



Project Checklist

BI-37

FAQ – Frequently Asked Questions Project Intake Checklist – Residential

SCOPE OF WORK: NEW ADDITION ALTERATION

SITE ADDRESS: _____

It is important to understand that development requirements may vary depending on the actual site conditions and special requirements apply in some areas of the City.

Does the property have existing permits currently active? ----- Yes No Don't Know
(Additional supplemental permits must be coordinated with existing active permits)

Does the property have existing STOP WORKS on file? ----- Yes No Don't Know
(Investigation Fees will apply to projects where work was started without proper permits)

Is the property located in a community that is subject to HOA review? ----- Yes No Don't Know
(HOA review and approval is required prior to City issuance of building permit – plans must be submitted that show HOA approval has been obtained)

Is the property located adjacent to top of slope or bluff? ----- Yes No Don't Know
(Special geotechnical evaluation / report may be required)

Is the property located in an area of the City that has overhead utilities? ----- Yes No Don't Know
(Project review by AT&T, SDG&E, and COX may be required)

Land Use

Is the property a designated "Historical Structure"? ----- Yes No Don't Know
(Project may require Cultural Heritage Permit from the Planning Division)

Is the property in close proximity to designated "Historical Structure"? ----- Yes No Don't Know
(Project may require Cultural Heritage Permit from the Planning Division)

Is the property located in "Special Architectural Overlay District"? ----- Yes No Don't Know
(Project may require Architectural Permit and/or Cultural Heritage Permit from the Planning Division)

Is the property located within the “Coastal Development Zone”? ----- Yes No Don't Know
(Project may require an In-Concept Review from the Planning Division and a Coastal Development Permit from California Coastal Commission)

Is property located adjacent to environmentally sensitive “Coastal Canyons or Bluffs”? ----- Yes No Don't Know
(Project may require an In-Concept Review from the Planning Division and a Coastal Development Permit from California Coastal Commission)

Engineering

Does the property have existing public sidewalks installed? ----- Yes No Don't Know
(Projects without sidewalks may be required to install sidewalks)

If sidewalks do not currently exist -

Do the proposed project improvements total \$50,000 or more? ----- Yes No Don't Know
(Projects without sidewalks may be required to install sidewalks)

Have you reviewed records for the existence of any “easements”? ----- Yes No Don't Know
(Proposed construction within an easement requires review by the Engineering Division and Encroachment Permit)

Proposed project is located within a designated FEMA “flood zone”? ----- Yes No Don't Know
(Proposed construction within an easement requires review by the Engineering Division and Encroachment Permit)

Fire Safety

New Construction

All new residential construction requires installation of automatic Fire Sprinklers. ---- Yes No Don't Know

Additions to Residential

Is existing structure equipped with fire sprinklers? ----- Yes No Don't Know
If YES – then the addition must be protected with fire sprinklers.

If the existing building does not currently have fire sprinklers – the addition AND the existing building must be protected with fire sprinklers when any of the following conditions apply –

Is the floor area of the addition 750 square feet or more? ----- Yes No Don't Know

Is the floor area of the addition equal to or greater than 50% of the existing floor area? ----- Yes No Don't Know

Is an additional story being added? _ ----- Yes No Don't Know

Is the property located adjacent to non-irrigated native vegetation or a slope? ----- Yes No Don't Know
(Project may require a fuel modification plan to be approved by Orange County Fire Authority and special fire-resistive construction features will be required)

Is the property located within a “Special Fire Protection Area” (SFPA)? Or within a Very High Fire Hazard Severity Zone (VHFHSZ)? ----- Yes No Don't Know
(Project may require a fuel modification plan to be approved by Orange County Fire Authority and special fire-resistive construction features will be required)