OC PublicWorks

# Building Permit Plan Check Process

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulations such as Energy Conservation Regulations, Green Building Standards, and Handicapped Accessibility Standards.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

1. Applicant submits Building Permit Application and 3 sets of plans which consist of the following at DPC:

    - Site Plan
    - Architectural Floor Plans
    - Architectural Elevation , Sections, and Roof Plans
    - Architectural Details and Material Specifications
    - Structural Foundation Plan
    - Structural Framing Plan
    - Structural Details and Material Specifications
    - Plumbing Plans
    - Mechanical Plans
    - Electrical Plans
    - Structural Calculations (2 copies)
    - Soil Report (3 copies)
    - Energy Calculations (2 copies)
    - Acoustical Report (2 copies)
    - Drainage Plan
    - WQMP Report (2 copies)
    - Erosion and Sediment Control Plan (ESCP) including backup calculations & data

    Smaller projects may not need all of the above items.

2. Applicant consults with outside agencies such as Fire Authority, Health Care Agency, Sanitation District, etc. for clearances.

3. Applicant pays Plan Check Fees to the cashier.

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4. Plan checker is the Project Manager throughout the process and should assist the applicant on obtaining all the clearances and issuance of the permit.

5. Typical first Plan Check turn around time is 15 working days.

6. Applicant resubmits corrected plans for recheck.

7. Typical Plan Re-Check turn around time is 10 working days.

8. After plans are approved and all clearances are obtained, applicant will submit:

   - One Plan Hard Copy (Assessor Copy)
   - One Electronic copy
   - The Electronic copy must be in PDF format, labeled with associated permit (s) reference, and submitted on Memory Stick/ USB (i.e. Flash Drive)

9. The Electronic copy must be provided prior to the approval of final plans and permit issuance. When corrections are required, your electronic copy will be returned to you and must be updated, then resubmitted along with your plans.

10. For issuance of permits:

    - Building permit issuance requires Workmen Compensation Insurance.
    - Building permit issuance requires California licensed contractor ID.
    - Building permit issuance may be issued as Owner-Builder.

11. Applicant will call County Inspection Office to schedule inspection.

12. After final inspections and meeting all the conditions of approval and clearances, Inspection Office will issue Certificate of Use & Occupancy.