



**CITY OF LAGUNA BEACH**  
**COMMUNITY DEVELOPMENT – BUILDING DIVISION**  
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## **BUILDING PLAN CHECK SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ADDITIONS, & MAJOR REMODELS**

### **INTRODUCTION**

The following information is provided as guidance to the applicant by outlining the minimum requirements for plan submittal. By following the outline, your processing time will be minimized. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions. Additional requirements may be required during the Building Plan Check (BPC) process. Not all items may be required depending on the scope of work. Exceptions to these requirements may be reviewed and approved on a case by case basis by the Building Official.

**Please note that incomplete submittals will delay the plan check process and approval.**

### **DESIGN REVIEW**

If the project received Administrative Design Review, Design Review Board, or Planning Commission Design Review approval, BPC plans must be consistent with the approved plans. Any imposed conditions of approval must be stated on the **first sheet of the plan set** and the plans must show compliance.

### **DOCUMENTATION**

- **BUILDING PERMIT APPLICATION:** Completed application including legal property owner's name, address, email, and phone; detailed description of work; valuation of work; MEP counts; etc. Your estimated project valuation must include all proposed work which includes demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
- **PLAN SETS:** Four (4) complete sets of plans, printed on 24"X36" sheets for new SFRs and large additions (500 S.F. or more) for distribution to: 1) Building, 2) Planning/Zoning, 3) Fire Department, and 4) Water Quality. Two (2) sets of plans for small additions (less than 500 S.F.) and interior renovations. Plans must follow standard drafting conventions and be complete. Typically, plan scale is 1/8" for site plan & plot plan, 1/4" scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official or Zoning Administrator. Minor projects may be submitted on 11" x 17" minimum size provided scale of drawings and text is maintained. Sets of plans shall include the following:
  - **SITE/PLOT PLAN:** Fully dimensioned site plan drawn to scale (1/8" min). Show the location, size and use of all structures and property line walls on the plan. Identify property lines, setback requirements, lot dimensions, distances from the building(s) & all projecting elements to the property lines and bluff top setback lines (if applicable), all attached & detached structures, distances between structures, all easements (i.e. drainage, utilities, etc.), north arrow, etc.
  - **SITE SURVEY:** A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor. Depending on the proposed project, a County

recorded boundary survey, record of survey, corner record, and/or topographic survey is required. However, a record of survey is required for new construction.

- **MECHANICAL, ELECTRICAL, & PLUMBING PLANS (MEP):** Mechanical, Electrical, and Plumbing plans are required. Simple plan view will usually provide the information required. Complex designs may be required to be designed by a Registered Design Professional.
- **ELECTRICAL SERVICE WORK ORDER:** Utility Company Service Work Order is required for any new electrical service, modifications, temporary power poles or service panel upgrades.
- **FIRE DEPARTMENT - SITE ACCESS PLAN (FD-SAP):** Include FD approved FD-SAP plan (if required during zoning/planning process).
- **ALTERNATIVE MATERIAL & METHODS (AM&M):** Two (2) copies for Fire Department approval (if required during zoning/planning process).
- **TITLE 24 ENERGY ANALYSIS:** Conformance Energy Code. Energy Analysis and forms are required when there are changes to the envelope of the building, mechanical systems or when lighting is added or changed.
- **CALGREEN:** Compliance with Green Code mandatory requirement
- **CONSTRUCTION STAGING PLANS:** Required for constrained sites or if required during planning/zoning review process.
- **GRADING/DRAINAGE PLANS**
- **EROSION CONTROL PLANS (BMPs)**
- **WATER QUALITY MANAGEMENT PLAN (WQMP):** Wet-signed 3rd party consultant (Atkins) approved Water Quality Management Plan and Report-\*\$1,700 check deposit for 3rd party review and \*\$233 processing fee.
- **SITE AND RIGHT-OF-WAY IMPROVEMENT PLANS (S&RIP):** One (1) additional separate S&RIP is required for Public Works (PW) approval. A PW permit is required for all work within the public Right-of-Way (if required during zoning/planning process).
- **COASTAL HAZARDS REPORT (WAVE RUNUP):** Two (2) copies of wet signed report if required during zoning/planning process for a Coastal Development Permit.
- **HYDROLOGY CALCULATIONS:** Two (2) copies wet stamped hydrology study for site drainage consistent with 2022 CB Standards.
- **STRUCTURAL PLANS & CALCULATIONS:** Two (2) sets of structural plans, details, and supporting calculations prepared, wet stamped and signed by a registered Civil Engineer, Structural Engineer or Architect.
- **SOILS REPORT:** Two (2) copies of bounded wet signed geotechnical report, if required. See City handout "When a soils report is required"-\*\$5,000 check deposit required for peer review.
- **FIRE SPRINKLER PLANS (DEFERRED SUBMITTAL):** Three copies (for commercial) and two copies (for residential) of Fire sprinkler plans and calculations.
- **WATER EFFICIENT LANDSCAPE DOCUMENTATION (WELO):** Two (2) sets of plans with calculations (if required during zoning/planning process. Separate submittal.
- **DISABLED ACCESS FEATURES:** compliance with accessibility requirements, details and notes.

**Additional requirements for Commercial food operations:**

- **HEALTH DEPARTMENT PLANS:** Two (2) sets of Health Department approved plans.
- **GREASE INTERCEPTOR PLAN:** Two (2) sets for Water Quality Department approval.

\*All fees shown above to be provided in separate checks made out to the City of Laguna Beach.

## **PLAN INFORMATION**

Plans must be legible and capable of digital scanning. They may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person. Plans that are not legible may be rejected prior to plan review. All plans shall be signed (stamped if applicable) by the person(s) preparing the plan.

The plan, at a minimum, shall include the following information and details:

- A complete **“Project Description”** and **“Scope of Work”** must be on the cover sheet of the Plans. The plan description must match the Application description.
- **Deferred Submittal** items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items (except fire sprinkler and roof trusses) are not approved for deferred submittal.
- **Building Data Legend** must be provided on the cover sheet. Include the following information for the building proposed:
  - Project address.
  - Owner’s name and address.
  - Designer / Architect / Engineer of Record / consultant contact information.
  - Name, address and telephone number of person who prepared the plans.
  - The Legal description (A.P.N.).
  - Occupancy group.
  - Type of Construction.
  - Floor Area calculations, including existing and new areas (see project summary table format from zoning)
  - Lot area and % of coverage.
  - Note if a fire sprinkler system is installed.
- Provide the following with each set of plans:
  - Cover sheet with Vicinity Map / North Arrow / Sheet Index.
  - Conditions of Approval (must be on the cover sheet) if applicable.
  - Site Plan.
  - Roof Plan/Floor Plan.
  - Construction Section(s).
  - Elevations of all effected sides.
  - Foundation Plan/Floor Framing Plan/ Roof Framing plan.
  - Architectural and structural Details.
  - Demolition Plan (floor plan, roof plan and exterior elevations)
  - Mechanical, Electrical, and Plumbing plans.
- Add the following notes on the cover sheet:
  - a. ***Removal of work performed without permits may be required for inspections.***
  - b. ***The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.***

- If the project includes exterior work, the plans shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.
- Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the:

***2025 California Building Code (CBC)***  
***2025 California Residential Code (CRC)***  
***2025 California Mechanical Code (CMC)***  
***2025 California Plumbing Code (CPC)***  
***2025 California Electrical Code (CEC)***  
***2025 California Green Building Standards Code (CGBS)***  
***2025 California Energy Efficiency Standards (CEES)***  
***City of Laguna Beach Regulations and Ordinances.***

- Plan must indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated “FIRE SPRINKLERS REQUIRED”.
- Show the existing and proposed floor plan that includes the existing walls to remain, demolished walls (unless a detailed demolition plan is included) and the new walls. Include a wall legend for the existing walls to remain, walls to be demolished and new walls shall be provided. Existing walls with structural upgrades/modifications affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the area of renovation.
- WINDOWS & DOORS – must be dual pane with one pane tempered.
- Mechanical, electrical, and plumbing details may be included on the floor plan or a separate utility plan sheet for review. Plan view drawings for all MEPs shall include detailing the following:
  - Show the locations of the heating, cooling and ventilating equipment and ducting with sizes.
  - Note on the plans, the mechanical equipment schedule identifying the equipment manufacturer’s name, model number, capacity, etc.
  - Show and note the kitchen ventilation system (range hood) ducted to the outside air.
  - Show and note the bathroom ventilation and exhaust.
  - Show the location of the plumbing fixtures including the water heater and plan view of plumbing piping and vents. Provide a gas piping plans with all loads, pipe sizes, and developed lengths.
  - Show the Electrical panel location, panel and load schedules for services and panels.
  - Show the location and/or layout of all receptacles and outlets.
  - Show the locations of the Smoke and Carbon Monoxide Alarms as required.
  - Detail on the cover sheet, any special conditions or requirement notated in the energy analysis. (i.e.; HERS testing, Cool Roof, etc.)
- Additional information may be required, dependent on the specific scope of the project. Projects within Coastal Development areas, bluff top lots or other geographical sensitive areas will have other requirement based on their Conditions of Approval.