

City of Laguna Hills Building Permit Process

Optional Initial Planning Review & Consultation

Applicant may bring a concept drawing or one set of plans to the Counter between the hours of 1:00p.m. & 5:30p.m., Mon.-Thurs and 1:00p.m. & 5:00p.m. Fridays to ask questions about the Planning Development Standards

Formal Plan Check Submittal

Applicant brings 3 complete sets of plans to the Building Counter between the hours of 1:00p.m. & 5:30p.m.*, Mon.-Thurs and 1:00p.m. & 5:00p.m.* Fridays

*All monetary transactions must be complete by 5:15p.m. Mon.-Thurs. and 4:45p.m. Fridays

Planner Preliminary Review

- Review Plans for completeness
 - site plan
 - floor plan
 - elevations
 - set-backs
 - lot coverage
 - F.A.R.

Planning Application Required?

Yes

Refer to the Planning Department Application Review Process Handout

No

Corrections Required?

Yes

Applicant needs to revise project prior to plan check submittal

No

Counter Technician Preliminary Review

- Review Plans for completeness
 - three (3) sets
 - structural calculations
 - energy calculations
 - Title 24

Corrections Required?

Yes

Applicant needs to revise project prior to plan check submittal

No

Counter Approval?

No

Plans are submitted to the Planning and Building Departments for plan check and plan check fees are paid. First Plan Check typically takes up to 3 weeks. 2nd or 3rd Plan Check typically takes up to 5-10 business days.

Yes

Once plans are approved by both Departments the Planner & Counter Technician will sign and stamp the plans. Counter Technician will enter the information into the Building Module, issue permit and at this time permit fees are paid.

Construction & Inspections
Inspection Request Line: 707-2660



CITY OF LAGUNA HILLS
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