



SINGLE FAMILY RESIDENTIAL ADDITIONS & REMODELS

Submittal requirements for residential additions or remodels shall include:

- I. The Building and Safety Division is only accepting electronic submittals. Please refer to the City of West Hollywood's Building and Safety's Online Services [webpage](#).
- II. Digital plans and supporting documents, when required by the State and Business and Professions Code, shall be stamped and signed by a California-licensed Architect or registered Engineer.
- III. Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division.
- IV. The following items shall appear on the first sheet of the drawings:
 - A. **Applicable Codes:** 2022 California Residential, Mechanical, Electrical, Plumbing, Green Building Standards, and Energy Codes with 2023 Los Angeles County Amendments
 - B. **Building Code Data:** Occupancy Group: R-3 – single family residences; U – Private garages; Type of Construction: V-B
New & existing floor area per occupancy and per story;
Number of stories
 - C. **Scope of Work:** Provide a detailed written description on project scope on the first page of plans
- V. Plans shall consist of:
 - A. **Plot Plan:**
 - 1) Legal description, site address, and North Arrow.
 - 2) Plan to be to scale and fully dimensioned.
 - 3) Location and size of building and any additions on the property relative to property lines and other structures.
 - B. **Foundation Plan and Details:**
 - 1) Footing sizes and reinforcing.
 - 2) Slabs thickness, reinforcing and moisture barrier, if required.
 - 3) Locations and sizes of hold-downs and anchor bolts.
 - C. **Floor Plan**
 - 1) Provide both new and existing plans showing layout of all walls, windows, doors, etc.
 - 2) The uses of both new and existing areas within the structure.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division

tel 323.848.6475 fax 323.848.6569

(continued from previous page)

- 3) Size, type, and location of doors and windows.
 - 4) Framing information (size, spacing, and directions of joists and rafters, headers, beams and columns, shear walls, floor diaphragms) may be shown here or on a separate framing plan.
 - 5) Plumbing, mechanical and electrical fixtures and equipment.
- D. **Roof Plan** (may be combined with plot plan, if simple):
- 1) Roof material, slope, ridges, valleys, overhangs, roof framing members, roof diaphragms.
- E. **Exterior Elevations:**
- 1) Show ceiling height, finishes, doors/windows.
 - 2) Overall building height.
- F. **Framing Sections:**
- 1) Show roof, floor and wall construction, and the foundation.
 - 2) Interior finishes and insulation.
- G. **Details:**
- 1) Show structural details for connections of framing members to each other and to the foundation providing a continuous load path for both gravity and lateral (wind or seismic) loads.
- H. **Energy Compliance:**
(*Information below addresses the Prescriptive approach only. The performance approach may also be utilized).
- 1) [2022 CF1R-ADD/ALT](#) forms to be completed and filed on the plans.
 - 2) 2022 Single-Family Residential Mandatory Measures addressed and filed on plans.
 - 3) Any other applicable forms as required to be filed on plans.
- I. **Green Building Compliance:**
- 1) Alterations to existing structures require compliance with 2022 CALGreen Mandatory Measures and the 2023 Los Angeles County Amendments
- J. **Structural Calculations / Engineered Designs:**
- 1) When a building of otherwise conventional construction contains structural elements exceeding the limits of section R301 of the California Residential Code, or otherwise not conforming to the code, these elements shall be designed in accordance with accepted engineering practice and shall require structural calculations to be stamped and signed by a licensed Engineer.
- VI. Construction documents (plans/calculations) shall be wet-stamped and signed by a California licensed Architect or Engineer for all dwellings of wood frame construction more than one story in height or with a basement.
- VII. Prior to the issuance of a building permit, debris removal mitigation plan shall be reviewed and approved through West Hollywood Environmental Services. Contact Matt Magener at (323) 848-6894.