Project Checklist

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?
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)?  -----------------  □Yes  □No  □Don’t Know
Or within a Very High Fire Hazard Severity Zone (VHFHSZ)?
(Project may require a fuel modification plan to be approved by Orange County Fire Authority and special fire-resistive construction features will be required)