



City of El Segundo

Building Safety Division

350 Main Street

El Segundo, CA 90245

(310) 524-2300

ALTERATION OR ADDITION TO AN EXISTING SINGLE-FAMILY OR MULTI-FAMILY DWELLING SUBMITTAL REQUIREMENT *PACKET*

1. What is an alteration or addition to an existing single or multi-family dwelling?

An alteration or addition to an existing single or multi-family dwelling is defined as:

- A. Single-story additions where the plans conform to the conventional construction provisions of the California Building Code.
- B. Accessory structures to an existing single-dwelling unit or duplex, such as single-story garages, carports, decks, patio covers and patio enclosures where the plans conform to the conventional construction provisions of the California Building Code.

2. Plan Check Fees

Plan check fees must be paid before permit issuance. Plan check fees are determined by the nature of the proposed construction. Refer to the Building Permit Valuation Table to determine the fees which will be charged for your improvement.

If your room addition is more than 500 square feet in area, school fees will be due. Projects 500 square feet and under in area are exempt from payment of school fees.

3. Plan Specifications

Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature and extent of the work proposed. Be sure to clearly label all existing and all proposed construction.

Typically three (3) completed sets of plans are required to be submitted and when required by the State Business and Profession Code shall be wet-stamped and signed by a California-licensed architect or registered engineer.

4. Forms to Complete

To apply for an alteration or addition to an existing single-family or multi-family dwelling, please complete a City of El Segundo Building Permit Application.

5. The Plan Check Review Process (How to get my plans checked)

Depending on the size, complexity and type of project the Building and Safety Department offers plan review on:

- Walk-in basis (Counter Plan Check): typically for smaller projects that can be reviewed within 30 minutes.
- By appointment (Appointment Plan Check): Available for slightly more complex projects that can be reviewed within 1 ½ hours.
- Regular plan check: Larger projects and plans requiring more time consuming review are submitted for regular plan check.

6. Plan Check STEPS

STEP 1: For a **single-family dwelling alteration or addition** Applicant completes General Building Permit Application and submits three **(3) sets of plans** directly to Building & Safety who routes plans to Building, Planning and Storm Water Departments.

For a **multi-family dwelling alteration or addition**, Applicant completes General Building Permit Application and submits **five (5) sets** of plans directly to Building & Safety who routes plans to Building, Planning, Fire and Storm Water Departments.

STEP 2: Building & Safety assigns reference/job number and inputs plans into computer system; each set of plans is date stamped and placed into seven separate bins for collection by each responsible Department.

STEP3: Plan check review begins; 6-8 week turn around, or 4-6 week accelerated turn around. Applicant contacted after completion of first plan check review with identified corrections requiring revision.

STEP 4: Applicant collects plan revisions for correction.

STEP 5: Applicant resubmits revised sets (3 sets for single-family and 4 sets for multi-family) and repeats Steps 1 – 5 until plans approved.

FINAL STEP: Plans Approved / Issuance of Certificate of Occupancy

7. DRAWINGS TO INCLUDE:

A. PLOT PLAN & VICINITY MAP

1. Property lines and dimensions
2. Existing building footprint
3. Proposed construction, noting dimension of the exterior walls and the distances to adjacent property lines
4. Any accessory structures and dimensions and the distances from these structures to adjacent property lines and to adjoining structures
5. If plumbing fixtures are being installed, show the location of water and sewer lines and the location of the water meter

B. FOUNDATION PLAN & FLOOR FRAMING PLAN

For slab floor construction this drawing must show:

1. Size, depth, and location of footings
2. Thickness of concrete slab

For raised floor construction this drawing must show:

1. Location of continuous foundations and any pier footings
2. Size and depth of footings
3. Size of stem walls
4. Size and spacing of girders
5. Size and spacing of floor joists
6. Location of crawl holes and vents

C. FLOOR PLAN

For additions to existing buildings, show proposed rooms and all adjoining rooms. Include the following information:

1. Designate the use and dimensions of all rooms on all floors
2. Size and type of all windows and doors
3. Size of headers above wall openings
4. Location of all plumbing fixtures
5. Location and energy output (BTUs) of all heating equipment
6. Location and type of any vent fans
7. Location of smoke detectors

D. CROSS SECTION VIEWS

E. ROOF FRAMING PLANS

1. Hips, valleys, ridges for both new construction and existing dimensions both new and existing roofs
2. Rafter and ceiling joist size and spacing
3. Any special framing at roof area

F. ELEVATION VIEWS

1. Doors, windows and other openings
2. Exterior finishes for the walls and roof
3. Wall bracing or shear panel locations or other means of obtaining the required lateral bracing
4. Pre-existing and finished grade with building height dimensioned to the most restrictive grade

G. CONNECTION DETAILS

Sufficient details must be shown to clearly explain the method of construction and means of connection.

H. TRUSS CALCULATIONS

Whenever prefabricated trusses are included as part of the roof framing, two sets of truss calculations, stamped by a currently licensed engineer, must be presented. The truss calculation identification number must be cross referenced on the roof framing plan.

I. ELECTRICAL/PLUMBING PLANS

No electrical drawings are required for single family or duplex residential construction. Electrical requirements are checked by Field Inspector. The only plumbing drawings required are the plumbing fixture locations shown on the floor plans.

Compliance with the City Water Utilities Retrofit Ordinance must be shown for new fixtures on the plans as follows:

1. Ultra low flush toilets
2. Maximum faucet flow, 2.2 gallons per minute
3. Maximum shower head flow, 2.5 gallons per minute

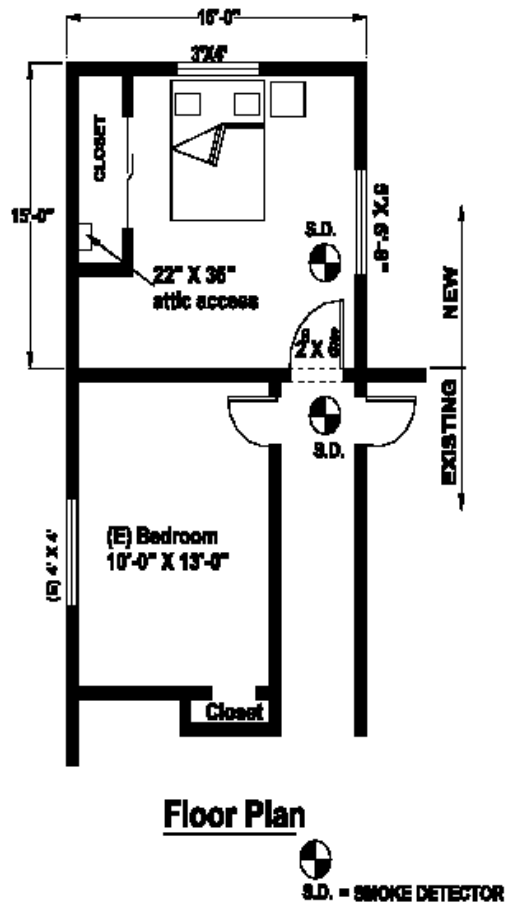
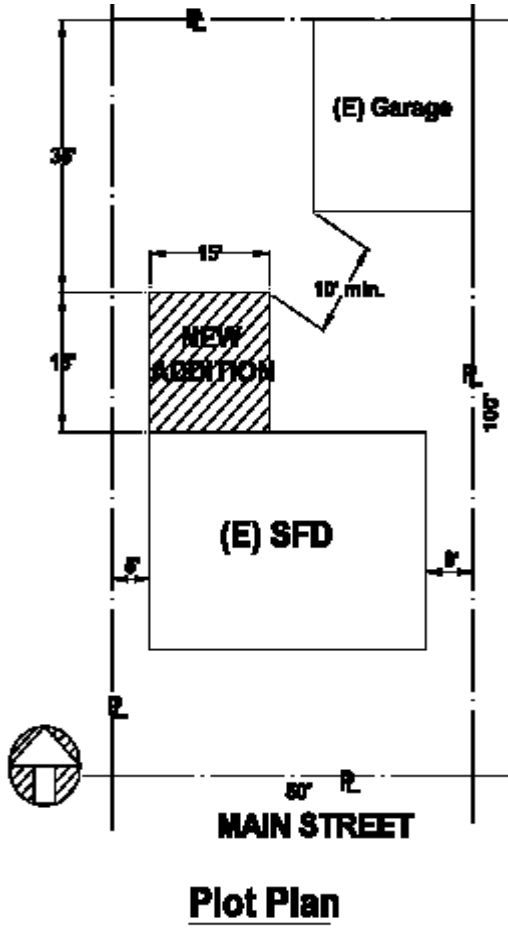
TITLE 24 ENERGY DOCUMENTATION

All single-family or duplex additions or alterations are required to comply with California Energy Efficiency Standards for Low-Rise Residential Buildings contained in the California Code of Regulations, Title 24, Part I.

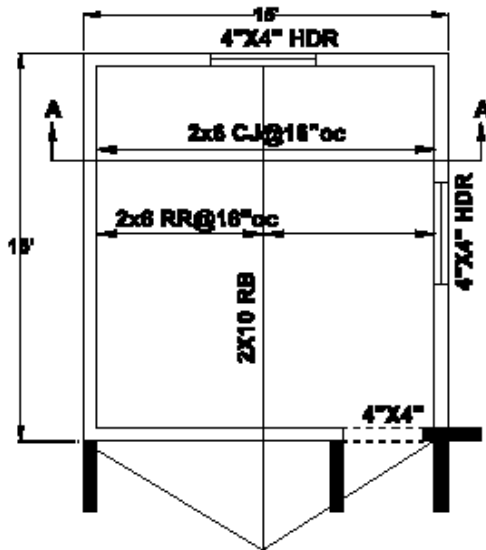
NOTE:

- (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 Health, Fire, City Planning, and Public Works (sewer), may be required.

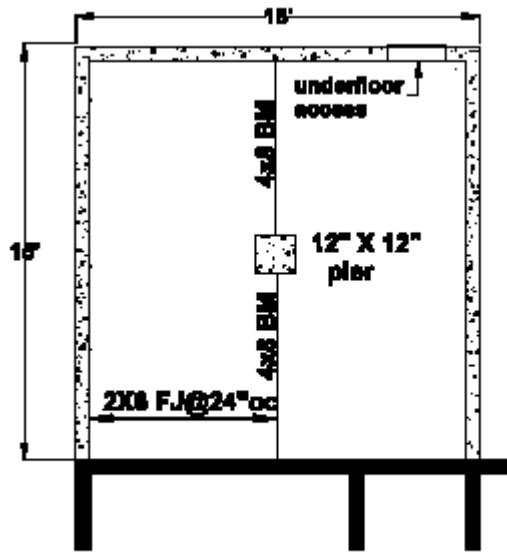
EXAMPLE OF REQUIRED PLANS:



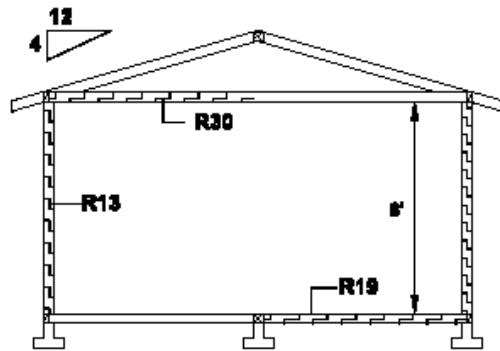
EXAMPLE OF REQUIRED PLANS:



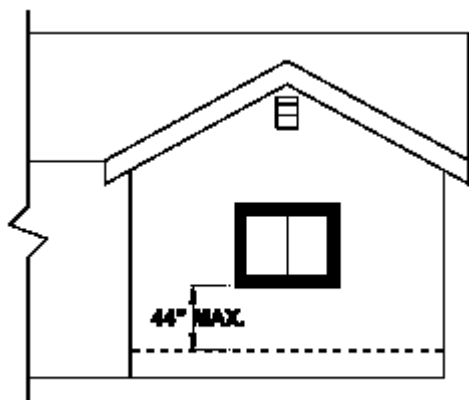
Roof Framing



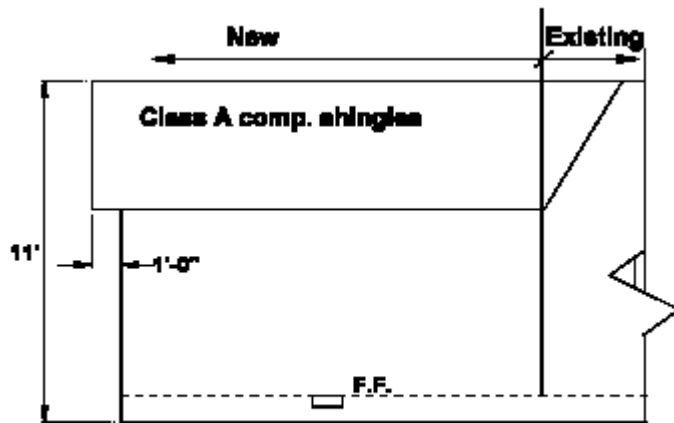
Foundation/Floor Framing Plan



Section A-A



NORTH Elev.



WEST Elev.