



**CITY OF LAGUNA NIGUEL**  
Community Development Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
949-362-4300  
[www.cityoflaguneniguel.org](http://www.cityoflaguneniguel.org)

## **PLAN CHECK SUBMITTAL REQUIREMENTS**

### **Building & Safety Division Plan Check Submittal Requirements**

Note: The list of City requirements below represents some of the most typical review requirements. It is the applicant's responsibility to coordinate submission and obtain approval of all review requirements before a permit is issued.

#### **Accessory Dwelling Units**

- [Residential Building Permit Application](#)
- [Orange County Fire Authority \(OCFA\) Screen Check Form \(Residential\)](#)
- [ADU Checklist](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of structural calculations
- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- 2 sets of a Water Quality Management Plan (WQMP), if applicable (see WQMP Priority Project Checklist)
- 2 sets of [Waste Reduction and Recycling Plans \(WRRP\)](#)
- Moulton Niguel Water District (MNWD) approval is required if a new water meter is being added.

#### **Commercial Buildings and Tenant Improvements/Additions**

- [Commercial Building Permit Application](#)
- [OCFA Screen Check Form \(Commercial\)](#)
- [Tenant Improvement Requirements](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of the structural calculations (if applicable)
- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- 2 sets of a Water Quality Management Plan (WQMP), if applicable (see WQMP Priority Project Checklist)
- 2 sets of [Waste Reduction and Recycling Plans \(WRRP\)](#)
- Landlord Approval Letter (Signed letter from Property Owner required prior to permit issuance)
- MNWD Approval Required



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## Demolition of Whole Buildings

Includes the demolition of commercial or residential buildings, single-family residences, accessory dwelling units, duplexes, multi-family dwellings, or mixed-used buildings.

- 3 sets of plans (include site plan requirements)
- If within 10 feet of a slope, 4 sets of plans and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements Grading Permit plan check submittal
- Landlord Approval Letter (Signed letter from the Property Owner authorizing the proposed improvements required prior to permit issuance)
- 2 sets of a Water Quality Management Plan (WQMP), if applicable (see WQMP Priority Project Checklist)
- 2 sets of Waste Reduction and Recycling Plans (WRRP)
- Utility Abandonment Letters: Electric, Gas, Water

## Encroachment Permits and Transportation & Haul Permits

Please refer to the Public Works Permits webpage for information regarding encroachment and transportation & haul permit submittal requirements. Please email [works@cityoflagunaniguel.org](mailto:works@cityoflagunaniguel.org) for project-specific questions.

## Grading Permits

NOTE: Please refer to the City of Laguna Niguel Grading Manual and Grading Permit Application and Instructions handout for information regarding grading permit submittal requirements. Please email [grading@cityoflagunaniguel.org](mailto:grading@cityoflagunaniguel.org) for project-specific questions.

- Grading Permit Application
- Grading Plans & Erosion/Sediment Control Plans
- Geotechnical Report, if applicable
- Stormwater Pollution Prevention Plan (SWPPP) and/or Water Quality Management Plan (WQMP), if applicable
- Preliminary Title Report
- Grading Plan Check Deposit
- Additional Items and/or Technical Reports, as applicable

## Landscape Permit

NOTE: Please refer to the City of Laguna Niguel Landscape Architectural Plan Check Checklist for information regarding landscape permit submittal requirements. Please email [planning@cityoflagunaniguel.org](mailto:planning@cityoflagunaniguel.org) for project-specific questions.

- Discretionary Permit Application
- 1 electronic copy of landscape plans (via USB flash drive, or FileShare/Transfer through email)



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### **Mixed-Use and Multi-Family Developments**

- [Residential Building Permit Application](#)
- [OCFA Screen Check Form \(Commercial\)](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of structural calculations
- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- Water Quality Management Plan (WQMP), if applicable (see WQMP Priority Project Checklist)
- 2 sets of [Waste Reduction and Recycling Plans \(WRRP\)](#)
- MNWD Approval Required

### **Patio Covers, Walls, and Backyard Improvements**

- [Residential Building Permit Application](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of structural calculations (if applicable)
- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- 2 sets of [Waste Reduction and Recycling Plans \(WRRP\)](#)
- OCFA review may be required for [Accessory Structures](#) or [Wood Burning Devices](#) for properties located in Very High Fire Hazard Severity Zones or Fuel Modification Zones.

### **Pools and Spas**

- [Residential Building Permit Application](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of pool engineering plans
- If within 10 feet of a slope, 4 sets of plans, 3 sets of pool engineering plans, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer) are required
- MNWD Approval Required

### **Residential Remodels/Additions**

- [Residential Building Permit Application](#)
- [OCFA Screen Check Form \(Residential\)](#)
- [Additions/Alterations Submittal Requirements](#)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of structural calculations (if applicable)



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- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- 2 sets of Waste Reduction and Recycling Plans (WRRP)
- 1 copy of the completed water use compliance form/worksheet (WS-1, WS-2) from the California Green Building Standards Code.

#### **Single-Family Homes and Duplexes**

- Residential Building Permit Application
- OCFA Screen Check Form (Residential)
- 3 sets of plans (include site plan requirements, floor plan requirements, elevation plan requirements, MEPs, and Title 24 plotted on the plan sheet)
- 2 sets of structural calculations (if applicable)
- If within 10 feet of a slope, 4 sets of plans, 3 sets of structural calculations, and 3 sets of the soils/geotechnical report (stamped/signed by the engineer), if applicable, also see requirements for Grading Permit plan check submittal
- 2 sets of a Water Quality Management Plan (WQMP), if applicable (see WQMP Priority Project Checklist)
- 2 sets of Waste Reduction and Recycling Plans (WRRP)
- MNWD Approval Required

#### **Outside Agency Requirements**

Depending on the scope of the project, approvals may be required by the City and multiple outside agencies, including:

- Homeowners Association (HOA)
- Moulton Niguel Water District (MNWD)
- Orange County Fire Authority (OCFA)
- Orange County Health Care Agency (OCHCA)
- South Coast Air Quality Management District (SCAQMD)

Note: The list of outside agency requirements below represents some of the most typical review requirements. It is the applicant's responsibility to coordinate submission and obtain approval of all review requirements before a permit is issued.

#### **HOA**

- If the proposed improvements are for a single-family residence within an HOA, any modifications that impact any portion of the exterior of the residence (windows and doors included), require approval from the HOA.
- If the proposed improvements are for a multi-family townhome or condominium residence within an HOA, any modifications require approval from the HOA.



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- An HOA approval letter detailing the scope of work or an HOA-stamped set of plans signed by an authorized officer of the HOA must be provided.

#### **MNWD**

Typical reasons an MNWD review may be required include, but are not limited to the following:

- All commercial projects involving new construction, tenant improvements, or a change of occupancy.
- All residential projects involving new construction, improvements, additions, ADUs, and pools/spas.
- Encroachment or paving for any work involving MNWD facilities, easements, or properties.
- New/revised Irrigation systems using recycled water for commercial projects.
- Fire protection systems for buildings, both internal and external.
- Landscape irrigation systems.
- Water and sewer systems for new development.

#### **OCFA**

Typical reasons an OCFA review may be required include, but are not limited to the following:

- For projects involving new structures, additions to existing structures, installation of gates/walls/fences, or alteration of vehicular access, a fire master plan shall be submitted to and approved by the OCFA prior to the submittal of architectural plans.
- All new/ground-up structure construction (commercial or residential)
- Changes/additions to an existing structure's footprint, or to its perimeter area
- All State Fire Marshal Regulated Occupancies (A, E, I, H1-5, L, R1-2, 4, S1 or High-rise)
- Projects in risk areas (i.e. Fire, Methane, Access, Low Water, Midway City, etc.)
- Any fire sprinkler or alarm work (new or TI)
- Hazardous Processes/Dispensing or Materials Storage
- When requested by City Building and/or Planning Departments

#### **OCHCA**

Typical reasons an OCHCA review may be required include, but are not limited to the following:

- Construction of a new food facility.
- Equipment changes to an existing food facility.
- Initial construction, remodel, and new ownership of auto body shops.
- Initial construction and remodel of public pools.
- Remodel of an existing food facility.
- Certificate of occupancy applications for any item listed above.

#### **SCAQMD**

- Rule 1403 governs work practice requirements for asbestos in all renovation and demolition activities. California Health and Safety Code requires that evidence of demolition notification submitted to the SCAQMD be provided prior to the issuance of any building or demolition work.



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## Administrative Processing

### Review Timeframes

- *Building & Safety Division*
  - Ten (10) business days for first submittal.
    - Five (5) business days for resubmittals, corrections, and revisions.
  - Development projects with 25 units or less:
    - Thirty (30) business days
  - Development projects with 26 units or more:
    - Sixty (60) business days
- *Grading Division*
  - Three (3) weeks for first submittal.
  - Two (2) weeks for resubmittals.
- *Planning & Zoning Division*
  - Ten (10) business days for first submittal.
  - Five (5) business days for resubmittals, corrections, and revisions.
  - Development projects with 25 units or less:
    - Thirty (30) business days
  - Development projects with 26 units or more:
    - Sixty (60) business days
- *Public Works Department*
  - Two (2) weeks.
- *OCFA*
  - Four (4) weeks.
  - OCFA plans must be submitted directly to OCFA by the applicant. Approved plans will be routed back to the City via OCFA courier.

### Plan Check Corrections

- Plans with corrections/red lines must be picked up in person. The contact listed on the Building Permit application will be notified by email when corrections are ready for pick-up.
- All corrections/redlines must be returned with resubmittals. A minimum of 3 sets of plans are required for resubmittals.

### Building Permit Approvals

- Plans will be re-routed to all necessary City departments/divisions for final stamps and signatures.
- Once all stamps/approvals have been finalized, fees will be calculated, and the applicant on file will be notified via email.



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## **Development Impact Fees**

- New construction projects, additions, and ADUs are subject to Transportation Corridor Agency, MNWD, and Capistrano Unified School District Development fees.
- Additional development impact fees may be required.
- Please contact the appropriate agencies for fee information.

## **Time Limit of Application**

An application for a permit for any proposed work shall expire **180 days after the date of filing** unless a permit is issued or a request to extend this one-year period is submitted prior to the expiration date and approved by the Building Official, and further provided that the adopted codes have not changed from the date of initial application submittal. The Building Official is authorized, but not required, to grant one or more extensions of time not exceeding 180 calendar days per extension. An extension request shall be in writing with justifiable cause demonstrated by the applicant. **Applications that expire must submit all new plans for review under the current adopted code and are required to pay new plan review fees.**

## **Site Plan Requirements**

A Site Plan shows the location of buildings on a property, as well as other site features. Please provide at a minimum the following information, both for existing and proposed elements, as applicable:

- Plan size requirement: 24" x 36"
- Footprint/layout of all buildings and structures.
- Fully dimensioned property lines.
- Walls and/or fences, including height and material.
- Outdoor lighting fixtures.
- Location, dimensions, and nature of easements.
- Building setbacks to all property lines (setbacks to roof overhang/projection also to be identified).
- Path of travel from the public way and handicap parking stalls to primary entrance(s).
- Freestanding signage.
- Trash enclosures and bike racks.
- On-site parking and circulation facilities, including dimensions for aisles, curb cuts, driveways, and number of standards, motorcycle, and handicap parking stalls.
- Utility equipment and structures, including fire protection devices, and method of screening.
- North arrow and scale.
- Tabular legend with the following information:
  - Contact information for property owner, applicant, agent, plan preparer.
  - Applicable development standards and the project's compliance/noncompliance with each requirement.
  - Property zoning designation.



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- Address, legal description, and lot area. Square footage of proposed structures, additions, and remodel area.
- Use and occupancy.
- Detailed scope of work.
- Plan sheet index.
- Parking summary, number of spaces provided and required.

## **Floor Plan Requirements**

Floor Plans show interior spaces in a building. Please provide at a minimum both existing and proposed Floor Plans, including the following information, as applicable:

- Plan size requirement: 24" x 36"
- Footprint/layout of all buildings and structures.
- Layout and dimensions of overall buildings, individual rooms, and other internal features.
- Detailed room information including dimensions, uses labeled for all rooms, and location of all doors and windows.
- Total building square footage.
- North arrow and scale.
- Additional plan details applicable for Restaurants:
  - Interior and outdoor seating plan and a table identifying total seating count.
  - Calculation table identifying total square footage of kitchen area, dining area (both interior and exterior), and other areas.

## **Elevation Plan Requirements**

Elevation plans show the exterior envelope and appearance of buildings and structures. Please provide at a minimum the existing and proposed elevation plans, including the following information, as applicable:

- Exterior renderings of buildings/structures, including architectural features.
- Legend with key: include details regarding materials, finishes, colors, and design features that are labeled on the elevation plans.
- Building length and height dimensions.
- Gutters and downspouts.
- Window trims and door moldings.
- Cross-sections.
- North arrow and scale.
- Roof Plan:
  - Direction and pitch of all roof elements.
  - Roofing material.
  - Location and dimensions of all roof-mounted equipment and required screening.