



City of Hermosa Beach

Community Development Department | Planning Division

1315 Valley Drive, Hermosa Beach, CA 90254

o: 310-318-0235 e: communitydevelopment@hermosabeach.gov

Office Hours: Monday – Thursday 7:00 AM – 6:00 PM

Plan Submittal Checklist for Residential and Commercial Projects

Project Address	
Property Owner's Contact	Name: Email: Phone:
Zoning Designation	
Scope of Work	

	(1) 24" X 36" Full set of architectural plans to scale with dimensions
	C-Sheets Signed off by the Public Works Department <i>(Total S.F. Habitable and/or accessory structures expansion 400 S.F. or more?)</i>
	LID Required? - All New construction is required - For existing site where 2,500 SF of surface area of lot is disturbed
	Wet Stamped Lot Line or Topographic Survey <i>(lot dimensions, property corners)</i>
	Complete Project Summary Table
	Site Plan: <i>(Property lines, lot dimensions, property corner elevations, setbacks)</i>
	Proposed Floor Plan: <i>(Property lines, lot dimensions, property corner elevations, setbacks)</i>
	Existing Floor Plan: <i>(Property lines, lot dimensions, property corner elevations, setbacks)</i>
	Roof Plan: <i>(Property lines, lot dimensions, property corner elevations, setbacks, critical points, dimensions to critical points)</i>
	Elevations: <i>(property lines, property corners, critical points)</i>
	Open Space: <i>(square footages)</i>
	Parking Spaces: <i>(number of parking spaces, driveway slopes)</i>