

MUTUAL CONSENT CLASSIFICATIONS

CLASSIFICATION I – This level involves an alteration permit issuance that can be made over the counter (OTC) with a request to Manor Alterations. Permits in this classification will require only a final inspection for closeout, with no city permit required. A completed application for the mutual consent, certification of liability insurance (COLI) and the permit fee are all that are required. The following are mutual consent (MC) permits allowed in this classification:

1. Carport cabinets, A/C replacements in Third (mini-split or A/C replacements in United only like-for-like replacements can be handled in the permitless notification) and existing water heater replacements (requires city permit but can be issued in a day)
2. Gate revisions
3. Flooring replacements in Third if no disturbance of existing vinyl tile or black mastic. This is a permitless process in United
4. Wall hangers: No permit is required for hanging pictures or light ornamentation on the walls when no demolition is required

CLASSIFICATION II – This level involves an alteration permit issuance that would be accepted OTC and will require an alterations inspector for plan review and approval. Some MCs also will require a demolition permit. A city permit is likely required if any minor structural and mechanical modifications (plumbing, electrical, mechanical) are needed. Permits in this classification will require only a final inspection for closeout and the member's submittal of the signed-off city permit. No variance requests are accepted under Classification II. The following are MC permits grouped in this classification:

1. Kitchen renovation, bathroom renovation, HVAC unit modifications
2. Patio covers, partition wall modifications, window replacements, ceiling lighting, mechanical alterations of electrical, HVAC unit installations and mini-splits, plumbing (waste and/or water line revisions)
3. Doorway modifications that do not require a structural change
4. Solar tubes

CLASSIFICATION III: This level involves an alteration permit issuance that must be reviewed in depth by an alterations inspector. Applications in this classification will require a demolition permit; asbestos monitoring, reporting and clearances; an improvement permit; a city permit; and a final inspection for closeout. A variance approval and land covenant processing may be necessary. The following are permits grouped in this classification:

1. Atrium enclosure; breakfast room addition
2. Modifications to exclusive use common area
3. Structural modification of any nature
4. Any common area use agreement requirement inclusive of solar roof panels

5. Garage encroachment build-out
6. Partition wall modifications
7. Any work in common area

If you have further questions, please contact Manor Alterations at 949-597-4616 or alterations@vmsinc.org.

If you have questions about city permits, please contact the City of Laguna Woods at 949-639-0500 or cityhall@cityoflagunawoods.org.