



## INFORMATION BULLETIN / GENERAL INFORMATION

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# DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW SINGLE-FAMILY DWELLING

This Information Bulletin contains the suggested minimum document submittal requirements, including architectural and structural plans, calculations, and other miscellaneous information, for a **“NEW SINGLE-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
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 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 (Title 24)

### C. Other Documents

1. Soil Report and Geologic Hazard Study if in Geologic Hazard Zone
2. 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". 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, street, and alley locations
  - c. Building footprint showing all projections and dimensions to property lines and adjacent structures
  - d. Easements and visible utilities on site
  - e. Locations of existing fire hydrants within 500 feet of the project
- 2. Fully dimensioned floor plans, including room sizes and uses
- 3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, and gables, and construction material of roof
- 4. Exterior elevations detailing all exterior walls and cross sections in each direction
- 5. Door and window locations and door and window schedules including size and type and threshold details and LA City RR numbers for skylights
- 6. Fully dimensioned stair details, including rise and run, handrails, and all member sizes
- 7. Fireplace details, including LA City RR number

**C. Structural Plans**

- 1. Structural wall sections including connection details at foundation, floor, and roof levels
- 2. Post and girder connection details
- 3. Footing, pier, and grade beam details
- 4. Shear wall and holdown details, including wall construction, nailing, anchor bolts, transfer connections, and holdowns
- 5. Stairway framing and connections, including handrails, and dimensions of all members
- 6. Flashing details when flashing provided
- 7. Material specifications
  - a. Roof framing plan with truss I.D. number and manufacturer's name
  - Prefabricated Trusses
    - 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

**D. Grading Plans**

- 1. Existing and proposed grading plans
- 2. Pad elevations, ground slope drainage pattern, and topographic plans prepared with 1'-0 contours
- 3. Retaining walls and drainage systems

E. Plumbing, Electrical, and Mechanical Components

1. Location and size (BTU/HR output) of HVAC equipment
2. Locations and dimensions of plumbing fixtures
3. Locations of outlets, fixtures, switches, and smoke detectors, and locations and sizes of subpanels, and main panels

F. Energy

1. CF-1R and MF-1R forms completed, including signatures, and attached to plans Requirements
2. CF-GR and Insulation Certificate attached to plans
3. Performance Analysis and Back-up forms attached to plans

**III. Miscellaneous Plans and Permits**

1. Proposed accessory structures, including pools and spas
2. Demolition of structures on site

**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.