



Building Submittal Requirements Prior to Building Permit Issuance

ADDRESS:	PERMIT NUMBER:
REQUIRED REVIEWS	
	Planning Division Approval
	Fire Department Approval
	Public Works Department Approval (submit separate set of plans)
	Water Quality Management Plan Approval (submit separate set of plans)
	Health Department Approval Letter (submit to Orange County Environmental Health)
	*Unpermitted work cleared or included in current submittal
	*Expired permits cleared or included in current submittal
DESIGN PROFESSIONAL SIGNATURES/DOCUMENTS	
	Architect or Designer signature on each page of plans
	Engineer signature on each applicable page of plans
	Geotechnical Engineer signature on grading and foundation plans
	Geotechnical Soils Report approved by the City's consultant (3rd party review)
	Record of Survey
	Construction Staging Plan and Affidavit (includes neighbor notification process)
	Assessor set of plans (old submittal red line set accepted)
OTHER REQUIREMENTS	
	SCAQMD Demolition Notification (submit email receipt of 1403 notification)
	SCAQMD Asbestos Notification (submit email receipt of 1403 notification)
	Structure Demolition Only (gas meter removed)
	Structure Demolition Only (electric meter removed)
	Water Quality "Forward Lateral" (submit sewer video and payment to the Water Quality Department and provide email confirmation of receipt)
	Schedule Pre-Grade Meeting
	Schedule Pre-Construction Meeting
FEES AND MISCELLANEOUS	
	Laguna Beach Unified School District School Fee Receipt
	Mechanical, electrical, plumbing (separate counts for project for fee calculation purposes)
	City Business License Required (general contractor and all subcontractors on the project) *Must be documented on City form and submitted to receive Final Inspection*
	Green Halo Program sign up (Public Works Construction & Demolition Recycling Waste Management Plan) *separate check required
	Construction Deposit *separate check required
	Code Enforcement Citations Paid *submit copies of receipt
	Road Development Fees: CARITS and Moulton Parkway
	Other:

Note: There may be deferred submittals, such as fire sprinklers, fire alarm, grease interceptor, solar panels, etc.

Questions? Contact the Building Division at (949) 497-0715