



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
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HANDOUT 302 JULY 2012	PLAN REVIEW PROCESS (PLAN CHECK)
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PURPOSE: Outline the process for reviewing plans (plan check) prior to the issuance of a building permit.

AUTHORITY: 1997 Uniform Administrative Code – Sections 302.2 and 304.3

302.2 Submittal Documents. *“Plans, specifications, engineering calculations, diagrams, soil investigation reports, special inspection and structural observations programs and other data shall constitute the submittal documents and shall be submitted in one or more sets with each application for a permit.”*
EXCEPTION: *“The Building Official may waive the submission of plans, calculations, construction inspection requirements and other data if it is found that the nature of the work applied for is such that reviewing of plans is not necessary to obtain compliance with this code.”*

304.3 Plan Review Fees. *“When submittal documents are required by Section 302.2, a plan review fee shall be paid at the time of submitting the submittal documents for plan review.”*
“When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal item as defined in Section 302.4.2, an additional plan review fee shall be charged.”

- NOTES:**
1. An individual plan review process (plan check) shall be required for the following project types:
 - a. New construction – residential or commercial.
 - b. New construction shoring.
 - c. Addition and/or remodel – residential or commercial.
 - d. Miscellaneous amenities not integral to residential or commercial projects (pools/spas, trellises, fences, exterior fireplaces, etc.).
 - e. Fire sprinkler systems, fire alarm or monitoring systems, miscellaneous fire suppression systems.
 2. The plan review (plan check) process shall fall under one of the following categories. Each category is described in greater detail in this document.
 - a. Over-the-counter
 - b. Submitted – Internal review
 - c. Submitted – External review
 3. Initial submittal documents shall consist of the following as a minimum:
 - a. Three (3) sets of construction drawings.
 - b. Two (2) sets of supporting documentation (structural calculations, Title 24 documents, etc.)
 4. Large scale projects shall require a minimum of five (5) sets of construction drawings.
 5. Of the three (3) to five (5) sets of construction drawings mentioned above, one (1) set may be only architectural drawings but must be clearly marked “Assessor’s Copy”.
 6. Plan review comments (corrections, requests for clarification and/or additional documentation, etc.) will be forwarded by the various reviewing authorities to the applicant for incorporation into the construction drawings. During initial submittal, the applicant will be informed of how many reviewing authorities may provide comments.
 7. The applicant must re-submit corrected drawings as often as necessary to satisfy the requirements of all the reviewing authorities.
 8. Review of corrected drawings and documentation may result in additional comments by the reviewing authority.
 8. Upon receipt of fully-approved construction drawings and documents, the Building Division will review the complete submission package and notify the applicant of any final documents or approvals required or that the permit is ready for issue.

PROCESS:

1. Over-the-Counter Plan Review.

- a. This category of plan review is for small scale projects such as water heater or furnace replacement, fences, re-roofs, gas or electrical metering upgrades, etc.
- b. In some cases, drawings are not required and the review process proceeds directly to permit issuance.
- c. In cases where drawings are required (fence permits, new A/C condensers, etc.), such drawings can be made by the applicant but must comply with minimum standards set forth in City of Coronado Handout #304.
- d. The average processing time for this category of plan review is 15 – 30 minutes.
- e. The reviewing authority is primarily the Building Division but could include Planning and Zoning Division review.
- f. Corrections to drawings submitted are usually accomplished by the applicant while at the counter.
- g. To shorten the processing time, the applicant may apply for permits in this category by submitting, via Fax or E-Mail, a “Fast Track Permit Request” (City of Coronado Handout #105). By doing so, the permit will be processed and ready for pickup upon the applicant’s or their authorized representative’s arrival.
- h. The applicant, or their authorized representative, must sign for the permit, pay the permit fees, and obtain the Field Inspection Record Card at the Building Division counter in City Hall.

2. Submitted – Internal Plan Review.

- a. This category of plan review is for small to medium scale projects such as single-story additions, garages, exterior amenity projects, etc.
- b. Professionally drawn plans are required for projects in this review category but structural calculations and supporting documentation are minimal.
- c. A plan check application is issued and service fees are paid by the applicant prior to commencement of the plan review process. The plan check application has an expiration period of 180 days in which the entire review must be completed. One extension to the expiration period may be granted if requested in writing prior to expiration of the initial review period.
- d. A “Courtesy Notice”, City of Coronado handout #111 may be required.
- e. The average plan review time for the initial listing of comments/corrections or for permit issuance preparation is three to five business days. The timeframe required or taken to re-submit plans is the sole responsibility of the applicant.
- f. The reviewing authorities are the Building Division and the Planning and Zoning Division but could include the City’s Engineering and Public Services Divisions.
- g. In some cases, revised plans and/or additional documents may be required to complete the review process.

3. Submitted – External Plan Review.

- a. This category of plan review is for medium to large scale projects which require extensive scrutiny by “peers” of the professional who prepared the construction plans and supporting documentation for the project.
- b. Professionally drawn plans are required for projects in this review category and structural calculations and other supporting documentation is usually substantial.
- c. A plan check application is issued and service fees are paid by the applicant prior to commencement of the plan review process. The plan check application has an expiration period of 180 days in which the entire review must be completed. One extension to the expiration period may be granted if requested in writing prior to expiration of the initial review period.
- d. A “Courtesy Notice”, City of Coronado handout #111 is usually required.
- e. The average plan review time for the initial listing of comments/corrections or for permit issuance preparation is eight to twelve business days. The timeframe required or taken to resubmit plans is the sole responsibility of the applicant.
- f. The reviewing authorities are the City of Coronado’s Plan Review Consultant, EsGil Corporation, the City’s Planning and Zoning, Engineering, and Public Services Division.
- g. Other reviewing authorities such as the County of San Diego (various departments), the Port of San Diego, the Coronado Unified School District, etc. may become involved in the review process based on the scope of the project.
- h. In most cases, revised plans and/or additional documents are required to complete the review process.