



**INFORMATION BULLETIN / GENERAL INFORMATION**

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# **DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW MULTI-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 MULTI-FAMILY DWELLING”**.

The lists contained in this Information Bulletin are only the suggested minimum document submittal requirements. 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 Office  
201 N. Figueroa St.  
4th Floor

Van Nuys Office  
6262 Van Nuys Blvd.  
Room 251

West Los Angeles Office  
1828 Sawtelle Blvd.  
2nd Floor

For telephone inquiries call 311, or 213-473-3231 for calls originating from outside the City of Los Angeles

## **I. DOCUMENT SUBMITTAL LIST**

### **A. Plans**

1. Architectural Plans
  - Plot plan
  - Floor plan
  - Roof plan
  - Exterior elevations and cross-sections
  - Disabled access features
  - Green Code features
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. Landscaping Plans

5. Plumbing Plans (including relevant information from architectural plans)\*
  6. Mechanical Plans (including relevant information from architectural plans)\*
  7. Electrical Plans (including relevant information from architectural plans)\*
- \* Separate plan check and permit required

**B. Calculations**

1. A complete set of Structural Calculations (for vertical and lateral loads) signed by a State of California licensed Civil or Structural Engineer, or an Architect
2. Energy Calculations and Forms (Title 24)

**C. Other documents**

1. Soils Report and Geologic Hazard Study if in Geologic Hazard Zone
2. Sound Study/Noise Report (if stipulated in Planning approval), and Hazardous Material Inventory List (If applicable, list types and quantities of chemicals stored on site)
3. 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 24" x 36". 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 a California licensed 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 the architect or engineer on cover sheet of the plans
4. Project name and address, as well as the project owner's name, address, and telephone number
5. Cover sheet information:
  - a. Applicable codes and editions (2020 LABC, 2020 LAMC, 2020 LAPC, 2020 LAEC, 2020 LAGBC, and 2019 Energy Standards)

- b. Description detailing scope of all work
- c. Occupancy group(s) and type of construction
- d. Gross area per floor and building height
- e. Unit density & Floor Area Ratio (FAR) analysis
- f. Index of all sheets of plans and attachments

## B. Architectural Plans and Green Building 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. 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, including room sizes and uses, corridor widths, and all disabled access features, including fully dimensioned and detailed restrooms
3. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, and construction material of roof
4. Exterior elevations detailing all exterior walls and cross sections in each direction
5. Interior elevations including fixed cabinets and counters to show compliance with all applicable disabled access requirements
6. Door and window locations and door and window schedules, including size and type and threshold details and product approval numbers for skylights
7. Fully dimensioned elevator, ramp, and stair details, 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 insulation wall locations, and construction
10. Detail fire walls, fire barriers, fire partitions locations and construction
11. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction

12. Provide fireplace details, including product approval numbers
13. Disabled access notes to cover all other applicable accessibility requirements that are not covered by details

#### 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
8. Where prefabricated trusses are used:
  - a. Roof framing plan with truss I.D. number(s) 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 by the project engineer of record, indicating that the plans have been reviewed by him/her

#### D. Grading Plans

1. Existing and proposed grading plans
2. Pad elevations, ground slope drainage pattern, and topographic plans (with 5'0" contours)
3. Retaining walls and drainage systems
4. Shoring plans

#### E. Landscaping Plans

1. Show all structures, including accessory structures, swimming pools, walkways, etc., including all required disabled access features

#### F. Plumbing Plans

1. Site utility plan and sizing calculations

2. Waste and vent pipe and sizing calculations
3. Water piping sizing calculations
4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain plan and hydronics piping plan

#### G. Mechanical Plans

1. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire-dampers
2. Environmental and product conveying duct plan
3. Gas piping and sizing calculations

#### H. Electrical Plans

1. Load calculations and panel schedule
2. One-line diagrams, including wire and conduit sizes

#### I. Energy

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

#### J. Green Building Plans

### **III. MISCELLANEOUS PLANS AND PERMITS**

- A. Proposed accessory structures, including pools and spas
- B. Demolition of structures on site
- C. Fire sprinkler, smoke detection, and fire alarm system installation
- D. Separate electrical, mechanical, sprinkler, HVAC, and plumbing plan check and /or permits may be required. Please check with each discipline section for your project.

#### **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.