



## CITY OF HIGHLAND BUILDING & SAFETY DIVISION

27215 Baseline St., Highland Ca, 92346

Permit Counter: (909) 864-8732 X 232 | Inspection Request Line 909-864-8732 X 228

### Plan Check Submittal - Flow Chart

Construction Projects such as Room Additions, Accessory Dwelling Units, New Construction Tenant Improvements, etc. require 3 sets of Plan submitted to the Building Division and will be routed to Building, Fire, Planning, Public Services, Engineering for review.

#### 1 Before a Project Reaches the Building Division

All projects must be submitted to Planning for preliminary review and Guidance. If the Project is approved by Planning they will provide a letter or Conditions of Approval for the project to be submitted along with the Plan sets to the Building Division.

#### 2 Submit Plans

- Applicant submits plan check application and 3 sets of construction plans - Submittal package is checked against the department's "Plan Check Submittal Checklist" requirements
- Plan check submittal package determined to be complete (incomplete submittal package will not be accepted for review).
- Plan Check fees are calculated and paid by the Applicant at the time of submittal.

#### 3 Plan Check/ Plan Review

- Plans routed to applicable departments for review.
- Review time: First review is 10 business days; Subsequent review is 5 business days.
- Plans are reviewed for minimum code requirements contained in California Title 24 and Highland Municipal Code.
- Plan reviews with corrections - Correction letters and red lines are generated by the departments.
- Plan corrections or plan approval are returned to the Building Division.

#### 4 Pick Up & Resubmittal

- Plan reviews with corrections - Building Division creates a resubmittal package for the applicant consisting of departments' correction letters, redlined plans, and a "Resubmittal Checklist" which lists the documents required for resubmittal.
- Applicant is notified by the next business day that plan check corrections are available.
- Plans are Picked up with resubmittal package
- Plan response to are corrections are resubmitted by the applicant to the Building Division along with resubmittal package.
- Plan reviews exceeding three reviews are subject to additional plan check fees. If the plans are not approved after the 3rd plan check, a meeting with your Building plans examiner is highly recommended. Note that hourly plan review fees will apply for any plan check past the 3rd.

#### 5 Approval

- Remaining fees are calculated based on the scope of work from the approved plans.
- Customer pays applicable permit fees.
- Permit is issued to Licensed Contractor or Owner/Builder.
- An approved set of plans & documents are provided to the customer along with the permit/job card.
- Approved set of plans and job card to remain at project job site.