



DOCUMENT SUBMITTAL REQUIREMENTS FOR AN ALTERATION OR ADDITION TO AN EXISTING SINGLE-FAMILY DWELLING OR MULTI-FAMILY DWELLING

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information for an **ALTERATION OR ADDITION TO AN EXISTING SINGLE-FAMILY OR MULTI-FAMILY DWELLING**.

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
 - Existing Plot plan
 - Proposed Plot plan
 - Existing Floor plan
 - Proposed Floor plan
 - Roof plan
 - Exterior elevations and cross-sections
 - Disabled access features for additions to multi-family dwellings when the additions are subject to the Disabled Access requirements
 - 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

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

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 for new elements (Title 24)

C. Other Documents

1. 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 18" x 24" for single-family dwellings and a minimum size of 24" x 36" for multi-family dwellings. 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 architect or engineer on the cover sheet.
4. Project name and address, as well as the project owner=s name, address, and telephone number.
5. Cover sheet information:
 - a. Applicable codes and editions (2020 LABC, 2020 LARC, 2020 LAMC, 2020 LAPC, 2020 LAEC, 2020 LAGBC & 2019 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
 - f. Fire sprinkler requirement

B. Architectural Plans and Green Building Plans

1. Plot plan including:
 - a. Vicinity Map and North Arrow
 - b. Lot dimensions, property lines, and street(s) and alley locations
 - c. Building footprint showing all projections and dimensions from the property lines and adjacent structures
 - d. Fully dimensioned existing parking lot layout, proposed 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 building entrances
 - e. Easements and visible utilities on site
 - f. Locations of existing fire hydrants within 500 feet of the project
2. Fully dimensioned floor plans, showing existing and proposed construction, including room sizes and uses, corridor widths, and all disabled access features for construction which consists of additions which include new dwelling units
3. Fully dimensioned roof plans for new construction, including roof eaves, overhangs, rakes, gables, and construction material of roof
4. Exterior elevations for new construction, detailing all exterior walls and cross sections in each direction
5. Interior elevations for new construction, including fixed cabinets and counters to show compliance with all applicable disabled access requirements
6. New door and window locations, door and window schedules including size, type, and door threshold details
7. Fully dimensioned elevator, ramp, and stair details, for new construction, including rise and run for stairs, handrails, and all member sizes
8. Show all exit locations, including exit paths and exit lighting
9. Detail sound rated wall locations and construction for new walls
10. Location of fire separation wall locations and construction details for new walls
11. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction details
12. Provide fireplace details for new fireplaces
13. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details
14. Green Code notes and details

C. Structural Plans

1. Structural wall sections including connection details at foundation, floor, and roof levels for new construction.
2. Post and girder connection details for new construction

3. Footing, pier, and grade beam details for new construction
4. Shear wall and holdown details, including wall construction, nailing, anchor bolts, transfer connections, and holdowns for new construction
5. Stairway framing and connections, including handrails, and dimensions of all members for new stairways
6. Flashing details when new 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 design engineer or architect stating that he/she has reviewed the plans

D. Grading Plans

1. See Information Bulletin P/GI 2020-009 (new single-family dwelling) or Information Bulletin P/GI 2014-007 (new multi-family dwelling) for requirements applicable to proposed grading.

E. New Plumbing

1. See Information Bulletin P/GI 2020-009 (new single-family dwelling) or Information Bulletin P/GI 2020-007 (new multi-family dwelling) for requirements applicable to new mechanical, plumbing, and electrical components.

F. Energy

1. See Information Bulletin P/GI 2020-009 (new single-family dwelling) or Information Bulletin Requirements P/GI 2020-007 (new multi-family dwelling) for requirements applicable for new construction.

III. Miscellaneous Plans and Permits

- A. Proposed accessory structures, including pools and spas
- B. Demolition of structures on site
- C. Fire sprinkler, smoke detection, and fire alarm system installations

NOTE:

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