

Building & Safety – Notable Changes to Service, Effective 7/7/20

Until further notice, City Hall is 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.***

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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, 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.*