



Plan Check Submittal

Construction projects such as Room Additions, Accessory Dwelling Units, New Construction, Tenant Improvements, etc. require 5 sets of plans submitted to the Building Division and will be routed to Building, Fire, Planning, and Public Works/DWP for review.

Step 1: Submit Plans

- Applicant submits plan check application and 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.

Step 2: Plan Check Review

- Plans routed to applicable departments for review.
- Review times: 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 Corona 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.

Step 3: Pick up and Resubmit

- 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.
- Plan review corrections are resubmitted by the applicant to the Building Division.
- Plan reviews exceeding three reviews are subject to additional plan check fees. Meeting proposed by Plan Check Manager. ****Repeat steps 2 & 3 until plans are approved by all departments****

Step 4: Approval

- Inspection 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.