

# City of Laguna Niguel

## Building & Safety – Notable Changes to Service, Effective 3/27/20

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Until further notice, all City of Laguna Niguel facilities, including City Hall, are closed to the public. This is in line with the Governor's Order to reduce the further spread of COVID-19 (Novel Coronavirus). During this time, the Laguna Niguel Building & Safety Division is continuing to provide essential City services and information for our residents and businesses to the best of our ability online, via telephone, and through the City website.

Community Development services will continue to be offered as outlined below. We appreciate your patience and flexibility as we strive to deliver great service while protecting the health of our customers, our staff, and the general public. Although we will work to be as responsive as possible during this transition, please allow additional time for plan review, permit issuance, and other Community Development services.

### **Plan Check and Permit Issuance**

The Community Development Department is accepting plans and issuing permits, to the extent feasible. We are prioritizing applications for essential home repairs as well as those that pose health and safety issues.

Essential Permits can be issued through the [eTRAKiT portal](#) and include the following permit types:

- Re-pipe due to leaks
- Water heater replacement
- Inoperative HVAC/furnace
- Re-roofs
- Electrical service panels

***Plans Currently Under Plan Check:*** If your project is currently under plan review in paper form, you will be contacted when reviews are completed. Should plans require corrections, an email and/or returned plans will be sent by mail, highlighting necessary corrections and providing instructions for resubmittal.

### **Plan Check Resubmittals**

For resubmittals to plan check, the following items must be included:

- Three (3) sets of new plans
- Three (3) sets of old plans (the last set reviewed)\*
- Written responses to all comments

*\*Note: If slip-sheeting, take old sheets out and replace them with new sheets in each of the 3 sets. Please return old sheets along with plan check resubmittal documents.*

Please note the instructions below for sending documents to City Hall to ensure timely receipt of your plans.

### **Building Permit Submittal Procedures**

**Submittals at City Hall (drop-ins) are currently not being accepted.**

For new submittals, please complete the appropriate form for your project, email it to [bpermit@cityoflagunaniguel.org](mailto:bpermit@cityoflagunaniguel.org), and await further instructions.

[Residential Building Permit Application \(Form 123\)](#)

[Commercial Building Permit Application \(Form 124\)](#)

PLEASE PUT “NEW SUBMITTAL” AND THE PERMIT TYPE IN THE SUBJECT LINE. A permit technician will email you the permit number, submission instructions and information regarding project fees and online payment.\*

**All new submittals should adhere to the [requirements for the project](#).**

*\*Note: All applications and plan check fees can be paid online through eTRAKiT.*

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When submitting required documents for any of the above procedures (depending on the scope of your project), you may use one of the following delivery methods:

1. Electronic submittal (preferred when practical)
2. Dropping off documents to the UPS Store located at 30262 Crown Valley Parkway, Suite B (directly across from City Hall within the Crown Valley Mall); OR
3. Mail documents directly to:

City Hall  
ATTN: Building Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677

### **Revision Submittal Procedures**

When you have field revisions to your approved project, please email [bpermit@cityoflagunaniguel.org](mailto:bpermit@cityoflagunaniguel.org) and include the following information:

1. SUBJECT: Revision to Permit \_\_\_\_\_ (please be sure to include this text and the permit number)
2. [Form 123](#) – Application with a description of the revision
3. PDF attachment, detailing changes\*\* (please only include pages that show changes)
  - All revisions to be clouded
  - Write a narrative of the changes on the front sheet of the plans

*\*\*Note: If changes are more than 5 pages and/or require a structural review, see the above instructions for UPS drop-off location or mail delivery*

When plans have been approved or additional comments are to be made, applicants will receive an email from the permit technician.

For permitting and plan check questions, please email [bpermit@cityoflagunaniguel.org](mailto:bpermit@cityoflagunaniguel.org).

### **Building Permit Inspections (both residential and commercial construction)**

***Exterior Facilities and Unoccupied Interior Spaces:*** In-person inspections can continue with strictly enforced precautionary measures in place as follows:

- No face-to-face contact will take place between inspectors and site personnel. All communication must occur via email, text, or telephone only.
- There shall be no construction personnel, property owners, residents, etc. in the area subject to inspection. All areas must be completely unoccupied.
- Prior to inspector arrival, building plans for the area subject to inspection must be placed on a flat, cleaned surface within or adjacent to the area of inspection.

***Occupied Interior Spaces:*** In-person inspections will be suspended. To the extent possible, inspectors will conduct inspections of these spaces virtually through use of video applications, such as FaceTime, Skype, or WhatsApp. Virtual inspections will be coordinated as necessary by inspectors at the time of appointment.

### **Scheduling Building Inspections**

Please schedule building inspections through our [eTRAKiT system](#), or by calling the inspection request line at (949) 362-4381.