



11/2009

## City of La Puente

### Division of Building and Safety

### NEW SUBMITTAL REQUIREMENTS

#### INTRODUCTION

The following items are the minimum requirements for acceptance of your submittal for the Building and Safety Division review. Planning and Public Works / Engineering Divisions may have additional submittal requirements.

#### DOCUMENTATION CHECKLIST

- ~ A completed Permit Application with Planning Division release is required prior to Building Division submittal.
- ~ A complete project description and scope of work must be on the Application and the cover sheet of the plans.
- ~ A sheet index that includes all pages and attachments.
- ~ Project valuation. This valuation must include all proposed work, including demolition and is subject to verification.
- ~ Plan Scale. 1/8" = Site plan. 1/4" scale = floor plan, elevations, sections. Other scales, larger or smaller, by prior written approval of the Building Official or Planning Manager.
- ~ Site Survey. A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer.
- ~ Three complete sets of plans, printed on 24" X 36" sheets. Other sizes, larger or smaller, by prior written approval of the Building Official or Planning Manager.
- ~ Soil report – 2 copies, unless waived by the Building Official.
- ~ Structural plan and supporting calculations – 2 copies, unless waived by the Building Official.
- ~ Title 24 energy calculations – CF1R, MF1R, & WS5R forms must be made part of plans. If complete T 24 information is provided on the plan, a separate booklet is not required.
- ~ Southern California Electric (SCE) Service work order for any service modifications, temporary power poles or panel upgrades.
- ~ Work in the City Right of Way requires a separate encroachment permit and approvals from the Public Works Division. If disturbed soil is 25 yards or more, a separate grading permit is required from the Public Works Division.

## **For Tenant Improvements:**

- City of La Puente Planning/Zoning Approval
- City of La Puente Business License Approval
- A completed Los Angeles County Fire Division questionnaire is required.
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## **Food Service Establishments:**

- Los Angeles County Health Department review and approval is required.
- Grease Interceptor plan and approval
- Water Quality and grease control provisions

## **MINIMUM PLAN REQUIREMENTS**

Plan shall include an NPDES note on the site plan:

“The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system.”

Plan shall delineate all projecting elements, and show distance to property line, or adjacent structures.

Additions, remodels, or renovations of a single family home with an existing pool shall notate on the cover sheet, the requirement for the suction outlet of the existing pool, spa, or toddler pool to be upgraded so as to be equipped with an approved anti-entrapment cover meeting the current standards of the ASTM or ASME” per section 115920 HSC. (This section applies to all work done whether pool exists or new, see pool handout for more information)

Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the 2007 Los Angeles County Building Codes, 2007 California Building Code, 2007 California Mechanical Code, 2007 California Plumbing Code, 2007 California Electrical Code, and the 2005 California Energy Efficiency Standards (T-24), and the current City of La Puente Regulations and Ordinances.

Plan must indicate if the existing building is protected by an automatic sprinkler system.

For projects that require a new Fire Sprinkler System to be installed, the cover sheet shall be notated “FIRE SPRINKLERS REQUIRED”

Plan must show an existing floor plan prior to any alteration or demolition.

Plan must show a proposed floor plan that includes the existing walls to remain, demolished walls and the new walls. A wall legend for the existing walls to remain, to be demolished and new walls shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the renovation.

For residential submittals, the plans must notate and show smoke detectors in each hallway leading to sleeping rooms, in each sleeping room of new and existing construction, at the top of stairways, and on each story. In new additions and new construction detectors to be hard wired with battery backup. CBC907.2.10.2. Detectors shall be interconnected to sound at the same time.(see smoke detector handout)

**Building Data Legend must be provided on the title sheet. Include the following information for the building proposed:**

- Project address
- Owner's name and address
- Designer / Architect / Engineer name and phone number
- Name, address and telephone number of person who prepared the plans
- The Legal description (A.P.N.)
- Occupancy
- Type of Construction
- Floor Area calculations, including existing and new areas
- Site area and % of coverage

Provide with each set of plans\*:

- Cover sheet with vicinity Plan and drawing index
- Conditions of Approval behind the cover sheet
- Site Plan
- Roof Plan
- Floor Plan
- Electrical plan layout including electrical service size and location.
- Construction Section(s)
- Foundation Plan
- Floor Framing / Roof Framing
- Elevations of all effected sides
- Architectural Details
- Structural Details
- Demolition Plan
- Fire Sprinkler Drawings

\* Note, not all submittals will require all elements on a complete plan. Each project submittal will be determined on an individual basis.