



INFORMATION BULLETIN

IB-002

Eff: 01-01-2008 Rev: 01-16-2024

Over-the-Counter (OTC) Plan Review Service for Minor Projects

This Information Bulletin (IB) provides an overview of the Over-the-Counter (OTC) Plan Review Service for minor construction projects that requires a Planning, Building, and/or Fire plan review. The OTC Plan Review Service offers Applicants the convenience of a plan review at the public counter and may result in a more expeditious issuance of a building and/or fire permit application.

The type of minor construction projects that qualifies for the OTC Plan Review Service are minor additions or alterations to single-family dwellings, new detached Pre-Approved Accessory Dwelling Unit ([PAADU](#)), minor alterations to multi-family dwellings, or minor tenant improvements or alterations to nonresidential buildings with office or retail uses as determined by the Community Development Permit Center staff during the initial intake and screening of permit applications. Both the project descriptions and examples shown below will assist Applicants in determining whether a project MAY QUALIFY for the OTC Plan Review Service and the agencies involved with the review:

RESIDENTIAL	Planning	Building	Fire
One-story additions to existing single-family dwellings (no higher than one-story and no basement).	✓	✓	
Small one-story accessory buildings or structures such as patio cover, storage shed, carport or garage.	✓	✓	
Accessory Dwelling Unit (“ ADU ”) conversion of an existing garage or existing accessory structure for one existing single-family dwelling.	✓	✓	
Junior Accessory Dwelling Unit (“ JADU ”) on a lot developed with one existing single-family dwelling and may include an addition of up to 150 sf for ingress and egress purposes.	✓	✓	
Alteration to existing one-story single-family dwellings or duplexes including seismic or structural related work.	✓	✓	
Minor alteration to existing multi-family dwellings with minimal safety, seismic or structural related work.	✓	✓	✓
Residential decks or patios.	✓	✓	
New or addition of rooftop-mounted solar photovoltaic systems ≤ 10 kW on multi-family residential buildings.		✓	✓
New detached accessory dwelling unit using a Pre-Approved Accessory Dwelling Unit (PAADU) standard plan.	✓	✓	

NONRESIDENTIAL	Planning	Building	Fire
Small office or retail area with minor tenant improvements or alterations and are not safety, seismic or structural in nature (excluding work that combines or subdivides multiple tenant spaces).	√	√	√
Minor storefront alterations with minimal safety, seismic or structural related work (including façade replacement).	√	√	
Minor accessibility improvement that are not safety, seismic or structural in nature.	√	√	
Miscellaneous accessory structures, appendages or projections such as awning, canopy, and other minor attachment to the building's exterior.	√	√	√

FIRE PROTECTION SYSTEMS	Planning	Building	Fire
Relocating 50 or less existing fire sprinkler heads within existing office or retail uses where hydraulic calculations or alterations of earthquake bracings are not required.			√
Relocating or installing 30 or less fire alarm devices (excluding those related to elevator, medical gas, special extinguishing, high piled storage, emergency responder radio, methane, and/or CO ² systems) within existing office or retail uses.			√
Installing a maximum of 2 fire suppression systems for the protection of hoods (2 or less hoods per system) within existing restaurant uses.			√

MISCELLANEOUS	Planning	Building	Fire
Retaining walls ≥ 3 ft. 6 in. utilizing city standard details and wood/metal fence walls ≥ 6 ft. 6 in.	√	√	
Minor to moderate sign structures (e.g., monument sign, wall sign, projecting sign, or pole sign).	√	√	
Trash enclosures.	√	√	
Swimming pools or spas accessory to a single-family dwelling utilizing recognized standard plans.	√	√	
Minor addition of cellular antennas and equipment to existing cell sites or towers excluding equipment with battery backup power.	√	√	√
Minor to moderate alterations to existing cellular sites including upgrade for structural support or installation of battery backup power.	√	√	√

Electrical, Plumbing, Mechanical and/or Health plan reviews for minor construction projects, including projects located in the Port of Long Beach or projects associated with cannabis related uses, ARE NOT eligible for this service. If a project does not qualify for the OTC Plan Review Service, it will be necessary to submit the construction documents for review through the Submitted Plan Review Service. For additional information, please visit longbeach.gov/lbcd/building/plan-review-service.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.