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:

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<tr>
<th>Metro</th>
<th>Van Nuys</th>
<th>West Los Angeles</th>
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<tr>
<td>201 N. Figueroa St</td>
<td>6262 Van Nuys Blvd.</td>
<td>1828 Sawtelle Blvd</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Room 251</td>
<td>2nd Floor</td>
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<tr>
<td>311 (within LA City)</td>
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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.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.
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

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