



## CONCURRENT PLAN CHECK SUBMITTAL CHECKLIST

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The following types of plans and calculations must be included in the five complete sets upon plan check submittal. Incomplete sets will result in plan check delays.

- Architectural
- Structural
- Title 24 Energy Compliance Forms
- Structural Calculations
- Soils/Geology Reports
- Building Commissioning Plan
- Demolition Plan
- Shoring and Excavation Plan
- Landscape Plans (On Site)
- Landscape Plans (Public Right Of Way)
- Transportation Plans (Pedestrian and Vehicle access and Parking)
- Civil Plans
- Storm Water Pollution Plans (if applicable, contact Environmental Services, Matt Magener @ (323) 848-6894)
  - OC1 (Owner Certification Form)
  - LID Plans (Plans low impact Development Plans)
  - SWPPP (Storm Water Pollution Prevention Plans)
- Construction and Demolition Debris Recycling Plan
- Response to the Planning Permit Conditions of Approval
- Tenant Habitability Plan
- Rent Stabilization Ordinance (Ellis Act)
- Developer Application for Urban Art Program
- Street and Parkway Improvement Plan
- Construction Period Mitigation Plan

I hereby acknowledge the above plans are included in the submittal package and understand that missing items will result in possible delays

Applicant's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CONCURRENT PLAN CHECK SUBMITTAL REQUIREMENTS

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To assist you with the plan requirements for permit applications, in addition to architectural and structural plans please use the following guidelines in preparing your plans for review by City Departments and Divisions. Please include existing and proposed construction on one page.

- 1) Number of copies: Minimum of five (5) copies of plans are required for submittal.
- 2) Sheet size: Not larger than 24" X 36", nor smaller than 11" X 17".
- 3) Scale: Plans must be drawn to scale at a size to show all information clearly. (1/4" per foot or 1:10 for Architectural Plans) (1:20 for Engineering and Transportation Plans)
- 4) North arrow: Use directions with North located at the top of the sheet, and use assumed North rather than true North.
- 5) Title Block (which includes the following):
  - a) Project address
  - b) Applicant name, address and phone number
  - c) Architect/Engineer/Designer name, address and phone number
  - d) Architect/Engineer/Designer Seal and wet signature (If applicable)
  - e) Date of plan with box for revision dates
  - f) Sheet numbers
- 6) Property dimensions: Length and width of property lines must be indicated. Label all property lines with "PL" notation.
- 7) Building footprint: Indicate location of all structures on property, include square footage calculation for each structure. (existing and proposed)
- 8) Setback dimensions: Indicate front, rear and side measurements from all structures to property lines. Include any projections into setback areas.
- 9) Adjacent lots: Indicate location of structures located on all adjacent lots.
- 10) Existing and proposed use: Of all structures on property.
- 11) Parking: Identify existing and proposed parking areas and striping. Include parking spaces, aisles, driveways, garage doors and loading spaces. Include dimensions of the above items (length and width) and include the type of space. (standard, compact or disabled)



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- 12) Lot coverage calculation: Indicate on plan. (Example: square footage of all structures divided by square footage of lot area)
- 13) Landscape: Clearly identify and label all landscaped, asphalt and concrete areas. Include types of trees and planting materials.
- 14) Easements: Indicate location on the property of any public or private easements, such as utility or access right-of-ways. Include width and length dimensions. If none exist, indicate this on the plan.
- 15) Walls, Fencing and Gates: Identify and indicate location and height of all walls, fencing and gates located on the property. Include trash enclosure areas. Indicate the swing direction of the gates. Clearly dimension location in relationship to property line. (front, rear and sides)
- 16) Mechanical Equipment: Identify and locate all roof and ground mounted mechanical equipment. (water heaters, air conditioning units, etc.)
- 17) Elevation and sections (which includes the following):
  - a) Clearly show location of all window and door locations.
  - b) Plan shall be fully dimensioned.
  - c) Show elevations on all sides and label North, South, East and West.
  - d) Indicate location of mechanical equipment and projections.
  - e) Indicate roof pitch and eave overhang. (Numerator)
  - f) Indicate location of exhaust vent termination point and ventilation equipment.
  - g) Show building wall distance to property line. Include eave overhang distance.
  - h) Show silhouette of adjacent buildings and structures.
  - i) Indicate location of trash enclosure.
  - j) Plan sections, including:
    1. Direct relation to elevation plan
    2. Roof and floor plate lines
    3. Grade elevation (existing and proposed)
    4. Location of property lines



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18) Street and Parkway Improvement Plan:

- a) Plan view of off-site improvements.
  - 1. Clearly show property lines.
  - 2. Sidewalks
  - 3. Driveways
  - 4. Corner ramps
  - 5. Street Trees
  - 6. Utility poles
  - 7. Utility boxes or transformers, labeled (water, street light, telecom, etc.)
  - 8. Fire Hydrants
  - 9. Existing and proposed water meter boxes, vaults (fire and domestic)
  - 10. Street lights
  - 11. Traffic sign posts and traffic signals
  - 12. Street furniture (benches, trash cans, bus shelters, bike racks)
  - 13. Catch basins, curb drains
  - 14. Parking meters, parking spaces, parking tees
- b) Profile view of off-site improvements
  - 1. Top of curb elevations
  - 2. Flow line elevations
- c) Notice to Contractors
- d) Construction Notes

19) Construction Period Mitigation Plan: This is typically a Word document that describes how you will mitigate the impact of construction to the surrounding community. There are approximately 15-20 questions for you to answer. Samples can be found on the City's website.

**In addition to the guidelines outlined above the following items may be required. Please note, include existing and proposed construction on two separate pages.**

20) Site summary, which includes the following: (see sample)

- a) Land use zone.
- b) Density.
- c) Heights.
- d) Setbacks
- e) Required parking calculations.
- f) Square footage of all spaces in structures/buildings.