



## County of Los Angeles Minimum Plan Submittal Requirements: Commercial & Industrial Buildings



C/I

1. A minimum of two (2) sets of complete plans 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 at least 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 an 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 including suite number if appropriate, and legal description.
  - Include the name, address, and telephone numbers of the owner and the person responsible for the preparation of the plans.
  - All easements with dimensions
  - Lot area
  - 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 for commercial projects.
  - Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces.
  - 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.
  - If the Architect or Engineering professional responsible for the plans is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
6. A **DRAINAGE PLAN**, when required, shall include the following information and details:
  - Site drainage patterns
  - Catch basins, area drains, 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:
  - If fire sprinklers are to be provided.
  - Occupancy classification, and use.
  - Type of construction.
  - The codes and their editions applicable to the project.
  - Allowable area analysis (this is not required for tenant improvements).
  - Building material specifications.
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.

