



Building Permit Submittal Screening - Determination of Completeness

LAMC 91.106.3

Project Address: _____

Scope of work: _____

Application Reviewed By: _____

Application Submittal Date: _____

Application Reviewed Date: _____

The Los Angeles Department of Building and Safety (LADBS) has screened the building permit application submittal documents for completeness for the above project address and scope of work, and the provided application package has been deemed **incomplete**.

Please provide the identified missing documents below for your application to be deemed complete for a LADBS review.

Additional information may be required upon review of the missing information or in case of a change in the scope of work. Please include this completed form with your resubmittal package to assist future screening staff in reviewing the completed application package.

Building Plans

A. Architectural Plans

- Plot plan
- Floor plan(existing, demo & proposed)
- Roof plan
- Exterior elevations
- Cross section(s)
- Slope Band Analysis and Maximum Residential Floor Area Verification Form
- Hillside referral form
- Parking analysis

- Building Code analysis:
 - Use and Occupancy
 - Type of Construction, Allowable Area and Height
 - Exiting Analysis
 - Plumbing Fixture Analysis
- Accessibility plans:
 - Accessible path of travel (i.e. parking, restrooms, building entrance, etc.)
 - Accessible features (i.e. door clearances, elevation changes, reach ranges, etc.)

B. Structural Plans/Calculations

- Foundation plan
- Floor framing plan
- Roof framing plan
- Truss plans
- Structural framing and connection details
- A complete set of structural calculations for vertical and lateral loads signed by an Architect or Engineer licensed by the State of California
- Material specifications

- Shoring plans/calculations
- Soil and geology reports and Department approval letters
- Pre inspection reports (GPI, SPI, DPI, etc.)
- Building records (i.e. building permits, certificates of occupancy)
- City Planning entitlement actions
- For Supplemental permits, a copy of the original approved set of plans, including narrative of changes, changes clouded on plans.

C. Other Plans and Documents

- Energy calculations and forms for Title 24 compliance shown on plans
- Plans showing relevant information for plumbing, mechanical, and electric components
- Green building code plans, forms and notes
- Grading plans
- Retaining wall plans/calculations

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Further information related to the requested documents may be found in the following Information Bulletins available on the LADBS website (ladbs.org):

[P/GI 2020-006](#) - Document Submittal Requirements for Tenant Improvement, Addition, or Alteration to An Existing Commercial/Industrial Building

[P/GI 2020-007](#) - Document Submittal Requirements for a New Multi-Family Dwelling

[P/GI 2020-008](#) - Document Submittal Requirements for an Alteration or Addition to an Existing Single-Family Dwelling or Multi-Family Dwelling

[P/GI 2020-009](#) - Document Submittal Requirements for a New Single-Family Dwelling

[P/GI 2020-021](#) - Requirements for Changing the Use of Existing Building

Notes:

1. The requested information are for LADBS’s portion of the review of the building permit application. If additional reviews are required by other Development Services Agencies, separate submittals and reviews may be required by these specific agencies.
2. Separate applications, permits and reviews may be required for Plumbing, Mechanical, Electrical and Fire Sprinklers scope of work.