirmation email letting you know that your plans have been routed and your review has begun.

When your plan check round is complete you will be notified by our Permit Technician if your plans are approved or have corrections. The Permit Technician will provide instructions for your next steps based on the results of your review.