



INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

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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 suggested minimum document submittal requirements and 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
201 N. Figueroa St
4th Floor
888-524-2845

Van Nuys
6262 Van Nuys Blvd.
Room 251
888-524-2845

West Los Angeles
1828 Sawtelle Blvd
2nd Floor
888-524-2845

For telephone inquiries originating from outside of Los Angeles County, call (213) 482-0000.

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans
 - Plot plan
 - Floor plan
 - Roof plan
 - Exterior elevations and cross-sections
 - Disabled access features for additions to multi-family dwellings when the additions include new dwelling units
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 responsible professional
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 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 cover sheet.
4. Project name and address, as well as project owner's name, address, and telephone number.
5. Cover sheet information:
 - a. Applicable codes and editions (UBC, UMC, UPC, NEC & Energy)
 - b. Description detailing scope of all work
 - c. Occupancy group(s) and type of construction
 - d. Gross area per floor and building height
 - e. Index of all sheets of plans and attachments

B. Architectural Plans

1. Plot plan including:
 - a. Vicinity Map and North Arrow
 - b. Lot dimensions, property lines, and street and alley locations
 - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
 - d. Fully dimensioned 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, and 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 and door and window schedules including size and type and threshold details and LA City RR numbers for skylights.
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 separation wall locations and construction for new walls.
10. Detail fire separation wall locations and construction for new walls.

11. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction for new construction.
12. Provide fireplace details, including LA City RR number, for new fireplaces.
13. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details, for construction that includes new dwelling units.

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 provided.
7. Material specifications.
 - a. Roof framing plan with truss I.D. number 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 designating review and approved by responsible engineer

Prefabricated
Trusses

D. Grading Plans

1. See Information Bulletin P/GI 2002-009 (new single-family dwelling) or Information Bulletin P/GI 2002-007 (new multi-family dwelling) for requirements applicable to proposed grading.

E. New Plumbing

1. See Information Bulletin P/GI 2002-009 (new single-family dwelling) or Information Bulletin P/GI 2002-007 (new multi-family dwelling) for requirements applicable to new mechanical, plumbing, and electrical components.

F. Energy

1. See Information Bulletin P/GI 2002-009 (new single-family dwelling) or Information Bulletin Requirements P/GI 2002-007 (new multi-family dwelling) for requirements applicable to new construction.

III. Miscellaneous Plans and Permits

1. Proposed accessory structures, including pools and spas.
2. Demolitions of structures on site.
3. Fire sprinkler, smoke detection, and fire alarm system installation.

NOTE:

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