



INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

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

QUALIFICATION INSTRUCTIONS

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

*If your project does NOT fall under the counter plan check description outlined in the attached list, you will be required to submit your plans for **Regular Plan Check**.*

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

For additional information regarding the mechanical plan check program please contact:

Metro City Hall
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.

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, 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
IF THEY CAN BE CHECKED IN LESS THAN ONE HOUR**

ELEVATORS		
' Dumbwaiter	' Residential elevator	' Hydraulic elevator

FIRE PROTECTION		
' Single family dwellings up to 10,000 square feet	' Fire Hydrants Residential buildings up to 3 stories and with one set of calculations.	' NFPA 13 systems with one calculated area Class I and Class II standpipes
' Tenant Improvement-one floor only	' Water curtains	

HVAC	
' Single type I hood and ventilation systems	' Air conditioning in commercial buildings up to 30,000 square feet.
' Single type II hood and ventilation systems	' Dryer vent, Garage and bathroom ventilation
' H occupancy ventilation	' Modernization of HVAC systems
' Tenant Improvement -one floor or one tenant only	

PLUMBING		
' Residential/Commercial water up to 3" and drainage up to 6"	' Gas systems (low and medium pressure)	' Rainwater and storm drain systems
	' Sump pump systems and sewage ejectors	