



PLAN SUBMITTAL and PERMIT ISSUANCE REQUIREMENTS

1. Three (3) complete sets of plans (unless otherwise noted) drawn to scale consisting of at least:
 - A. Vicinity map and plot plan (indicate job address, owner's name, address, phone number and designer's name, address and phone number, dimensions of all structures from property line and from each other).
 - B. Foundation and floor plan (indicate square footage of each building or structure)
 - C. Framing section and exterior elevations.
 - D. Details (structural, connections, etc.)
 - E. Two copies of soils report (including addition of 500 square feet or more on the first floor and any 2nd floor addition)
 - F. Two copies of structural calculations (all commercial, industrial, apartments, motels/hotels, two-story single-family residences and additions, buildings with unusual beams, supports, or structural systems).
 - G. Electrical, mechanical and plumbing plans when requested by the Building Division.
2. **County Health Department:** Food handling establishment, permitted by the Orange County Health Care Agency www.ocfoodinfo.com and liquor licensing is through the California Department of Alcoholic Beverage Control www.abc.ca.gov
3. **Discretionary Permits:** Some projects require a discretionary permit (Site Development Permit, Use Permit, etc.) from the Planning Division or Planning Commission. Examples: new commercial or industrial buildings, multifamily housing, regulated uses, outdoor uses, schools, etc. Building plans may be submitted concurrently with an application for discretionary permits and a hold-harmless agreement, but the building permit will not be issued until the discretionary permit is approved and the 15-day appeal period has expired. Please contact the Planning Division at (949) 461-3491.
4. **Approvals Required:** In addition to plan check approval by the Building Division, the release of all appropriate departments and divisions (Planning, Engineering, Water District, and Orange County Fire Authority) is required prior to the issuance of permits by the Building Division.
5. **Signatures on Permit Applications:** The owner of the building or a State licensed contractor must sign the application.
6. **Owner-Builder Permits:** If the permit lists the owner as contractor and the owner does not appear in person, then State Law requires the Building Division to mail an owner-

builder information letter and owner-builder verification form to the owner. Permits may be issued until the owner-builder verification is returned. Persons having an approved signature authorization letter from the owner on file may execute the owner-builder verification on behalf of the owner.

7. **Workers Compensation Insurance:** It is the Building Division's responsibility to assure that the person or entity to whom the permit is issued has worker's compensation insurance coverage when required. If the person or entity to whom the permit is issued will have no employees working on the job, i.e., will hire only licensed contractors/subcontractors, then they may declare themselves exempt from providing Workers Compensation insurance. The Building Permit Application includes declarations pertaining to this requirement.

8. **Expiration of Plan Review:** Applications for which no permit is issued within one calendar year following the date of application shall expire by limitation and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant one time for a period not to exceed six (6) months upon written request by the applicant, showing that circumstances beyond the control of the applicant have prevented action from being taken. If the codes have changed subsequent to the date of the original permit application, the plans must be updated to comply with current codes and ordinances in effect at the time of the request for extension. In order to renew action on an application after expiration, the applicant shall submit a new application and pay plan review fees in accordance with the current fee schedule based on the amount of plan review remaining to be done.