



INFORMATION BULLETIN / GENERAL INFORMATION

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DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW SINGLE-FAMILY DWELLING

This Information Bulletin contains the suggested minimum document submittal requirements including architectural and structural plans, calculations, and other miscellaneous information for a **“NEW SINGLE-FAMILY DWELLING.”**

The lists contained in this Information Bulletin are 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
201 N. Figueroa St.
4th Floor
311(within LA City)

Van Nuys
6262 Van Nuys Blvd.
Room 251
311(within LA City)

West Los Angeles
1828 Sawtelle Blvd.
2nd Floor
311(within LA City)

For telephone inquiries originating from outside of Los Angeles County, call (213) 473-3231.

One and two family dwellings that are 3 stories or less in height shall comply with the 2023 Los Angeles Residential Code. One and two family dwellings that are over 3 stories in height shall comply with the 2023 Los Angeles Building Code.

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans
 - a. Plot plan
 - b. Floor plan
 - c. Roof plan
 - d. Exterior elevations
 - e. Cross sections

2. Structural Plans
 - a. Foundation plan
 - b. Floor framing plan

- c. Roof framing plan
- d. Truss plans
- e. Structural framing and connection details

3. Grading Plans when grading is proposed

4. Plans showing relevant information for plumbing, mechanical, and electrical components

B. Calculations

1. A complete set of structural calculations for vertical and lateral loads signed by an architect or engineer licensed by the State of California
2. Energy Calculations and forms for Title 24

C. Other Documents

1. Soil and geology reports and Department approval letters
2. Material specifications
3. Entitlement actions

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

1. Plans to be a minimum size of 18" x 24", prepared with ink or indelible pencil or by a reproduction process, drawn to scale, and fully dimensioned. 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, relevant laws, ordinances, rules, and regulations.
2. Signature and stamp by an architect or engineer licensed by the State of California on all documents and wet signature and stamp on the cover sheet of each document
3. Cover sheet information
 - a. Applicable codes and editions (2023 LABC, 2023 LARC, etc.)
 - b. Name, title, registration number, address, and telephone number of the responsible architect or engineer

- c. Project name and address and the owner's name, address, and telephone number
- d. Description detailing scope of all work
- e. Occupancy group(s), floor area of each occupancy, number of stories, type of construction, and maximum building height
- f. Floor area of each floor, entire building, and residential floor area for each structure and for the entire lot.
- g. Index of all sheets of plans and attachments
- h. Fire sprinkler requirement

B. Architectural Plans

1. Plot plan
 - a. Vicinity map, north arrow, street, alley, property lines, and lot dimensions
 - b. Building footprint showing all projections, building dimensions, and setbacks to property lines and adjacent structures
 - c. Location and size of driveways and parking stalls
 - d. Location of all accessory buildings and structures including block walls, retaining walls, decks, pools, and spas.
 - d. Easements and visible utilities on site
2. Fully dimensioned floor plans including room sizes and uses
3. Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material
4. Exterior elevations detailing all exterior walls, projections, and cross sections in each direction
5. Door and window locations and schedules including size, type, and door threshold details
6. Fully dimensioned stair details including rise, run, handrails, and all member sizes
7. Fireplace 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
7. Material specifications
8. Prefabricated Trusses
 - a. Roof framing plan with a truss I.D. number 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 responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans

D. Grading Plans

1. Existing and proposed contours with 1'-0 contour intervals
2. Slope and pad drainage systems
3. Boundaries of cut and fill areas
4. Retaining walls and details

E. Plumbing, Electrical, and Mechanical Components

1. Location and size (BTU/HR output) of HVAC equipment
2. Locations and dimensions of plumbing fixtures
3. Locations of outlets, fixtures, switches, and smoke detectors, and locations and sizes of subpanels, and main panels

F. Energy

1. CF-1R and MF-1R forms with required signatures attached to plans

2. CF-GR and Insulation Certificate attached to plans
3. Performance Analysis and Back-up forms attached to plans

G. Green

1. Mandatory Requirements Checklist (Form GRN 4) incorporated into plans
2. Green Forms GRN1, GRN11, GRN14, GRN16, and GRN18R incorporated into plans
3. Electric vehicle supply wiring
4. Future solar zones(s)
5. Energy star compliant bathroom exhaust fans with humidistat
6. Irrigation controller, drainage away from buildings, site paving/hardscape, and landscaping and water features including pools
7. Flashing details and methods of construction waste reduction
8. Fireplace specifications
9. Slab on grade construction details (vapor barrier above a 4" layer of clean aggregate)

III. MISCELLANEOUS PLANS AND PERMITS

1. Proposed accessory structures, including pools and spas, decks, and retaining walls
2. Demolition of structures

NOTE:

- (1) This is not a complete list of all document submittal requirements. Additional information may be required for the plan check process.
- (2) Review and approval from other departments and agencies such as City Planning, Public Works, etc, may be required