



GENERAL REQUIREMENTS TO SUBMIT FOR PLAN REVIEW & REQUIREMENTS FOR PERMIT ISSUANCE

This is a general guide to provide reference as to what is required when submitting plans to the Community Development Department and an outline of what may be required for permit issuance. All submittals will be pre-reviewed for completion, if the submittal is missing required information, then the submittal will not be accepted for plan review. The Community Development Department will review the submittal for compliance with the applicable codes and may require additional information.

The City is implementing improvements that closely match surrounding jurisdictions and has implemented a **Concurrent Development Review Process**. Concurrent development review has been implemented to improve review timeframes and to streamline the development review process. **All submittals are being reviewed concurrently by Planning, Building, and Public Works (if needed).**

*If you would prefer not to take advantage of the concurrent review process, we do offer a **Preliminary Planning Review Service**. A Preliminary Planning Review is a submittal that is only routed to Planning and includes one review and one round of comments by Planning. If you would prefer to utilize the Preliminary Planning Review option, please contact us. This service is at a reduced rate of approximately \$200.00.*

- SECTION 1:** REQUIRED DOCUMENTS FOR SUBMITTAL
- SECTION 2:** REQUIRED PLANS FOR SUBMITTAL
- SECTION 3:** CURRENTLY ADOPTED CODES
- SECTION 4:** REQUIRED REVIEWS PRIOR TO FINAL PLAN APPROVAL
- SECTION 5:** INFORMATION REQUIRED ON PLANS
- SECTION 6:** HOW TO SUBMIT PLANS FOR REVIEW

I) **SECTION 1:** REQUIRED DOCUMENTS FOR SUBMITTAL

- 1) BUILDING PERMIT APPLICATION
- 2) WATER EFFICIENT LANDSCAPE ORDINANCE (WELO) DETERMINATION FORM.

All projects are required to fill out the WELO Determination Form, regardless of whether the project is proposing landscaping.; [HBMC 8.60](#)

II) **SECTION 2:** REQUIRED PLANS FOR SUBMITTAL

- 1) CIVIL PLANS AND REPORTS.

Projects that are adding more than 400 sq. ft. in floor area will require a separate review by the Public Works Department. The attached checklist will be required to be approved by the Public Works Department and attached with the initial submittal.;

[HBMC 12.08](#)

- 2) ARCHITECTURAL PLANS, including the following sheets:
 - A) Topographical Lot Survey OR Lot line Survey; [HBMC 17.04](#)
⇒ Planning may also require these when new footings are not within the proposed scope of work, please contact a Planner at planning@hermosabeach.gov to determine what type of survey is required based on the entire scope of work.
 - B) Existing and Proposed Full Site Plans
 - C) Existing and Proposed Full Floor Plans
 - D) Existing and Proposed Full Roof Plans
 - E) Existing and Proposed Full Elevations
 - F) Landscape Plan; [HBMC 8.60](#)
- 3) STRUCTURAL PLANS*
- 4) STRUCTURAL CALCULATIONS*
- 5) ENERGY CODE COMPLIANCE SHEETS
- 6) GREEN BUILDING (CALGREEN) CODE COMPLIANCE SHEETS
- 7) CONSTRUCTION WASTE MANAGEMENT PLAN: Required for valuations that are over \$100,000.00
- 8) GEOTECHNICAL REPORTS (SOIL REPORT); [CBC/CRC 401](#); *[CBC/CRC 104.1](#) as adopted under [HBMC TITLE 15](#). This is required when any new footings are installed.
- 9) MECHANICAL PLANS**
- 10) ELECTRICAL PLANS**
- 11) PLUMBING PLANS**
⇒ Required when the proposed scope of work includes a sewer ejector pump.
- 12) SITE PHOTOS

*These items are typically required if the proposed scope of work includes Structural changes. **Submittals for New Single-Family Residences will typically not require Mechanical and Plumbing Plans, Electrical Calculations will be required (Electrical Calculations are not typically required for remodels/renovations).

III) SECTION 3: CURRENTLY ADOPTED CODES

- 1) 2022 CALIFORNIA BUILDING STANDARDS CODES, EXCEPT PART 9; [HBMC TITLE 15](#)
- 2) 2023 [TITLE 32, FIRE CODE, OF THE LOS ANGELES FIRE CODE](#); [HBMC 15.20.010](#)

IV) SECTION 4: ADDITIONAL REVIEWS THAT MAY BE REQUIRED PRIOR TO FINAL PLAN APPROVAL

- 1) APPROVED PLANS FROM LOS ANGELES COUNTY FIRE (LACF)
 - A) LACF LAND DEVELOPMENT UNIT APPROVED PLANS for, [TITLE 32 – FIRE CODE 105.6.25.2](#). Required for the following scopes of work:
⇒ All new construction
⇒ When construction of building elements is proposed within 5 feet of the property line.
 - B) FIRE SPRINKLER APPROVED PLANS for,

- ⇒ New Construction [HBMC 15.20.020](#)
 - ⇒ Expansion of existing buildings that exceeds 50% of the existing gross area, or the cost of renovations/expansions/improvement exceeds 50% of the value of the existing structure. [HBMC 15.20.020](#)
 - ⇒ Changes of occupancy
- 2) APPROVED PLANS FROM LOS ANGELES COUNTY HEALTH
- ⇒ Please refer to LA County Health for their specific requirements: [LA County Health](#)
- 3) ASSUMPTION OF RISK FOR BELOW GRADE CONSTRUCTION [HBMC 15.04.130](#)

V) **SECTION 5: INFORMATION REQUIRED ON PLANS**

A) ALL PLAN SHEETS must include all of the following:

- ⇒ Project Address
- ⇒ Page Number
- ⇒ Signature of person preparing the plans. Licensed design professional shall also affix their stamp [BPC 5536.1]. Electronic stamps and signatures are acceptable.
- ⇒ Plans shall be drawn to scale with the scale labeled.
- ⇒ Text shall be minimum 12-point font or 1/8" in height at 100% scale.
- ⇒ A reserved blank space for City Stamps 2 ½" high by 5" wide.

B) COVER SHEET must include all of the following:

- ⇒ Index listing all pages of the plans
- ⇒ Scope of work description
- ⇒ A fully completed Project Summary Table must be provided on the cover sheet for all projects (See Handout Below). Basement Qualification Calculations are only required for projects proposing two stories and a basement.
- ⇒ Building Data, to include:
 - ◇ Use of building
 - ◇ Occupancy group(s)
 - ◇ Type of construction
 - ◇ Floor area of each occupancy
 - ◇ Number of stories
 - ◇ Maximum building height
 - ◇ Floor area of each story and building floor area
 - ◇ Location of existing/proposed Fire Sprinklers
- ⇒ Contact information for Owner, Architect, Engineers, Designer/Draftsperson, Soils Engineer, and Energy Consultant.
- ⇒ Vicinity Map
- ⇒ Statement of governing codes for the project: "This project shall comply with the following 2022 California Codes: California Residential Code (CRC), California Building Code for structural design only (CBC), California Mechanical Code (CMC), California Plumbing Code

(CPC), California Electrical Code (CEC), California Energy Code (CEnC), California Green Building Standards Code (CGBSC), and the Hermosa Beach Municipal Code (HBMC)."

⇒ List of items to be proposed as separate or deferred submittals.

◇ Note: Separate or deferred submittals are subject to the Building Officials approval.

1) CIVIL PLANS AND REPORTS must include all the following:

- A) Grading and drainage plans shall be prepared by a registered Civil Engineer.
- B) Grading plan shall show all existing and proposed elevations and contours, adjacent property elevations, proposed elevations of house pad, lot corners, swales, high and low points all existing/proposed utility structures, connections, surface and subsurface drainage facilities, flow areas, elevations, or slopes which define existing and proposed drainage patterns, location of cut and fill areas and depths/slopes, tops and toes of all cuts and fills, location of daylight lines, retaining walls, etc.
- C) Summary and calculations for quantities of cut, fill, removal/recompacting, and import/export.
- D) Hydrology report and drainage plans
- E) Erosion Sediment Control Plan showing locations and details of. gravel bags, fiber rolls, and/or other containment devices around the area of construction, waterproof concrete washout area, material stockpile area, area and/or storm drain inlets protection of all inlets on or adjacent to the site, temporary sanitary facilities (portable toilets) with a secondary containment under each unit.
- F) When geotechnical reports are provided, the recommendations included in the report shall be incorporated into the plans.
- G) When geotechnical reports are provided, the following statement signed by the soils engineer shall be on the final plans: "This plan has been reviewed and conforms to recommendations of soils engineering reports dated _____ ." Signature and date, Registration stamp.

2) ARCHITECTURAL PLANS

- A) TOPOGRAPHICAL LOT SURVEY OR LOT LINE SURVEY: Include a copy of the survey in the plan set and submit the original wet stamped survey folded to approximately 8 ½" x 11" separate from the plans. Please contact a Planner at planning@hermosabeach.gov to determine what type of survey is required based on the entire scope of work.

⇒ One (1) copy of Topographical Lot Survey showing all existing improvements, adjacent sidewalk, curb, street improvements, provide property corner

elevations, identify property corner elevations as XX.XX P.C., provide lot dimensions, and adjacent property elevations. The survey must be wet stamped and signed by a Civil Engineer or licensed Land Surveyor. (Topographical lot survey shall be recent, but no more than a year old.) OR

⇒ One (1) copy of Lot Line Survey showing all existing habitable and non-habitable structures, dimensions from all existing habitable and non-habitable structures to the property lines and lot line dimensions. The survey must be wet stamped and signed by a Civil Engineer or licensed Land Surveyor. (Lot line survey shall be recent, but no more than a year old.)

B) EXISTING AND PROPOSED FULL SITE PLANS: Must include all the following:

- ⇒ North arrow Scale
- ⇒ Street/alley names
- ⇒ Property lines with lot dimensions consistent with lot survey
- ⇒ Property corner elevations consistent with lot survey labeled PCXX.XX
- ⇒ Building dimensions
- ⇒ All existing, required and proposed setbacks to all structures
- ⇒ Parking stall vehicle symbols
- ⇒ Parking space dimensions (clear space)
- ⇒ Turning area measured from garage door face to back of alley or street (or to street parking space)
- ⇒ Lot coverage diagram (may be required based on complexity of the project)
- ⇒ Curb cuts with dimensions (including both sides of the street and/or alley)
- ⇒ On-street parking plan with dimensions (consult with Public Works Department)
- ⇒ Driveway slope profiles and percentages*/ 3 profiles required if slope is greater than 5%
- ⇒ Open space areas with dimensions, square footage and percentage of areas covered
- ⇒ All fences and wall (heights and materials)
- ⇒ Trash enclosure to fit 3 bins size
- ⇒ 2.5'x2.5' per bin (single-family)
- ⇒ Mechanical equipment (such as AC units, pool equipment, etc.)
- ⇒ Meters (water, gas, electrical etc.) must not encroach into required setbacks
Yard and landscape elements such as water features, BBQs, planters, benches, sheds, trellis, etc.
- ⇒ Dimensions, vertical clearance and square footage of storage areas (for condos only)
- ⇒ Dimensions of eave overhang and dimension from eave fascia to property lines
- ⇒ Solid waste disposal facilities for commercial projects
- ⇒ Finished floor elevations
- ⇒ Existing and finished grade elevation notations:
- ⇒ Property Corner (P.C.) Top of Curb (T.C.) Back of Walk (B.W.) Top of Wall (T.O.W.)

- ⇒ Bottom of Wall (B.O.W.)
- ⇒ Finished Grade, Surface, Floor, and Garage (F.G.) (F.S.) (F.F.) (F.Gar.)

C) EXISTING AND PROPOSED FULL FLOOR PLANS: Must include all of the following:

- ⇒ North arrow Scale
- ⇒ Street/alley names
- ⇒ Property lines with lot dimensions consistent with lot survey
- ⇒ Property corner elevations consistent with lot survey labeled PCXX.XX
- ⇒ Building dimensions
- ⇒ Demolition plan with wall legend
- ⇒ All existing, required and proposed setbacks to all structures
- ⇒ Open space areas with dimensions, square footage and percentage of areas covered
- ⇒ Parking stall vehicle symbols
- ⇒ Parking space dimensions (clear space) from garage door face and inside of walls
- ⇒ Stairways (new or modified stairways must meet the definition of dwelling unit provided in HBMC Section 17.04) Garage door opening width(s) and height(s)
- ⇒ Storage areas (for condos only)
- ⇒ Dimensions of eave overhang and dimension from eave facial boards to property lines
- ⇒ Finished floor elevations
- ⇒ Identification (use) and dimensions of all rooms
- ⇒ Include all fixtures such as kitchen appliances kitchen sink with garbage disposal vs. wet bar sink, under counter fridge and restroom fixtures
- ⇒ Existing floor plans are required for additions, remodels, and Accessory Dwelling Units (ADUs) and must include ALL the information requested above.
- ⇒ Door and window schedules showing size, type, threshold, U value, SHGCC, fire rating.
- ⇒ Fully dimensioned stairs and guard details
- ⇒ Fire-rated wall locations and construction details for new walls
- ⇒ Architectural details including waterproofing, flashing, etc.

D) EXISTING AND PROPOSED FULL ROOF PLANS: Must include all the following:

- ⇒ North arrow Scale
- ⇒ Street/alley names
- ⇒ Property lines with lot dimensions consistent with lot survey
- ⇒ Property corner elevations consistent with lot survey labeled PCXX.XX
- ⇒ All existing, required and proposed setbacks to all structures
- ⇒ Building dimensions
- ⇒ Dimensions of eave overhang and dimension from eave facia to property lines
- ⇒ Critical point maximum allowed/proposed elevations

- ⇒ Dimensions (width and depth) of architectural encroachments projecting into required setbacks and distances to property lines. Chimney, fireplace, vent/flue manufacture specifications
- ⇒ Roof slopes, overhangs, vents, access, equipment, and roofing material
- ⇒ Include roof deck BBQs, spas, furnishings, planters and plantings which must comply with the height limit (specifications may be required)
- ⇒ Building cross sections in each direction

E) EXISTING AND PROPOSED FULL ELEVATIONS: Must include all of the following:

- ⇒ Scale
- ⇒ Views of all sides of all structures with building elevation (north, east, south, west) identified
- ⇒ Property lines with lot dimensions consistent with lot survey
- ⇒ Property corner elevations consistent with lot survey labeled PCXX.XX
- ⇒ Straight line interpolated grade between property corners
- ⇒ Height profile lines to show existing and proposed wall and fence heights
- ⇒ Garage door opening width(s) and height(s)
- ⇒ Vertical clearance from driveway surface to projections and cantilevers above Finished grade
- ⇒ Finished floor elevations
- ⇒ Existing, proposed and maximum roof elevations at critical points
- ⇒ Details of exterior walls, finish, projections, and height

F) LANDSCAPE PLAN: Must include all the following:

- ⇒ Scale
- ⇒ North arrow
- ⇒ Property lines with lot dimensions consistent with lot survey
- ⇒ Property corner elevations consistent with lot survey labeled PCXX.XX
- ⇒ Building footprint with square footage and building dimensions
- ⇒ All existing, required and proposed setbacks to all structures All fence and wall (heights and materials)
- ⇒ Driveways and paths Mechanical equipment (such as AC units, pool equipment, etc.) Yard and landscape elements such as water features, pools, spas, BBQs, planters, benches, sheds, trellis, etc.
- ⇒ Hardscape, landscape and permeable areas (materials, dimensions and square footage of each) Existing trees with trunk diameter (specify any trees proposed to be removed)
- ⇒ Landscape and hardscape legend Plant common and botanical names Plant symbols
- ⇒ Plant sizes
- ⇒ Plant water usage
- ⇒ Automatic irrigations system and specifications required for all landscape areas

3) STRUCTURAL PLANS

- A) Framing Plans including roof, floor framing and connection details
- B) Foundation Plans and details
- C) Material specifications: lumber, sheathing, nailing, concrete, reinforcing, steel, etc.
- D) Structural wall sections including connection details at foundation, floor, and roof levels.
- E) Shear wall and hold down details including wall construction, nailing, anchor bolts, transfer connections, and hold downs
- F) Statement of Special Inspections signed by the Engineer of Record
- 4) STRUCTURAL CALCULATIONS
 - A) For vertical and lateral loading signed by a California registered Civil or Structural Engineer or Architect.
- 5) ENERGY COMPLIANCE SHEETS
 - A) CF-IR Energy Compliance Certificate incorporated into plans. Certificate must be completed, signed, and registered
 - B) Mandatory Measures Energy notes
 - C) Energy Calculations
- 6) GREEN CODE COMPLIANCE SHEETS
 - A) Completed and signed CAL Green checklist on the plans.
- 7) CONSTRUCTION WASTE MANAGEMENT PLAN: Required for valuations for over \$100,000.00
- 8) GEOTECHNICAL REPORTS
- 9) MECHANICAL PLANS
 - A) Show the location and types of mechanical equipment, hardwired appliances, HVAC units.
- 10) ELECTRICAL PLANS
 - A) Show the location and types of lighting fixtures, switches, receptacles, hardwired appliances (smoke and carbon monoxide alarms, exhaust fans, etc.), panels, subpanels.
 - B) For services that are over 400 amps provide electrical calculations and show compliance with the published
 - C) Note on the plans: "All above-ground exterior conduit must be rigid galvanized steel or Schedule 80 sunlight-resistant non-metallic conduit." [MBMC 9.12.050]
 - D) Note on the plans: "All conductors shall be copper." [MBMC 9.12.060]
- 11) PLUMBING PLANS
 - A) Show the location and types of plumbing equipment, isometrics, etc.
- 12) SITE PHOTOS
 - ⇒ Site photos of all sides of all structures on the property, yards, parking areas and site surroundings.

II) **SECTION 6:** HOW TO SUBMIT PLANS FOR REVIEW

1) HARDCOPY SUBMITTAL

- A) Three (3) complete plan sets are required. Plans must be in 24" x 36" format. Additional plan sets and sizes may be required after plans have been fully reviewed.

2) DIGITAL SUBMITTAL

- A) Submit all documents in PDF format to communitydevelopment@hermosabeach.gov
- B) Do not submit password protected PDF documents.