



INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

REFERENCE NO.:
DOCUMENT NO. **P/GI 2002-011**
Previously Issued As: IB ST-1

Effective: 9-01-98
Revised: 2-09-05

QUALIFICATION CRITERIA FOR BUILDING

- (1) COUNTER PLAN CHECK**
- (2) APPOINTMENT PLAN CHECK &**
- (3) REGULAR PLAN CHECK**

QUALIFICATION INSTRUCTIONS

Because our goal is to provide quality public service, along with **Regular Plan Check**, the Department of Building and Safety also offers certain additional services for customers, including the **Counter Plan Check (CPC)** and the **Appointment Plan Check (APC)** programs for qualified projects. The attached project descriptions will assist us in determining whether your residential or commercial project qualifies as a Counter Plan Check or as an Appointment Plan Check, or whether your project requires additional review that submittal for Regular Plan Check can provide. Descriptions of the Counter Plan Check and Appointment Plan Check programs are presented in this Information Bulletin, along with examples of the types of projects that generally qualify for one of these programs. If your project does not qualify as a Counter Plan Check or as an Appointment Plan Check, it will be necessary to submit your plans for a Regular Plan Check. **Separate** electrical, mechanical, sprinkler, HVAC, and plumbing plan check and/or permits may be required. Please check with each discipline sections for your project.

If you feel that your project falls under one of the project descriptions that qualify as either a Counter Plan Check or an Appointment Plan Check, please see a counter plan check engineer who will screen your project to determine which type of plan check is applicable. If further clarification is needed regarding project qualification for Counter, Appointment, or Regular Plan Checks, please contact either a counter plan check engineer or a plan check supervisor.

For additional information regarding either the Counter Plan Check (CPC) or the Appointment Plan Check (APC) programs, please contact:

Metro	Van Nuys	West Los Angeles
201 N. Figueroa St	6262 Van Nuys Blvd.	1828 Sawtelle Blvd
4th Floor	Room 251	2nd Floor
888-524-2845	888-524-2845	888-524-2845

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

COUNTER PLAN CHECK

A Counter Plan Check offers an applicant the convenience and expedience of an over-the-counter plan check review and subsequent permit issuance the same day of plan submittal, 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 tenant improvement or alteration, and which can be plan checked in approximately 45 minutes or less.

APPOINTMENT PLAN CHECK

An Appointment Plan Check (APC) also offers an applicant the convenience and expedience of an over-the-counter plan check review and subsequent permit issuance, both of which are accomplished during a scheduled appointment(s). The type of project which qualifies as an APC is typically a small and less complex residential or commercial project than those projects which require submittal for review. The plan check appointment for a project which qualifies as an APC is generally scheduled within five working days of the receipt of the submittal fees and is an over-the-counter plan check by an assigned plan check engineer. If corrections are written during an APC, the verification appointment to verify corrections made will be scheduled the same day.

Architectural and Structural plans for a project which qualifies as an APC must be of sufficient completeness and clarity to allow the plan check process and permit issuance to be accomplished within the scheduled appointment time, which is generally two hours. The plans shall also include the signature and seal of the responsible project architect and/or engineer. The APC process is very much dependent on the presence of the architect and/or engineer at the scheduled appointment. If the architect and/or engineer is not present, a technically competent representative shall be present and be able to discuss any design issues or problems with the engineer or architect by telephone consultation during the appointment and be authorized to make changes to the plans during the appointment.

Certificates of occupancy and permits required to verify existing uses shall be provided by the applicant during the scheduled appointment time. If a grading pre-inspection report is required, that report must also be provided during the scheduled appointment time.

Projects which consist of more complex plans and/or calculations requiring time consuming research and review, including, but not limited to, pile and grade beam construction, building on slopes exceeding 3:1, construction involving complicated soil/geology reports, and earthquake hazard reduction projects, will require a Regular Plan Check which will necessitate plan submittal. If a submittal for 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.

QUALIFICATION CRITERIA FOR COUNTER PLAN CHECK (CPC)

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.
- One-story accessory building constructed in accordance with the Type V sheet requirements not subject to full compliance with Methane Zone requirements per Chapter 71.
- Demolition of residence or accessory building.
- Retaining wall up to 8 feet in height without soil report.
- Deck.
- 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.
- New door or window opening.
- Non-bearing partition.
- Suspended ceiling.
- Disabled access improvement.
- Damage repair less than 10% of the replacement cost of the structure.
- 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.
- Sign (except off site signs).

QUALIFICATION CRITERIA FOR APPOINTMENT PLAN CHECK (APC)

The following project descriptions are examples of the types of projects which generally qualify as Appointment Plan Checks.

RESIDENTIAL

- New single family dwelling or accessory building, not in hillside area, less than 1500 square feet in area, and of wood construction per Type V Sheet.
- Addition to an existing single family dwelling, duplex, or accessory buildings, provided there are no additional dwelling units being added and provided the area of the addition is less than 1000 square feet and is of wood construction.
- Change of use from a single family dwelling to a duplex of wood construction with no addition or with an addition of less than 1000 square feet.
- Change from an apartment to a condominium provided there is no increase in floor area which includes additional dwelling units.
- Relocation of Single Family Dwelling.

COMMERCIAL

- Change of use, except where the new occupancy main use is E, I, H, or A, with a maximum floor area of 1000 square feet, and where no conditional use is required.
- Tenant improvement with no change of use and limited to two floors maximum, except where the main use is an H, E or I occupancy.