QUALIFICATION CRITERIA
FOR
MECHANICAL PLAN CHECK
(1) COUNTER PLAN CHECKS
(2) REGULAR PLAN CHECKS

QUALIFICATION INSTRUCTIONS
The attached project description lists will be used to determine if a residential or commercial project qualifies as a Counter Plan Check or Regular Plan Check. Descriptions of the Counter and Regular Plan Check are presented below.

If the project does NOT fall under the counter plan check description outlined in the list shown on page 2 of this Information Bulletin, it will be required to be submitted for Regular Plan Check.

If further clarification is needed regarding a project qualification for Counter or Regular Plan Check, contact the mechanical plan check supervisor.

For additional information regarding mechanical plan check, contact:

<table>
<thead>
<tr>
<th>Metro City Hall</th>
<th>Van Nuys</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 N Figueroa St.</td>
<td>6262 Van Nuys Blvd.</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Room 251</td>
</tr>
<tr>
<td>Within LA County Tel #: 3-1-1</td>
<td>Within LA County Tel #: 3-1-1</td>
</tr>
</tbody>
</table>

For telephone inquiries originating from outside of Los Angeles County, call (213) 473-3231.

COUNTER PLAN CHECK
A Counter Plan Check offers the applicant the convenience and expedience of an over-the-counter plan check review and subsequent permit issuance the same day of plan submittal, when all applicable code requirements are satisfied, without having to schedule an appointment. The type of project which qualifies as a Counter Plan Check is typically a very minor construction project, such as a small commercial tenant improvement or alteration or a small residential alteration or addition.

REGULAR PLAN CHECK
Projects which consist of more complex plans and/or calculations requiring time consuming review, will require a Regular Plan Check which will necessitate plan submittal. If a submittal for a regular plan check is required, the applicant will be informed of the approximate date of completion of that plan check process at the time of plan submittal.
# COUNTER PLAN CHECK

**THE FOLLOWING PLANS ARE QUALIFIED FOR CHECKING OVER THE COUNTER**

## ELEVATORS
- [ ] Cylinder Replacement
- [ ] Plunger Replacement

## FIRE PROTECTION
- [ ] Single family dwellings up to 10,000 square feet
- [ ] Fire Hydrants
- [ ] Tenant Improvement within a floor
- [ ] Water curtains

## HVAC
- [ ] Single type I hood and ventilation system
- [ ] Single type II hood and ventilation system
- [ ] Tenant Improvement one floor, one tenant only
- [ ] Dryer vent, Garage and bathroom ventilation
- [ ] Modernization of HVAC systems

## PLUMBING
- [ ] Copper Re-pipe (small systems)
- [ ] Swimming Pools
- [ ] SPA
- [ ] Low pressure Gas systems
- [ ] One sump pump or one sewage ejector system
- [ ] Rainwater and storm drain systems
- [ ] Underground Water Piping

*Large or complicated jobs that fall under the description of this list may be considered for Regular Plan Check as determined by the counter supervisor.*