



# **DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW COMMERCIAL/INDUSTRIAL BUILDING**

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information for a **NEW COMMERCIAL / INDUSTRIAL BUILDING**.

The lists contained in this Information Bulletin are only the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

For additional information regarding specific document submittal requirements, please contact:

Metro Office  
201 N. Figueroa St.  
4th Floor

Van Nuys Office  
6262 Van Nuys Blvd.  
Room 251

West Los Angeles Office  
1828 Sawtelle Blvd.  
2nd Floor

For telephone inquiries call 311, or 213-473-3231 for calls originating from outside the City of Los Angeles

## **I. DOCUMENT SUBMITTAL LIST**

### **A. Plans**

1. Architectural Plans
  - Plot plan
  - Floor plan
  - Roof plan
  - Exterior elevations and cross-sections
  - Disabled access features
  - Green Code features
  
2. Structural Plans
  - Foundation plan
  - Floor framing plan
  - Roof framing plan
  - Truss information
  - Structural framing and connection details
  
3. Grading Plans when grading is proposed

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.

4. Landscaping Plans
5. Plumbing Plans (including relevant information from architectural plans)\*
6. Mechanical Plans (including relevant information from architectural plans)\*
7. Electrical Plans (including relevant information from architectural plans)\*

\* note that a separate plan check and permit is required

## **B. Calculations**

1. A complete set of Structural Calculations (for vertical and lateral loads) signed by a licensed engineer or architect in the State of California
2. Energy Calculations and Forms (Title 24)

## **C. Other Documents**

1. Soils Report and Geologic Hazard Study if in Geologic Hazard Zone
2. Hazardous Material Inventory List (list types and quantities of chemicals stored on site)
3. Material specifications

# **II. EXPANDED INFORMATION ON ABOVE DOCUMENTS**

## **A. General Information**

1. Plans prepared with ink or indelible pencil or by a reproduction process, drawn to scale, fully dimensioned, and a minimum size of 24" x 36". Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes and of relevant laws, ordinances, rules, regulations, and orders
2. Signature and stamp on all documents by a California licensed architect or engineer (cover sheet of each document to be wet signed and stamped)
3. Name, title, registration (if applicable), address, and telephone number of the architect or engineer on cover sheet
4. Project name and address, as well as project owner=s name, address, and telephone number
5. Cover sheet information:
  - a. Applicable codes and editions (2023 LABC, 2023 LAMC, 2023 LAPC, 2023 LAEC, 2023 LAGBC & 2021 Energy Standards)
  - b. Description detailing scope of all work

- c. Occupancy group(s) and type of construction
- d. Gross floor area per floor and building height
- e. Index of all sheets of plans and attachments

**B. Architectural Plans and Green Building Plans**

1. Plot plan including:
  - a. Vicinity Map and North Arrow
  - b. Lot dimensions, property lines, and street and alley locations
  - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
  - d. Fully dimensioned parking lot layout, driveway locations, and sidewalks, including all required disabled access features, such as disabled parking spaces and paths of travel from disabled parking spaces and public sidewalks to all building entrances
  - e. Easements and visible utilities on site
  - f. Locations of existing fire hydrants within 500 feet of the project
  - g. Parking analysis/summary for addition to or reduction in the number of parking spaces
2. Fully dimensioned floor plans, including room sizes and uses, corridor and aisle widths, and all disabled access features, including fully dimensioned and detailed restrooms
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, and construction material of roof
4. Exterior elevations detailing all exterior walls and cross sections in each direction
5. Interior elevations including fixed cabinets, counters, drinking fountains, and public telephones to show compliance with all applicable disabled access requirements
6. Door and window locations and door and window schedules including size and type and door threshold details and information and details conforming with LABC 2405.5
7. Fully dimensioned elevator, ramp, and stair details, including rise and run for stairs, handrails, and all member sizes
8. Show all exit locations, including exit paths and exit lighting
9. Fire separation wall locations and construction details
10. Location of fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction details
11. Provide fireplace details
12. Provide finish schedule with flame spread ratings

13. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details

### **C. Structural Plans**

1. Structural wall sections including connection details at foundation, floor, and roof levels
2. Post and girder connection details
3. Footing, pier, and grade beam details
4. Shear wall and holdown details, including wall construction, nailing, anchor bolts, transfer connections, and holdowns
5. Stairway framing and connections, including handrails, and dimensions of all members
6. Flashing details when flashing is provided
7. Material specifications
8. Where prefabricated Trusses are used:
  - a. Roof framing plan with truss I.D. number(s) and manufacturer=s name
  - b. Detail of all trusses, including gable bracing and bridging
  - c. Detail of all truss splices, connections, plate sizes, and hangers
  - d. Truss plans to be stamped by the licensed design engineer or architect of the project stating that he/she has reviewed and approved the plan

### **D. Grading Plans**

1. Existing and proposed grading plans
2. Pad elevations, ground slope drainage pattern, and topographic plans
3. Retaining walls and drainage systems

### **E. Landscaping Plans**

1. Show all structures, including accessory structures, walkways, etc., including all required disabled access features

### **F. Plumbing Plans**

1. Site utility plan and sizing calculations
2. Waste and vent pipe and sizing calculations
3. Water piping sizing calculations

4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain plan and hydronics piping plan

#### **G. Mechanical Plans**

1. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire- dampers
2. Environmental and product conveying duct plan
3. Gas piping and sizing calculations
4. Kitchen plan for common area kitchens and Los Angeles County Health Department approval

#### **H. Electrical Plans**

1. Load calculations and panel schedule
2. One-line diagrams, including wire and conduit sizes

#### **I. Energy Requirements**

1. CF-1R and MF-1R forms completed, including required signatures, and attached to plans
2. CF-GR and Insulation Certificate attached to plans
3. Performance Analysis and Back-up forms attached to plans

### **III. MISCELLANEOUS PLANS & PERMITS**

- A. Demolition of structures on site
- B. Fire sprinkler, smoke detection, and fire alarm system installation
- C. Storage racks and other equipment installations

**NOTE:**

- (1) This is not a complete list of all document submittal requirements and additional information may be required after plan review.
- (2) Review and approval from other departments and agencies such as Health, Fire, City Planning, and Public Works may be required.