

QUALIFICATION CRITERIA FOR COUNTER PLAN CHECK (CPC), EXPANDED COUNTER PLAN CHECK (ECPC) & REGULAR PLAN CHECK (RPC)

QUALIFICATION INSTRUCTIONS

The Department of Building and Safety, in addition to the **Regular Plan Check (RPC)** service, offers **Counter Plan Check (CPC) and Expanded Counter Plan Check (ECPC)** service for qualified projects. The attached project descriptions will assist you in determining whether your residential or commercial project qualifies as a CPC, ECPC or a RPC submittal. Descriptions of the qualified projects for the CPC and ECPC service are presented in this Information Bulletin. If your project does not qualify as a CPC or an ECPC, 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, ECPC or RPC, please contact a plan check counter supervisor.

For additional information regarding either **CPC, ECPC or RPC** service, please contact 311 (within LA City) or (213) 473-3231 (for telephone inquiries originating from outside of Los Angeles County).

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.

EXPANDED COUNTER PLAN CHECK (ECPC) SERVICE

An **ECPC** service offers an applicant the convenience of an extended over-the-counter plan check review on the same day a project is submitted for plan check review, or an appointment for an ECPC provided within 2 weeks. The type of project which qualifies as an **ECPC** is typically more extensive than a CPC, but less complex than a RPC and can be plan checked in 2 hours 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 additions to a single family dwelling or duplex not subject to full compliance with Methane Zone requirements per Chapter 71 and not subject to the Baseline Hillside Ordinance (LAMC Section 12.21 C.10)
- Alteration to a single family dwelling or duplex
- A new one-story accessory building (less than 1000 SF) in accordance with the Wood Framed Prescriptive Provisions Information Bulletin, P/BC 2023-004, not subject to full compliance with Methane Zone requirements per Chapter 71 and not subject to the Baseline Hillside Ordinance (LAMC Section 12.21 C.10)
- Demolition of a residential or accessory building
- A retaining wall up to 6 feet in height without a soils report and not adjacent to existing structure or property line
- A deck up to 6 feet in height without a soils report
- Swimming pool using City approved Standard Plan (no soils report)
- Use of land

COMMERCIAL

- Tenant improvement with no change in use (except for A, E, I, or H Occupancy)
- Tenant improvement with change in use, but with no change in parking (except for A, E, I, or H Occupancy)
- Storefront alteration
- Non-bearing partitions
- Suspended ceiling
- Disabled access improvement
- One-story commercial demolition
- Awning (maximum 5' projection)
- Air conditioning platform on a roof
- Use of land for auto sales, wrecking yards, and open storage
- Storage rack <8' in height
- Sprinkler pipe support per Engineer's design

MISCELLANEOUS

- Temporary events
- Signs (except off-site signs, CUP, or digital display)
- Cellular telephone building, tenant improvement or antenna
- Equipment foundation

QUALIFICATION CRITERIA FOR EXPANDED COUNTER PLAN CHECK (ECPC) SERVICE

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

RESIDENTIAL

- Conversion of existing building and an addition to existing building to Accessory Dwelling Unit (ADU)
- New one-story accessory building (less than 1,500 SF) in accordance with the Wood Framed Prescriptive Provisions, not subject to full compliance with Methane Zone requirement per Chapter 71 and not subject to the Baseline Hillside Ordinance (LAMC Section 12.21 C.10)
- Medium-sized addition to an existing single family dwelling, duplex, or accessory building, provided there are no additional dwelling units being added, and not subject to full compliance with Methane Zone requirement per Chapter 71 and not subject to the Baseline Hillside Ordinance (LAMC Section 12.21 C.10)
- Relocation of Single Family Dwelling

COMMERCIAL

- Multi-floor tenant improvement with no change in use (except for A, E, I, or H Occupancy)
- Tenant improvement with change in use, but with no parking re-design/ re-striping
- Parapet addition or alteration
- Multiple types of signs on same lot or multiple signs on same building
- Uncovered outdoor dining area for existing restaurant
- Change of use to restaurant with uncovered outdoor dining area (no structural alteration or upgrade)

NOTE:

- Verification for ECPC project must return to the same office that the project was plan checked
- ECPC is currently not offered at the San Pedro and South LA offices