



**SWIMMING POOLS  
PLAN CHECK CORRECTION SHEETS (2011 LABC)**

Plan Check Submittal Date: \_\_\_\_\_  
Plan Check / Permit Application Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Job Address: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
P.C. Engineer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Your feedback is important, please visit our website to complete a Customer Survey at [www.ladbs.org/LADBSWeb/customer-survey.jsf](http://www.ladbs.org/LADBSWeb/customer-survey.jsf).**

**If you have any questions or need clarification on any plan check matters, please contact a plan check supervisor or call our Customer Hotline at (213) 482-0056.**

**INSTRUCTIONS FOR PROCEEDING WITH THE PLAN CHECK (PC) PROCESS:**

1. Review corrections circled on this Plan Check Correction Sheet and on the plans and calculation sheets.
2. Provide a written response or reference to details pursuant to the corrections. Location of any revisions on the plans shall be identified as part of your responses.
3. Phone the PC engineer for a verification appointment after you have addressed the corrections. Verification of corrections is only done by appointment.
4. Complete item #2 above and bring the originally checked set of plans and calculations to the meeting along with these plan correction sheets. Unprepared responses with incomplete plans or calculations may result in cancellation of the meeting.
5. During the appointment, the plan check engineer will go over the corrections and comments.
6. Once all the items have been corrected to comply with the code requirements and clearances are obtained, the permit will be ready to be issued.

**IMPORTANT ITEMS TO READ:**

1. Your early attention is suggested to the approval process from other Departments as listed in the Clearance Summary Worksheet due to possible delays resulting from a public hearing or other processes required by other Departments.
2. The permit application will expire 18 months from the plan's submittal date.
3. Please be advised that the permit will be issued upon verification of compliance with the corrections included herein. The approval of plans does not permit the violation of any section of the Building Code, Zoning Code, or any other ordinance or state law.
4. Numbers in parenthesis refer to code sections of the 2011 Edition of the Los Angeles Codes or the current Zoning Code.

**Obtain the following Information Bulletins, Affidavits, or Forms from our web site ([www.ladbs.org](http://www.ladbs.org))**

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|--|---|
| ☛ P/BC 2008-014 Construction of Swimming Pools               | ☛ Summary clearance worksheet (attached)                  |
| ☛ P/ZC 2008-0015: Prevailing setback for front yards         | ☛ Structural Observation                                  |
| ☛ P/BC 2008-001 Footings On or Adjacent to Slopes            | ☛ supplemental correction sheet for Structural - General  |
| ☛ P/BC 2008-060 - 30 days notification of intent to excavate | ☛ supplemental correction sheet for Disable Accessibility |

**PART I: GENERAL REQUIREMENTS**

**A. PERMIT APPLICATIONS**

1. Provide a fully dimensioned plot plan to scale, in ink and copy it to the PCIS application's plot plan sheet.
2. Provide complete and correct legal description (Tract, Lot, Block, Grant Deed). Complete information for applicant, owner, engineer, architect, and contractor.
3. Obtain separate application for the following items:
  - a. Retaining walls or block fence walls
  - b. Grading work
  - c. Shoring
4. The permit application must be signed by the property owner, licensed contractor, or authorized agent at the time the permit is to

be issued:

2008-060)

- a. For owner-builder permits: Owner's representatives must present owner's approval with a notarized letter from the owner.
- b. For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:
  - i. Notarized letter of authorization for agents.
  - ii. Certificate of workers Compensation Insurance made out to the Contractors State License Board.
  - iii. Copy of Contractors State License or pocket ID.
  - iv. Copy of City of Los Angeles business tax registration certificate or a newly paid receipt for one.

- 6. Soil/Foundation/Geology report(s) must be approved by the Grading Section. Provide a copy of the approved report and Department approval letter. Show compliance with the report's requirements and approval letter's conditions. (7006.2)
- 7. A grading bond is required to be posted for projects involving over 250 cubic yards of soil in "Hillside Grading Areas". (7006.5.1)

**B. CLEARANCES**

- 1. Obtain all clearances as noted on the attached Clearance Summary Worksheet. It is necessary to apply immediately for the signoff as it can take time for some departments to review the project. Comply with all conditions given during approval prior to the permit issuance.
- 2. Obtain lot cut date from Land Records of Public Works. Lot divided after 6-1-46 shall comply with Lot Width and area requirement of the Zone. Lot divided after 7-29-62 shall obtain a Certificate of Compliance from City Planning Department. Obtain application from Planning Dept.
- 3. Provide copies of the following recorded documents for the parcel: ( ). More requirements or Clearances may follow upon review of the documents. For copies of recorded affidavits, contact Building and Safety Records Section. For copies of City Planning documents, contact the Department of City Planning.
- 4. A recorded affidavit is required for \_\_\_\_\_. Obtain a copy of "instruction to process affidavit" from LADBS's web site and follow the instructions.
- 5. Where there is an excavation of a greater depth than are the walls or foundation of an adjoining building or structure and located closer to the property line than the depth of the excavation, the owner shall provide the Department of Building and Safety with evidence that the adjacent property owner(s) have been given a 30-day written notice of such intent to make an excavation. This notice shall state the depth of such excavation and when it will commence. This notice shall be by certified mail, return receipt requested. (3307.1)(IB: P/BC

**C. ADMINISTRATION**

- 1. Each sheet of the architectural and structural plans must bear the signatures, registration number and expiration date of an architect or engineer registered in the State of California.
- 2. The address of the building and the name/address of the owner are required on all plans. The name and address of the consultants are required on their plans.
- 3. Two sets of plans will be required during permit issuance. Plans must be: (106.3.2.2.& 106.3.3.)
  - a. Quality blue or black line drawings with uniform and light background color.
  - b. Max. 36' x 48" size with minimum 1/8" lettering size.
  - c. Sticky back details must produce prints without contrasting shades of background color.
- 4. The final set of plans must be stamped by (City Planning Dept.), (Health Dept.) (DAS), ( ).
- 5. Provide the following with each set of plans:
  - 9 Topography Survey Map
  - 9 Grading
  - 9 Construction Section
  - 9 Foundation Plans
- 6. Provide fully dimensioned plot plan to scale. Show legal description, building lines, easements, lot size, zone boundaries, highway dedication lines, street center line, alley, parking spaces and location of all buildings (106.3.2.1).
- 7. Show location and distance of active and abandoned oil wells with respect to building perimeter, if any.
- 8. Survey Map must be signed by a licensed Surveyor or Civil Engineer. (106.4.3.3)

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**PART II ZONING:** (Allow time for discretionary approval process from City Planning if zoning requirements can't be met.)

- 1. Comply with the provisions of the \_\_\_\_\_ **Specific Plan**.
- 2. Zoning Information File # (\_\_\_\_\_) requires (\_\_\_\_\_).
- 3. Fishpond or similar use is defined as "pool" and shall be subject to all code requirements as "pools". (12.03)
- 4. Swimming pool, fish pond, or other body of water which is designed or used to contain water 18 inches or more in depth shall not be permitted in the required yard in which fences over 3.5 ft in height are prohibited. (12.21 C1(g))
- 5. Provide and dimension required **Front yard**. Incorporate block plot and calculations on plans showing set backs from the front property line of all buildings on the same side of the street to determine prevailing front yard. Where a prevailing front yard can't be established, provide ( ft) as required in the ( zone) (hillside ordinance). Go to LADBS web site for more information.
- 6. Lots is subject to the **Hillside Ordinance** (12.21A17(c):
  - a. Pool structure exceeds ( ) height for Zone ( ).
  - b. For any lot where the elevation of the ground at a point 50 feet from the front lot line and midway between the side lot lines is 33 feet or more higher than the lowest point of the front lot line, no portion of a building or structure within 20 feet of the front line shall exceed 24 feet in height. The 24 feet maximum building and structure height shall be measured from the elevation at the centerline or midpoint of the street on which the lot fronts. (12.21A17(c)(4))
  - c. Lot coverage of ( %) max. for pool or structures higher than 6 ft. (12.21A17(f))

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**PART III: BUILDING CODE REQUIREMENTS**

