



# City of El Segundo

## Building Safety Division

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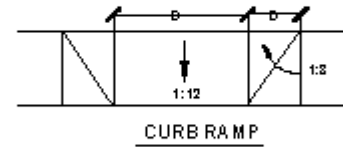
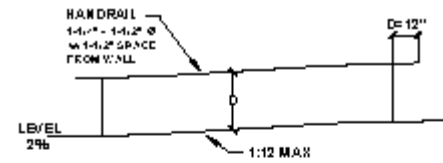
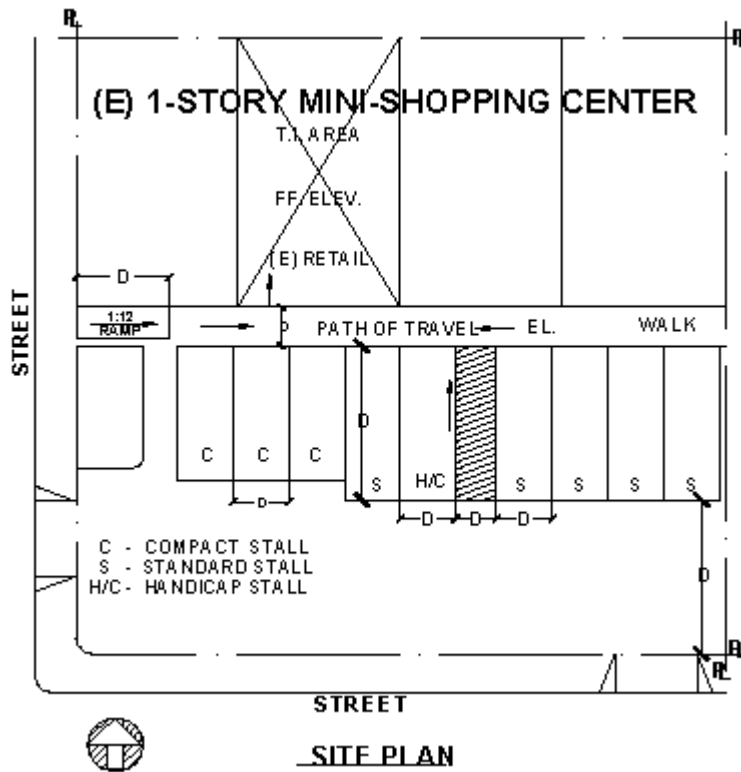
### CHANGING THE USE OF EXISTING BUILDING SUBMITTAL REQUIREMENT *PACKET*

#### REQUIRED:

Provide one set of plans, drawn to scale, which includes the following:

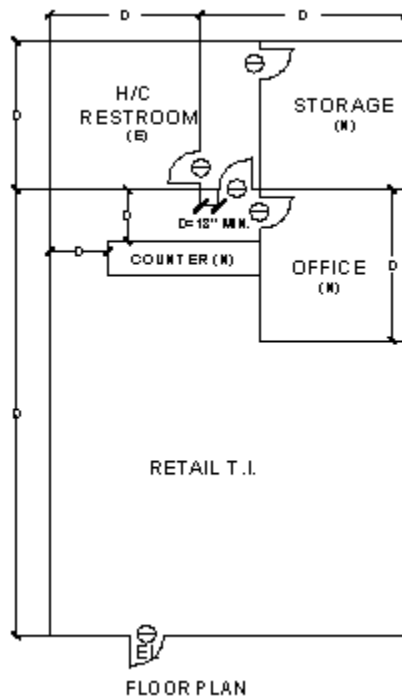
1. **Site plan**  
Fully dimensioned drawn to scale showing all existing buildings. Indicate the use, type, number of stories and number of dwelling units for all buildings. Show lot size, streets, alleys, loading zone and parking areas. (See example on page 2).
2. **Parking layout** (if additional parking is required)  
Fully dimensioned, showing stall width, length, and angle of parking. Indicate standard, compact and handicapped parking spaces. Provide parking analysis.
3. **Floor Plan**  
Floor plan showing existing and proposed area of remodel. Indicate use of all areas and rooms, show all existing and proposed partitions, size and direction of swing of all doors and specify door type and hardware. (See example on page 2).
4. **Equipment and fixtures**  
Show locations of: shelves, machinery, counters, tables and fixed seats etc.
5. **General notes and details**  
For example: Notes required by Health Department , new construction notes, etc.
6. **Disabled Access Requirements**  
Show disabled access parking, access ramps, path of travel, restrooms and phones accessible to the disabled, signs, general notes and details. (See example on page 2).
7. **Records of Building**  
Copy of "Certificate of Occupancy" and/or previous building permits showing the use of the building, and number of parking spaces required and provided and occupancy.
8. **Construction Details**  
Show details for construction of partitions, ceilings, ramps, etc. Also detail construction of exterior wall when new occupancy requires increased fire rating.

## EXAMPLE



### NOTES:

1. D = DIMENSION REQ'D
2. EL = ELEV. REQ'D
3. Ø = DOOR SCHEDULE REQ'D
4. (E) = EXISTING
5. (N) = NEW CONST.



### LEGEND

- ===== NON-BEARING PARTITION WALLS
- ===== NON-BEARING PARTITION WALLS

