

Over-the-Counter Plan Check

Explanation of Services

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In order to provide our customers with optimal service, fitted to their individual needs, we offer different kinds of permit review and approval. Permits may be reviewed and issued "over-thecounter" in one day for many types of projects; this allows clients to leave our office with an approved set of plans. However, this service may not be the best option for all clients because it necessitates that the submitted plans be complete and accurate. In order to complete review of plans in a timely manner, while the client waits, this process eliminates the permit research process normally associated with plan check and a permit will be issued if the planner and plan checker determine that all necessary zoning and other applicable code requirements are met. If an

applicant is not positive that all work included on their plans and labeled as "existing" has been permitted they should opt for the traditional plan check process as this will enable staff to provide the additional service associated with researching the permit history for the property. By initialing and signing below, and submitting plans for over-the-counter plan check I am affirming that: All structures, buildings, and other work labeled as "existing" were built in conformance with all applicable codes/laws at the time that they were built and were permitted if necessary; The plans are completely accurate and include setback information (distance of structures from property lines and other structures) as well as all other required information; If, at the time of inspection, or any time after this permit is issued, any work included on the plans is found to have been built without permits or built differently than shown on the approved plans the applicant assumes full responsibility for bringing the property into compliance with all applicable laws and regulations. Issuance of a permit over-the-counter shall in no way be deemed an approval of previously un-permitted work that is not included in the permit application (not a part of the work being permitted). If Orange County Fire Authority (OCFA) approval is required to issue the permit we recommend that you first procure their approval and then submit your plans to OC Planning for review. If, after submitting plans to OCFA an applicant chooses not to commence with their project we cannot refund any fees already paid for review if our review has been completed. Permits in the name of ______ Date: ______ Date: ______ Location of work: Applicant's Name and Signature: _____ (Printed Name) Date: (Signed Name)