

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 online at myOCeServices.ocgov.com which consist of the following (in PDF format):

- 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
- Soil Report
- Energy Calculations
- Acoustical Report
- Drainage Plan
- WQMP Report
- 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.

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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-business days.
6. Applicant resubmits corrected plans for recheck.
7. Typical Plan Re-Check turn around time is 10-business days.
8. When corrections are required, a digital copy of the plans, along with the correction list, will be uploaded to the portal for your convenience. All corrections must be updated on your plans and resubmitted.
9. For issuance of permits, the following is required:
 - Workmen Compensation Insurance.
 - California licensed contractor ID.
 - Permit may be issued as Owner-Builder.
10. Applicant may schedule inspection online or contact Inspection Services.
11. After final inspections and meeting all the conditions of approval and clearances, Inspection Office will issue Certificate of Use & Occupancy.