

**City of Garden Grove
Building & Safety Division
Plan Check Process Flowchart**

Applicant obtains pre approval from Planning Division
Pre-approval from Water Division is also required if project includes additional water fixture/s.

Applicant submits 5 sets of plans to the Building Division.
Plans are distributed to:
❖ Building & Safety Division
❖ Planning Division
❖ Fire Dept.
❖ Public Works / Engineering
❖ Water Division (Water Quality & Environmental)
Only three (3) sets are required for Residential Room Additions and / or Remodels.
❖ Estimated time for 1st plan review is 4 weeks.

All Plans Approved

Plans needing Corrections

Building staff notifies applicant to pick-up marked-up plans and corrections list/s.

Building Staff Notifies the applicant that permit/s may be obtained.

All Plans Approved

Applicant makes corrections and resubmits the new revised plans along w/ the marked up plans to the Building Division or to the outside Consultant (if plan check was performed by the outside Consultant).

❖ At this point, applicant is expected to have made all corrections from all City Depts. and outside Consultant / Agencies involved in this Project.
❖ Estimated time for rechecks is 2 weeks.

Applicant obtains permit/s and begins construction.
Inspectors from each dept. / agency involved in the project perform necessary inspections upon notification by the builder.

Plans still need corrections

Builder obtains final sign offs from every dept. / agency involved with the Building & Safety Division's inspector signing last.

The Building & Safety Division issues a Certificate of Occupancy. (if required)

Building Staff or outside Consultant notifies applicant to pick-up marked up plans and correction list/s.