

	<p style="text-align: center;">CITY OF HAWAIIAN GARDENS DEPARTMENT OF COMMUNITY DEVELOPMENT BUILDING AND SAFETY DIVISION 21815 Pioneer Boulevard Hawaiian Gardens, Ca 90716 (562) 420 2641</p>	B-010
		EFFECTIVE : 1-05-2015

MINIMUM PLAN SUBMITTAL REQUIREMENTS;

TENANT IMPROVEMENT, ADDITION, OR ALTERATION TO EXISTING COMMERCIAL INDUSTRIAL BUILDINGS

1. A minimum of two (2) complete sets of building plans that includes:
 - a) A site plan,
 - b) Dimensioned floor plans, and
 - c) Elevations shall be submitted (planning may require additional sets);
 - d) First Sheet of plans shall show Index
 - e) Second sheet of plans shall include Planning Decision Letter and Conditions of Approval when applicable.

Partially completed plans will not be accepted.

2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies (no ink), fully dimensioned and drawn to scale (minimum 1/8" scale, 1/4" recommended) on sheets which are 18" x 24" Min. (24" x 36" recommended). Superfluous general notes and details which do not apply to the proposed construction project shall not be included on the plans.
4. All plans submitted must be signed by the person responsible for their preparation. When required, plans must be stamped and signed by an licensed architect or engineer registered in the state of California.
5. A fully dimensioned **SITE PLAN** which contains the following information is required:
 - Project address
 - Name, address, and telephone numbers of the owner and the person responsible for the preparation of the plans.
 - All easements and restricted use areas, with dimensions.
 - Landscaping, floor area ratio, and lot coverage tabulations in both square feet and as a percent (%) of the lot.
 - North arrow.
 - All structure-to-property line setback dimensions (existing and proposed).
 - Location of all property lines.
 - Dimensions of all architectural projections (mansards, marquees, bay windows, signs, cornices, balconies, awnings, eaves, etc.).
 - Street name(s) for all adjacent streets, and street center lines.

- Fully dimensioned parking plan, including tabulation of existing, proposed and required parking spaces (not required for privately funded single-family dwellings).
 - Grade elevations at property line corners, at driveways, and at garage floor.
 - Show all proposed and existing utility meters, public sewer connections, private sewage disposal systems, and fire hydrant locations.
 - Locations of all buildings / structures on adjacent property within 10 feet of property line.
 - Location and dimensions of all walks, driveways and hardscape.
 - Show the location of top or toe of any slope on property.
6. The following information is required to be on the first sheet of plans
- Description of Work
 - Applicable codes.
 - Occupancy classification, and use
 - Construction Type
 - Fire sprinklers are to be provided
 - Assessor's Parcel Number
 - Lot area
 - Building area
7. A **GRADING & DRAINAGE PLAN** shall include the following information and details:
- Site drainage patterns
 - Drainage devices, such as catch basins, area drains, and sump pumps
8. **GENERAL NOTES** shall be included on the plans to address all construction requirements.
9. **SEPARATE PERMITS** may be required for any of the following:
- Mechanical
 - Plumbing
 - Site improvements such as Pools and Spas
 - Retaining Walls
 - Fences
 - Grading
 - Demolition
 - Each detached structure shall have separate permit
10. Fully dimensioned **FLOOR PLANS** are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction.
11. Fully dimensioned details indicating compliance with **DISABLED ACCESS** requirements, including (not required for privately funded single family dwellings and duplexes):
- Disabled unit(s) and disabled adaptable unit(s).
 - Disabled parking spaces
 - Paths of travel from disabled parking spaces to building entrance
 - Building entrance and paths of travel within the building
 - Disabled access to facilities within the building, including restrooms, telephones, drinking fountains, and counters.
12. Dimensioned **STRUCTURAL PLANS** shall be provided for each floor and roof level. Structural, framing, and foundation plans shall identify the size and spacing of all structural elements. Complete details shall be provided for:
- All critical connections

- All construction assemblies
 - size, location and embedment depth of all anchor bolts, including bolts required for hold-down devices.
 - Concrete reinforcement details, including the size, spacing, location and number of reinforcing bars
 - All lateral force-resisting elements, including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
 - For prefabricated trusses, plans must indicate type of truss and connection details at time of submittal.
13. Complete **STRUCTURAL CALCULATIONS** shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the building code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
 14. Fully dimensioned **EXTERIOR ELEVATION** drawings shall be provided that show existing and finished grade lines. Show wall and roof finish material, and location of all openings. The elevation drawings shall identify the building height at all critical locations.
 15. Fully dimensioned **SECTION** drawings shall be provided through the building at all significant locations. At least two sections shall be provided in orthogonal directions.
 16. A complete and dimensioned **LANDSCAPE AND IRRIGATION** plan, prepared by an individual licensed in the state of California to prepare and stamp such a plan, may be required for all new construction and most other projects which will revise existing parking and/or landscaping.
 17. A signed **CERTIFICATE OF COMPLIANCE** shall be included to verify energy conservation compliance. (ENERGY CALCULATIONS)
 18. The type of soil and bearing value shall be indicated on the plans. A **SOIL/ GEOTECHNICAL REPORT** required for new construction.
 19. **NPDES** requirements shall be incorporated into the construction documents.
 20. **Any other additional information required by the Building Official during plan check.**