



City of El Segundo

Building Safety Division

SINGLE FAMILY HOME OWNER'S GUIDE PERMITS & INSPECTIONS

This booklet provides you with the information you need to get started in the process of obtaining permits and inspections for repair, remodeling or adding on to your single family home.

Obtaining a permit and inspections for construction on your home is required by law and provides important documentation in the event you sell or refinance the property.

The Department of Building and Safety will help you through the permit process and provide you with valuable information on codes and ordinances, construction practices, and property data.

Hiring a Contractor

Construction contractors in the State of California are required to be licensed by the California State License Board (CSLB). The CSLB can provide you with information about a contractor at their toll-free number:

(800) 321-2752

Available at the City of El Segundo's front counter is an informative booklet called "What You Should Know Before You Hire A Contractor"

For general information and assistance from Building & Safety call (310) 524-2380.

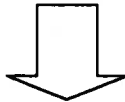


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THE CONSTRUCTION PROCESS

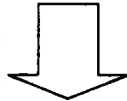
**GET ZONING
AND
PROPERTY INFORMATION**



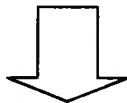
**DESIGN YOUR PROJECT
AND
DRAW PLANS**



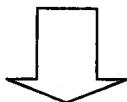
**SUBMIT PLANS TO BUILDING AND SAFETY
AND
COMPLETE A PERMIT APPLICATION**



**PLANS APPROVED
AND
PERMIT ISSUED**



**CONSTRUCTION
AND
INSPECTION**



**FINAL INSPECTION
AND
CERTIFICATE OF OCCUPANCY**



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ZONING AND PROPERTY INFORMATION

Clearances Around Your Building

Buildings have various zoning requirements, as stipulated in the Zoning Code. These requirements vary depending on several elements such as the zone and location of the property. In addition, certain specific areas are governed by specific plans, which often regulate the zoning requirements. Due to the complexity of zoning laws, the only accurate way to obtain the zoning requirements for your proposed building or addition is to visit the Planning counter. This will safeguard you from unnecessary problems and expense.

You will need the property address, legal description (tract and lot number), and a plot plan of the proposed work. The legal description is usually included on your Property tax records or in the deed for that individual property. The code professionals at Building and Safety will check the City zoning maps and provide you with the correct information.

DESIGN YOUR PROJECT

- Make sure your plans show all measurements to property lines.
- Check the distance between your new addition and your property lines.
- Show all door and window sizes in the new construction, and interior dimensions.
- If your construction is attached to an existing building, show the existing room sizes and window and door sizes for the areas adjacent to the new construction. Show any openings that are to be closed up as dotted lines on the plan.
- Type V sheet can be used as guide that your plans must comply with in addition to your plot plan and floor plan.
- Complete the marked items on the permit worksheet, including your name and address, and the legal description of your property (see your tax bill).
- Separate plumbing, electrical, and heating permits are required for those installations that are unrelated to the building permit.

Gas and Electric Service Supplies

If the footprint of your construction is in the path of gas or electrical service feeder lines, these services must be moved by the appropriate agency. For help in locating these lines on your lot call;

The Gas Company 800-228-7377
Southern California Edison 310-783-9389



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DRAWING PLANS

Plans must be clear, legible, and correctly show the work to be done. The minimum plans required to be submitted are:

- PLOT PLAN of the building on the lot.
- FLOOR PLAN of the proposed work.
- FRAMING PLAN showing the size and spacing of all structural members.
- FOUNDATION PLAN, which includes floor-framing details.
- ELEVATIONS of new buildings or additions, and construction details for stairways, chimneys, or similar improvements.
- CONSTRUCTION DETAILS that indicate the size and direction of rafters, joists and studs.
- ENERGY CONSERVATION DETAILS, such as insulation thickness.
- TYPE V SHEET to serve as your plan notes.

The Department has a Type V Sheet available at any Building and Safety Public Counter, which provides most of the structural Wood frame information you will need to build the addition or Remodel.

The Type V sheet should be attached to your plans as a reference, and to resolve any questions you may have regarding wood frame construction.

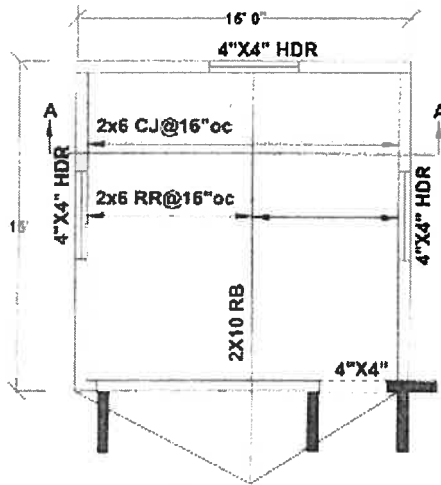
Note: If the construction was designed by an engineer, design calculations and plans stamped & signed by the engineer must be attached to the plans. Added habitable area that is heated or cooled must be insulated in accordance with Energy Conservation requirements.

Examples of drawing plans can be found on the following page.

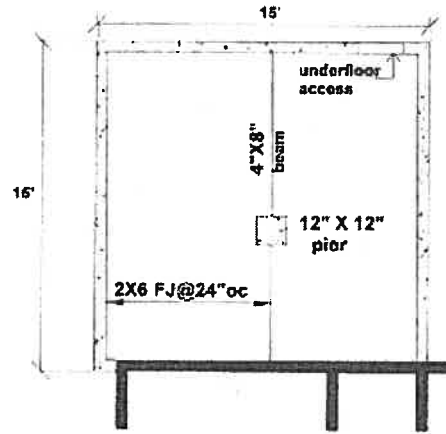


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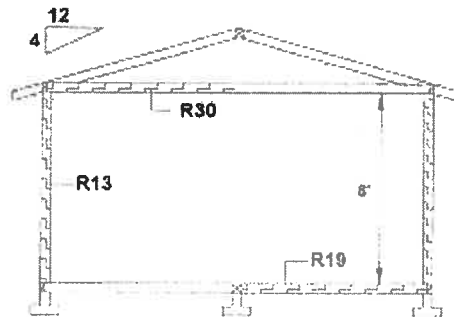
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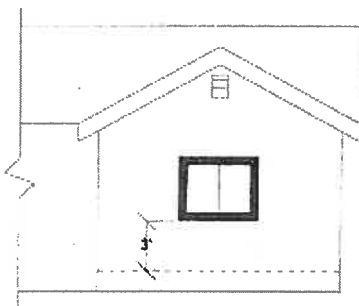
Roof Framing



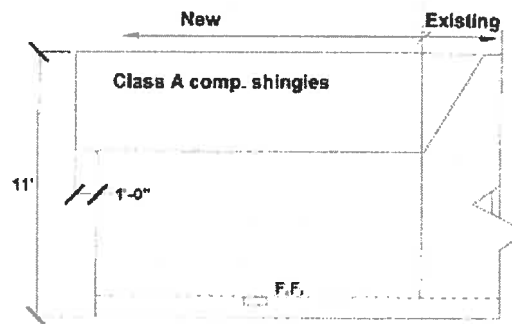
Foundation/Floor Framing Plan



Section A-A



NORTH Elev.



WEST Elev.



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SUBMIT YOUR PLANS AND COMPLETE THE PERMIT APPLICATION

Take your plan package to Planning, Building & Safety. If any portion of your construction is an engineered design, you will need to submit the original drawings and calculations from your engineer or architect. The Department engineers will check your plans for compliance with local codes and ordinances. With the information you provide on the permit worksheet, the engineer will complete your permit.

Clearances from Other Departments:

Occasionally, approvals are needed from other Departments before construction can begin. The Department plan check professional will help guide you through this process.

Some examples of the types of approvals needed are:

Public Works, Bureau of Engineering:

- Address approval – verification of the correct property address, based upon the legal description for the property.
- Driveway apron approval – required for curb cuts to install new driveways to the public street.
- Sewer availability – new public sewer connections must be approved by Public Works. If your property is currently on a private sewage disposal system (septic tank system), you may be required to connect to the public sewer.

City Planning:

- Approval of planned construction in Specific Plan areas, or as a part of zoning variances.
- Release from Owners of Easements:
- If your construction crosses an easement, approval from the owner of that easement must be obtained.

CONSTRUCTION AND INSPECTION

BEGIN YOUR CONSTRUCTION:

With your approved plans and building permits in hand, you are ready to begin construction. If you have to vary from your plan specifications during construction, reapproval of the plan is required. Call for inspection before covering any work.

To call for inspection our 24 Hour Inspection line is (310) 524-2379. Call for inspection at least 24 hours in advance. Occasionally office workloads delay inspections an additional 24 hours.



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GENERAL INFORMATION

TIME LIMITS ON PERMITS

If construction on your project does not start within six months of the issue date of the permit the permit expires and must be renewed before work can continue.

VARIANCES FROM CODES AND ORDINANCES

The Department has an appeal process for alternate construction methods. Be sure to discuss any concerns you have with the plan check engineer when you first submit your plans. Your construction Inspector can also advise you which items may be appealed and provide you with forms for making the appeal.

Note: Reductions in required yard setbacks and zoning changes are appealed through the City Planning process.

NOTES: