

## **PLAN ROUTING PROCESS**

Applicant submits 6 sets of plans and 1 USB with digital plans to the **Building & Safety Division** The Building & Safety Division processes and labels each plan. 4 sets of plans are routed in-house to Building, Planning, Engineering and Water. 2 sets of plans and USB are returned to the applicant. Applicant takes plans directly to the Orange County Fire Authority (OCFA) OCFA receives the plans and OCFA receives the plans and determines that their review is determines that their review is **not** required required OCFA stamps the plans with OCFA processes plans, collects "No Review Required" OCFA fees, and assigns a Service routes plans directly to the Request Number City of Garden Grove Building & Safety Division. OCFA handles all resubmittals of corrections with the Applicant until the plans are approved OCFA notifies Applicant when plans are approved and collects any additional fees Building & Safety Division receives the stamped OCFA plans. When the plans are ready to issue (all City of Garden Grove OCFA routes approved plans Departments have approved) the applicant is directly to the City of Garden notified and the permit is issued. Grove Building & Safety Division Once all required inspections are signed off, including the OCFA fire Applicant contacts OCFA to schedule a inspection, the Building & Safety Fire inspection referencing the Service Division can conduct a Final inspection 8/13/19 Request number. and final the permit.