

## Qualified Projects

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- Residential remodels
- One story residential additions
- Decks/balconies and/or patio covers
- Swimming pools and spas
- Residential retaining walls limited to one property
- *The Shops* interior tenant improvements with a valuation less than \$50,000, excluding restaurants



MISSION VIEJO

City of Mission Viejo  
200 Civic Center  
Mission Viejo, CA 92691

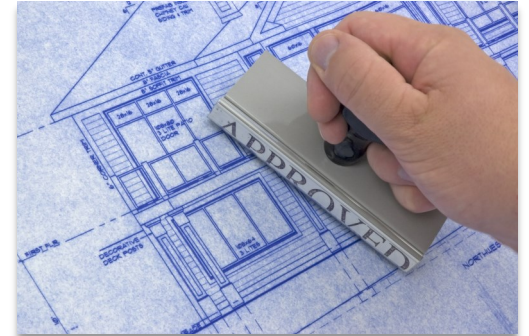
***Appointments: 949-470-3054  
permit-day@cityofmissionviejo.org***



MISSION VIEJO

## Same Day Appointment Plan Check Program

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*Beginning February 28, 2018*



## Purpose

The purpose of this program is to offer expedited plan review and approval for qualified projects. This service will be provided the same day utilizing an appointment system and subject to the guidelines on the adjacent panels of this pamphlet.

Small Residential Projects that don't qualify for this program (as permits are already issued over the counter) include solar systems, window replacements, water heater change-outs, reroof permits, trellises complying with city hand outs, residential re-pipe, residential heating, ventilation and air conditioning systems, electrical service upgrades, commercial wall signs and bathroom and kitchen remodels where no bearing walls are removed.

## Guidelines

**Appointments can be scheduled by calling (949) 470-3054 or emailing [permit-day@cityofmissionviejo.org](mailto:permit-day@cityofmissionviejo.org).**

The Same Day Plan Check Program is conducted every Wednesday and appointments will be made on a first-come, first-served basis. There are six time slots available per day: 9:00, 10:00, 11:00, 1:00, 2:00 and 3:00.

- Applicants for qualified projects may schedule an appointment to have their projects reviewed. The review may result in approval and issuance of a permit, or the applicant may receive a list of required corrections to be completed and verified prior to permit issuance.
- Projects must be complete, including all supporting documentation, as outlined in the City's "Residential Submittal and Tenant Improvement Checklist."
- Once review is complete, the applicant will be directed to the Building Counter for payment of applicable fees before release of corrections or permit issuance.

## Guidelines (continued)

- To ensure compliance with the planning standards, all applicants are advised to arrive at least 15 minutes early to consult with a planner before the scheduled appointment.
- Applicants that employ a design professional are required to have that design professional present at the appointment to address staff questions and inquiries.
- This service is available for first review only. Rerechecks or reviews may be done by appointment or over the counter other days of the week, following normal procedures.

