



City of El Segundo

Building Safety Division

350 Main Street

El Segundo, CA 90245

(310) 524-2300

NEW SINGLE-FAMILY BUILDING/DWELLING SUBMITTAL REQUIREMENT *PACKET*

1. What is a New Single-Family Building/Dwelling

A new single-family building and or dwelling may be a house, garage or accessory building.

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 new building 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.

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

4. Forms to Complete

To apply for a new single-family building and or 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 new **single-family dwelling** Applicant completes General Building Permit Application and submits three **(3) sets of plans** directly to Building & Safety who routes plans to Building, Planning, Public Works 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 and repeats Steps 1 – 5 until plans approved.
- FINAL STEP: Plans Approved / Issuance of Certificate of Occupancy

7. DRAWINGS TO INCLUDE:

A. COVER SHEET

1. Detailed Statement of Scope of Work
2. Project Data, i.e. Type of Construction, Occupancy Group, square footage and applicable codes, etc.
3. General and Fire Life Safety Notes

B. PLOT PLAN

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

C. FLOOR PLAN

For new 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. 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

F. 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

G. 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

H. STRUCTURAL FRAMING PLANS

1. Structural details and material specifications

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.