City of Garden Grove
Building Services 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 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.

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.**

All Plans Approved

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

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

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

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

Plans still need corrections

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