

QUALIFICATION CRITERIA FOR BUILDING COUNTER PLAN CHECK & REGULAR PLAN CHECK

QUALIFICATION INSTRUCTIONS

The Department of Building and Safety, in addition to the **Regular Plan Check (RPC)** service, offers **Counter Plan Check (CPC)** service for qualified projects. The attached project descriptions will assist you in determining whether your residential or commercial project qualifies as a CPC or a RPC submittal. Descriptions of the qualified projects for the CPC service are presented in this Information Bulletin. If your project does not qualify as a CPC, it will be necessary to submit your plans for the RPC service. **Separate** electrical, mechanical, sprinkler, HVAC, and plumbing plan check and/or permits may be required. Please check with each discipline for your project.

A plan check engineer will screen your plans to determine which type of plan check service is right for your project. If further clarification is needed regarding a project qualification for the CPC or RPC, please contact a plan check supervisor.

For additional information regarding either **CPC** or **RPC** service, 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.

COUNTER PLAN CHECK (CPC) SERVICE

A **CPC** service offers an applicant the convenience of an over-the-counter plan check review on the same day a project is submitted for plan check review and subsequent permit issuance when it complies with City codes. The type of project which qualifies as a **CPC** is typically minor in scope and complexity and can be plan checked in 45 minutes or less.

QUALIFICATION CRITERIA FOR COUNTER PLAN CHECK (CPC) SERVICE

The following project descriptions are examples of the types of projects which generally qualify as Counter Plan Checks.

RESIDENTIAL

- Small addition to a single family dwelling or duplex not subject to full compliance with Methane Zone requirements per Chapter 71
- Alteration to a single family dwelling or duplex
- A Small one-story accessory building not subject to full compliance with Methane Zone requirements per Chapter 71
- Demolition of a residence or accessory building
- A Retaining wall up to 8 feet in height without a soils report
- A Deck up to 6 feet in height without a soils report
- Use of land

COMMERCIAL

- Tenant improvement with no change in use
- Tenant improvement with change in use, but with no change in parking
- Storefront alteration
- Non-bearing partitions
- Suspended ceiling
- Disabled access improvement
- One-story commercial demolition
- Parapet addition or alteration
- Awning
- Air conditioning platform on a roof
- Use of land for auto sales, wrecking yards, and open storage

MISCELLANEOUS

- Temporary events
- Signs (except off-site signs)
- Temporary commercial coach (except for E, I, H, or A Occupancy)
- Cellular telephone building, tenant improvement or antenna installation
- Equipment foundation