Village Management Services, Inc.

MANOR ALTERATIONS
MUTUAL CONSENT PROCESS MAP

1 Member submits mutual consent (MC) application for review.
Member

2a MC application is reviewed for completeness and entered into the system.
Status: PCP (Plan check in progress)

2b Incomplete MC application is placed on hold.
Member • Status: RQST (Requested information from member)

3a Plan check completed. VMS inspector signs MC application.
Status: POP (Pending obtaining payment)

3b If VMS inspector has questions about submitted plans.
Status: OH(On hold)

4 Payment completed. Approved MC application is released to the member along with final steps.
Status: MC (Member contacted/work pending)

5 Contact Laguna Woods City Building Permits at 949-639-0500 to verify whether approved MC work requires a city permit.
Member

6a If a city permit IS required,
1.) bring two copies of approved MC application to the Laguna Woods City Building Permits office, and
2.) email city inspector-signed permit to alterations@vmsinc.org.
Member

6b If a city permit IS NOT required,
1.) once work is complete, contact Manor Alterations to request a final inspection, and
2.) email a photo of completed work to alterations@vmsinc.org.
Member

7 City permit and city final are reviewed for completeness and entered into the system for VMS final walk inspection.
Status: Final Walk

8a VMS final walk inspection is completed.

9 Inspector signs city final. MC is complete.
Status: CM (Complete)

8b Failed final walk inspection; items must be corrected.
Status: CCH (Consent correction hold)

Revised on 05/31/2024