

# MINIMUM DUPLEX SUBMITTAL REQUIREMENTS

Note: This is not intended to be an exhaustive list. The items circled are requirements for a sample project and are typically required for a complete application. Additional or fewer submittal items may be required depending on individual project and site conditions.



## County of Los Angeles Minimum Plan Submittal Requirements for Postentitlement Phase Permits (GC 65913.3)

*If applicable, the following may be required:*

1. A minimum of two (2) sets of complete plans and one (1) additional set of site plan, floor plan, and elevations shall be submitted (jurisdiction may require additional sets); partially completed plans will not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies (no ink), fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) on sheets which are 18" x 24" Min. (24" x 36" recommended). Superfluous general notes and details which do not apply to the proposed construction project shall not be included on the plans.
4. All plans submitted must be signed by the person responsible for their preparation. When required, plans must be wet stamped and signed by a licensed architect or engineer registered in the state of California.
5. A fully dimensioned **SITE PLAN** which contains the following information is required:
  - Project address
  - Name, address, and telephone numbers of the owner and the person responsible for the preparation of the plans.
  - All easements and restricted use areas, with dimensions.
  - Landscaping, floor area ratio, and lot coverage tabulations in both square feet and as a percent (%) of the lot.
  - North arrow.
  - All structure-to-property line setback dimensions (existing and proposed).
  - Location of all property lines.
  - Dimensions of all architectural projections (mansards, marquees, bay windows, signs, cornices, balconies, awnings, eaves, etc.).
  - Street name(s) for all adjacent streets, and street center lines.
  - Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces (not required for privately funded single-family dwellings).
  - Grade elevations at property line corners, at driveways, and at garage floor.
  - Show all proposed and existing utility meters, public sewer connections, private sewage disposal systems, and fire hydrant locations.
  - Locations of all buildings / structures on adjacent property within 10 feet of property line. (For shoring requirements, see item 19).
  - Location and dimensions of all walks, driveways, and hardscape.
  - Show the location of top or toe of any slope on property.
6. A **DRAINAGE PLAN**, when required, shall include the following information and details:
  - Site drainage patterns
  - Drainage devices, such as catch basins, area drains, and sump pumps
7. **GENERAL NOTES** shall be included on the plans to address all construction requirements. The general notes shall include information which addresses the following:

<ul style="list-style-type: none"><li>• Applicable codes.</li><li>• Occupancy classification, and use</li><li>• Construction Type</li><li>• If fire sprinklers are to be provided</li><li>• Assessor's Parcel Number</li><li>• Legal description of parcel</li><li>• Building material specifications</li></ul>	<ul style="list-style-type: none"><li>• Lot area</li><li>• Building area</li><li>• Building height</li><li>• Zone (Fire, Seismic, etc.)</li><li>• Description of work</li><li>• Allowable area analysis</li></ul>
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8. A **SITE SURVEY**, when required, shall contain the following information:
  - Name, address, telephone number, and State of California license number of surveyor.
  - Locations of property lines, structures on property, and/ or grade elevations and topography.

9. **SEPARATE PERMITS** may be required for any of the following:

- [Electrical \(link to submittal requirements\)](#)
- [Mechanical \(link to submittal requirements\)](#)
- [Plumbing \(link to submittal requirements\)](#)
- Site improvements such as Pools and Spas
- Retaining walls (other than walls which are part of the building)
- Fences
- [Grading \(link to submittal requirements\)](#)
- Demolition
- Driveway Aprons and Street use
- Public Street and Storm Drain improvements ([link to submittal rqmts](#))

10. Fully dimensioned **FLOOR PLANS** are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction.

11. Fully dimensioned details indicating compliance with **DISABLED ACCESS** requirements, including (not required for privately funded single family dwellings and duplexes):

- Disabled unit(s) and disabled adaptable unit(s).
- Disabled parking spaces
- Paths of travel from disabled parking spaces to building entrance
- Building entrance and paths of travel within the building
- Disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.

12. Dimensioned **STRUCTURAL PLANS** shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for:

- All critical connections
- All construction assemblies
- Size, location, and embedment depth of all anchor bolts, including bolts required for hold-down devices.
- Concrete reinforcement details, including the size, spacing, location and number of reinforcing bars.
- All lateral force-resisting elements, including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
- For prefabricated trusses, plans must indicate type of truss and connection details at time of submittal.

13. Complete **STRUCTURAL CALCULATIONS** shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.

14. Fully dimensioned **EXTERIOR ELEVATION** drawings shall be provided that show existing and finished grade lines. Show wall and roof finish material, and location of all openings. The elevation drawings shall identify the building height at all critical locations.

15. Fully dimensioned **SECTION** drawings shall be provided through the building at all significant locations. At least two sections shall be provided in orthogonal directions.

16. A complete and dimensioned **LANDSCAPE AND IRRIGATION** plan, prepared by an individual licensed in the state of California to prepare and stamp such a plan, may be required for all new construction and most other projects which will revise existing parking and/or landscaping.

17. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. Energy conservation calculations shall be provided for computer or points method.

18. The type of soil and bearing value shall be indicated on the plans. Where expansive soil conditions exist, refer to local jurisdiction requirements. A **SOIL/ GEOTECHNICAL REPORT** may be required by the local jurisdiction ([link to "Manual for Preparation of Geotechnical Reports"](#)).

19. **SHORING** plans and calculations may be required for all excavations which exceed four feet in depth or which remove lateral support from an existing building, an adjacent property or the public right of way.

20. If a new, relocated or upgraded **ELECTRIC SERVICE** is required, applicants must contact the local utility company for approval of meter location and the available short circuit current information.

21. **NPDES** requirements shall be incorporated into the construction documents.

Note: Plans, calculations, and other documents submitted for permit must comply with applicable law, including but not limited to the Los Angeles County Building Codes.