



## MULTI-FAMILY 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 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 Building, Mechanical, Electrical, Plumbing Green Building Standards, and Energy Codes with 2023 Los Angeles County Amendments
  - B. **Building Code Data:** Occupancy Group: R-2 – multi-family residences; Type of Construction: 1-A, V-A, or V-B etc.  
New & existing floor area; Number of stories
  - C. **Scope of Work:** Provide a detailed written description on project scope.
- V. Plans shall consist of:
  - A. **Plot Plan:**
    - 1) Legal description and site address.
    - 2) Location and size of remodel and/or addition on the property relative to property lines and other structures and adjacent tenant spaces.
    - 3) North arrow.
  - B. **Floor Plan:**
    - 1) Provide **both** new and existing plans showing layout of all walls, windows, doors, etc.
    - 2) The use of all rooms and spaces within the residence shall be labeled on both new and existing plans.
    - 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) for both existing and new construction.
  - C. **Wall Sections:**
    - 1) Framing information for any new partitions walls including: wall construction information, top and bottom support connections, insulation, finishes, etc.



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**D. Suspended Ceilings and Soffits:**

- 1) Reflected ceiling plan indicating ceiling heights and finishes.
- 2) Gravity and lateral support details and layout information for any suspended ceilings.
- 3) Soffit framing details: attachment support connections to walls, ceilings, etc.

**E. Energy Compliance:**

(\*Information below addresses the Prescriptive approach only. The performance approach may also be utilized).

1. For Low-rise Multi-family buildings (3 stories or less):

- [2022 LMCC-ENV-E](#) to be completed and filed on the plans for modifications to the building envelope.
- Mandatory Measures addressed and filed on plans.
- Any other applicable forms as required to be filed on plans depending on scope of work.
- Include documentation of compliance on plans.

2. For Multi-family Buildings (greater than 3 stories):

- [2022 NRCC-ENV-E](#) to be completed and filed on the plans for modifications to building envelope.
- [2022 NRCC-LTI-E](#) for altered and/or additional lighting load printed on plans.
- Mandatory Measures addressed and filed on plans.
- Any other applicable forms as required to be filed on plans depending on scope of work.
- Include documentation of compliance on plans.

**F. Green Building Compliance:**

- 1) Alterations to existing structures require compliance with 2022 CALGreen Mandatory Measures and the 2023 Los Angeles County Amendments.

**G. Structural Calculations / Engineered Designs:**

- 1) Structural plans and details are required for any additions or structural alterations.
- 2) Structural calculations are required for any additions or structural alterations.
- 3) All structural information provided shall be stamped and signed by the Engineer of Record.

**\*\* For Condominiums: A formal letter from the Homeowner's Association is required in order to obtain permits.**