

CITY OF HERMOSA BEACH – COMMUNITY DEVELOPMENT DEPARTMENT PLAN CHECK PROCESS FOR OBTAINING A BUILDING PERMIT¹

Pre-Submittal Meeting (Optional) All applicants may meet with Planning staff (during Planning counter hours, 7:00AM - 6:00PM, Monday through Thursday) before submitting for planning review *Reviewed Concurrently with Plan Check **Formal Submittal** Submittal requirements include: **Public Works* LA County Fire*** 1) Building permit application 2) 1 set of architectural plans (24" x 36") Building plans need C-Sheet, LID, and En-3) 1 set of landscape plans (24" x 36") to be submitted to LA croachment Review 4) 1 wet stamped topographical lot survey or County Fire for concontact PW directly current plan check lot line survey 1) PW C-Sheets and LID (required for more than 400 review sq. ft. addition per HBMC Section 12.08.010) **Zoning/Planning Review** Incomplete application (maximum 30 days per round of review) Architect/Designer makes corrections and resubmits plans to the City **Deemed Zoning Approved Building/Structural Review** City's Consultant (Hayer) re-If in the Coastal Zone **Stamped Zoning Approved** views Plans for Building Code compliance, and Structural Stamped AIC for CCC Approval (up to 7-10 business Review: 2 sets of plans days per review round) **Building and Planning** (24" x 36") and CD with a **Division Final Review²** single PDF of plans. Once the CCC holds a hearing or approves as waiver **Step 1: Planning Final Review** Corrections, as needed and the project is ap-(approx. 2 weeks) proved, CCC will send Architect/Designer makes HB the letter of approval Step 2: Building Final Review corrections and resubmits and stamped plans. plans to the City (approx. 2 weeks) **Acronyms Used Application Deemed** 1. Approved in Concept (AIC) Complete³ 2. California Coastal Commission (CCC)

Building Permit Issued

C-Sheet (Civil Engineering Sheet)
City of Hermosa Beach (HB)
Low-impact Development (LID)

Public Works (PW)

¹ EXCEPTION: Over the counter permits including, but not limited to, re-roof, fences, non-structural residential remodel do not need to go through plan check review

² NOTE: At time of final planning review, HB will need approved C-Sheets, LID, Encroachment Review, LA County Fire approval and proof of CCC approval, if applicable

³ NOTE: After the Application is deemed complete and before the building permit can be issued all required documents for the specific project type are due to HB.