



SHORING/EXCAVATION PLAN SUBMITTALS

Submittal requirements for shoring/excavation shall be submitted under a separate building permit application and include:

- I. Prior to the approval of a building permit, reviews and approvals from other City and County /State agencies shall be obtained.
 - A. Planning Division approval shall be obtained prior to Building and Safety submittal.
 - B. A Construction Mitigation Plan shall be reviewed and approved by Code Enforcement prior to building permit issuance.
 - C. Elements encroaching into the public right of way shall be reviewed and approved by the Engineering Division prior to the issuance of a building permit.
 - D. Projects that involve dewatering shall require approval from California Regional Water Quality Control Board prior to issuing permit. Please Contact Vilma B. Correa at (213) 576-6794. Approved plans are required in order to issue building permits (if applicable).
- II. The Building and Safety Division is only accepting electronic submittals. Please refer to the City of West Hollywood's Building and Safety Online Services webpage.
- III. Digital plans and supporting documents, when required by the State Business and Professions Code, shall be stamped and signed by a California licensed Architect or registered Engineer.

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

 - A. Structural
 - B. Structural Calculations
 - C. Soils/Geology Report
 - D. Dewatering Plans (if applicable)
 - E. Construction Mitigation Plan
- IV. The following information shall appear on the drawings:
 - A. Shoring plan. Show dimension setbacks to property lines, to other adjacent buildings on the lot, locations of neighboring structures, existing utilities, and public right-of-ways.
 - B. Applicable Codes: 2022 California Building Code with 2023 Los Angeles County Amendments. Include all design criteria.
 - C. Scope of Work: Provide a detailed written description of project scope.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323.848.6475 fax 323.848.6569

- D. Project information such as owner, architect, contractor, engineer, and geologist of record.
- E. Elevations showing adjacent finish grade and locations of tiebacks.
- F. Structural details, material specifications, and installation procedures.
- G. Plans are required to be wet stamped and signed by the Engineer of Record. Final Plans must also be reviewed and stamped by the Geotechnical Engineer for conformance to recommendations provided in geotechnical investigation.

Note: When all required approvals are obtained, only the property owner, licensed contractor, or authorized agent may obtain permits. If an agent for the contractor or owner will be pulling permits, a formal notarized letter is required authorizing the individual to pull permits on their behalf.