



CITY OF LAGUNA HILLS

PLAN CHECK PROCESS FLOW CHART

City of Laguna Hills is a paperless city. All plan check submittal need to be submitted through our Online Permit Portal

Building review for smaller projects can take 1-2 business

Building, Planning & Public Works review concurrently with first plan check being 10 business days & 5 business days for re-submittal

Scenario 1
(plans are approved)

If plans are approved, the applicant will be notified via email, The permit will be issued & emailed once fees are paid. Applicant will print permit, stamped & approved set of plans & job card for inspector.

OR

Scenario 2
(plans have corrections)

If plans are not approved by either Building or the Planning Dept., the applicant will be notified by via email with markup/redlines plans with correction sheet

The applicant will then get the required changes made and will re-submit, clean set of plans along with response letter to corrections in (1) pdf file. Email to Building@lagunahillsca.gov reference permit number.

- Estimated time for the 2nd plan check is 5 business days
- All plan checks over 3 reviews will be charged an hourly rate