



PRC-CSAB
**Plan Review Checklist
Cover Sheet and Administration Provisions**

Site Address:		Application No.:	
Scope of Work:		Date:	
Plan Reviewer:			
Telephone:	562-570-	email:	@longbeach.gov

Your application for a permit together with the submitted plans, calculations, and other construction documents has been examined and you are advised that the issuance of a permit is not approved and has been withheld for the reasons stated in this document. Further, this is not a complete list of the building comments and corrections. Please see the marked construction documents (plans, calculations, etc.) for all remaining comments and corrections.

Instructions.

Please follow the steps outlined below in order to streamline the successful review and processing of your application and responses to these plan check comments.

1. Provide a written response to each comment, stating where and how it has been addressed on the updated and revised plans.
2. Identify the sheet number, detail number or reference note on the updated and revised plans where the changes were made.
3. Update and revise the plans, calculations, and other construction documents to address and resolve all marked comments on the reviewed plans, calculations, other construction documents, and this plan review checklist.
4. Resubmit the updated and revised plans, calculations and other construction documents by email directly to the plan reviewer listed on this PRC only when all comments have been addressed and resolved.
5. Should you have any questions about the comments made on your project, you may contact the plan reviewer by email or telephone as listed above.
6. We will ensure that the recheck of the updated plans, calculations, and construction documents will proceed as quickly as possible.
7. If an impasse is reached during the recheck process, you may request that a plan check supervisor be contacted for a second opinion in an attempt to resolve and/or clarify the matter.

NOTICE: Major changes and/or revisions to the project scope of work and/or plans, that result in additional plan review time, may be subject to payment of additional plan review fees prior to review of the changes. (LBMC 18.05.040F1)

A. Approvals and Clearances

1. Project approvals and clearances are required from the departments, bureaus, and agencies marked below. It is recommended to immediately apply for these approvals and clearances, as it can take weeks or months for review and approval of the project. All required approvals and clearances must be secured before a "Ready-to-Issue" status may be issued for the project.

(check all that apply)

- Planning Bureau (562) 570-6194
- Fire Prevention Bureau (562) 570-7086
- Harbor Department (562) 570-0041
- Health Department (562) 570-4000
- Historic Preservation (562) 570-6194
- Marine Bureau (562) 570-3215
- LA County Sanitation District (562) 908-4288
- LB Unified School District (562) 997-7550
- Public Works Department (562) 570-6383
- Utilities Gas (562) 570-5991
- Utilities Water (562) 570-2419
- Other _____

2. This project is subject to the collection of school developer fees per Education Code 17620 and Government Code section 65995.
 - a. Prior to building plan approval, pay the LBUSD school developer fees by completing an online *Application for a Certificate of Compliance* at www.lbschools.net/developerfees.
 - i. Submit the attached Form-015 to the school district.
 - ii. Pay the fees and obtain a *Certificate of Compliance*.
 - iii. Return a pdf copy of the LBUSD *Certificate of Compliance* as part of the resubmittal documents.
 - b. For a Designated Residential Development Project that meets any of the conditions indicated in Government Code sections 66007(c)(4), payment of LBUSD school developer fees may be deferred until the completion of construction.
 - i. Where a deferral of payment is desired, the applicant shall demonstrate the project meets the definition of a designated residential development project.
 - ii. Provide written confirmation from the Planning Bureau to verify any conditions met, with the exception of developments with 10 or fewer units, to the building plan review staff. A revised *Form-015* will be prepared by building plan review staff following receipt of the written confirmation letter.
 - iii. Prior to building plan approval, complete the online *Application for a Certificate of Acknowledgement* at www.lbschools.net/developerfees.
 - iv. Submit a revised *Form-015*, as provided by the building plan review staff, to the school district and obtain a *Certificate of Acknowledgement*.
3. Complete and submit the Sewerage Connection Fee Application to the LA County Sanitation District (LACSD), www.lacsd.org, see application for address. Return a .pdf copy of the LACSD *Sewerage System Connection Fee Receipt* as part of the resubmittal documents.

B. Permit Application and Forms

1. Payment of additional plan review fees is required prior to resubmitting the updated plans. Valuation provided or determined during the initial submittal process does not match the project scope of work. The permit valuation was revised to \$_____
2. Submit plans and separate permit applications for the following items:
(check all that apply)
 - Demolition of entire buildings or structures.
 - Electrical, Mechanical, and/or Plumbing work
 - Fences and Retaining walls.
 - Fire alarm systems.
 - Fire sprinkler systems.
 - Grading and sitework.
 - Separate buildings and structures.
 - Shoring.
 - Sign.
 - Swimming pools and spas.
 - Other _____
3. Complete, sign and return pdf copies of the following forms with the first resubmittal of the plans:
(check all that apply)
 - Form-007 Developer Fees Notice and Acknowledgement.
 - Form-009 Low Impact Development (LID) Project Information.
 - Form-021 Structural Observation Report.
 - Form-025 Summary of Accessibility Upgrades for Existing Building.
 - Form-028 Plot Plan
 - Form-034 Sewer Capacity Fee Acknowledgement
 - Form-035 Sewer Capacity Fee Acknowledgement (DPDA)
 - Other _____
4. Provide a fully dimensioned plot plan (similar to the site plan on the construction document) to scale, scanned onto Form-028 the department plot plan sheet. The plot plan shall include the following information, as applicable:
 - a. Project address.
 - b. Permit application number.
 - c. Lot size and property line dimensions.
 - d. Street and alley centerlines.
 - e. Number of parking spaces.
 - f. Location of all other buildings on the lot.
 - g. Type of construction.
 - h. Use and occupancy of each building.
 - i. Number of stories.
 - j. Building and/or addition dimensions.
 - k. Separate distance between all buildings and property lines on the lot.

5. When all required approvals are obtained, *Form-006 Owner/Builder/Contractor Permit Proxy* for the permit application must be signed by the property owner, licensed contractor, or authorized agent. The following documents are required at the time of permit issuance:
- a. For owner-builder permits:
 - i. Owner's signature can be verified with owner's driver license.
 - ii. Owner's representatives must present owner's approval with a notarized letter from the owner.
 - b. For contractor building permits:
 - i. Certificate of Worker's Compensation Insurance made out to the Contractors State License Board.
 - ii. Copy of Contractor's State License or pocket ID.
 - iii. Copy of city business tax registration certificate or a newly paid receipt for same.
 - iv. Notarized letter of authorization for agent signing permit.

C. Plans and General Information

1. Provide the following plans, calculations, and reports with each set of construction documents. The submitted construction documents are incomplete. (LBMC 18.05.030)

(check all that apply)

Plans (includes details, notes, schedules, etc.).

- Site and drainage plan.
- Site and topography surveys.
- Grading and sitework plans.
- Erosion and Sediment Control Plan (ESCP) and details.
- Low Impact Development (LID) plan and Best Management Practices (BMP).
- Standard Urban Stormwater Mitigation Plan (SUSMP).
- Stormwater Pollution Prevention Plan (SWPPP).
- Methane gas mitigation plan and details.
- Egress and exit plan for each story, level or area of the building.
- Floor plan, for each story or level of the building.
- Furniture and equipment layout plans.
- Door and window schedules.
- Roof plan(s), including any occupied roof decks.
- Exterior elevation views for all sides of the building.
- Sections, minimum 2 perpendicular sections, or as marked on the plans.
- Architectural details and notes.
- Electrical and utility plans, see related comments.
- 2025 Energy Report and Mandatory Requirements Summary.
- 2025 HERS registered energy report (CF-1R)
- 2025 Single-Family Residential Mandatory Requirements Summary.
- 2025 CALGreen Notes and Mandatory Measures, all pages.
- Foundation plan.
- Framing plans for each floor and roof level.
- Structural details and notes.
- Other _____

Calculations.

- Complete structural calculations.
- Lateral analysis calculations.
- Vertical analysis calculations.
- Other _____

Reports.

- Acoustical and sound rating assembly report.
- Geotechnical soils report.
- Geology and/or hydrology report.
- CALGreen Commissioning Report
- Other _____

2. Revise and update the plans to provide legible plans and comply with the following standards:
 - a. Quality blue or black line drawings with uniform and light background color.
 - b. Minimum 1/8 inches high font letter size.
 - c. Maximum 36 inches by 48 inches plan sheets.
 - d. Minimum 11 inches by 17 inches plan sheets.
3. Provide a cover sheet or title page for the plans, including the following information:
 - a. Project address, legal description, assessor's parcel number (APN).
 - b. Legal property owner's name, address, and phone number.
 - c. List of consultants with complete contact information for each individual and/or firm.
 - d. Scope of work statement listing all work proposed to be permitted under this review.
 - e. Complete Building Data for all existing and proposed buildings on the property.
 - f. Sheet Index of all plans included in set.
 - g. Vicinity map with north arrow.
 - h. List of Applicable codes.
4. Update the first sheet of the plans to provide complete building data. list the building area, occupancy group(s), use(s), type of construction, number of stories, height, type of fire sprinklers system provided, and the number of parking spaces. Include justification and analysis for increase in area, height, and/or stories.
5. Show on site plans the natural and finish grade elevations around the perimeter of the building. Show elevations for all floors and top of roof. Survey map signed by a licensed Surveyor or Civil Engineer may be required by the department.
6. Revise the plans to list the applicable codes on the first sheet of the plans, as follows:
 - 2025 California Residential Code (CRC).
 - 2025 California Building Code (CBC).
 - 2025 California Electrical Code (CEC).
 - 2025 California Mechanical Code (CMC).
 - 2025 California Plumbing Code (CPC).
 - 2025 California Green Building Standard Code (CALGreen).
 - 2025 California Energy Efficiency Standards (CEES).
 - Long Beach Municipal Code (LBMC).



7. Provide stamped, signed, and dated plans and calculations. The registered design professional in responsible charge shall stamp, sign and date each sheet of the plans and the cover sheet of the calculations and other construction documents including license and/or registration number and expiration date. The registered design professional in responsible charge shall be licensed in the State of California.
8. Provide complete contact information for the property owner, tenant, architect, designer, engineer, and energy consultant on the first sheet of the plans, including:
 - a. Company name, if applicable.
 - b. Mailing address.
 - c. Telephone number.
 - d. Contact name.
 - e. Name of individual signing plans, if different.
9. Provide a complete sheet index listing all plan sheets and sheet names from all disciplines, and matching the sheet order of the plan set.

D. Signed Statements Required on the Plans

1. All notes and statements shall be signed and dated on the plans by the property owner, architect or engineer, in addition the architect/engineer of record stamp and signature on the same plan sheets.
2. Provide the following Erosion and Sediment Control Plan statement on the plans signed by the property owner or the owner's: (MS4 Permit Part VII.K.1.x.2.g)

I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete.

I am aware that submitting false and/ or inaccurate information, failing to update the Erosion and Sediment Control Plan (ESCP) to reflect current conditions, or failing to properly and/or adequately implement the ESCP may result in revocation of grading and/ or other permits or other sanctions provided by law.

Signature	Title	Date
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3. Provide the following Best Management Practices (BMP) statement on the plans signed by the architect or engineer of record. This project is subject to NPDES and SUSMP regulations. (LBMC 8.96)

As the architect/engineer of record, I have selected appropriate Best Management Practices (BMP) to effectively minimize the negative impacts of this project's construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their effectiveness. The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activities.

Signature	Title	Date
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4. Prior to permit issuance, under penalty of perjury, the owner or agent having the property owner's consent shall sign a statement on the plans to the effect stating that:

I certify that the proposed work will not destroy or unreasonably interfere with any access or utility easement belonging to others and located on my property, but in the event such work does destroy or unreasonably interfere with such easement, a substitute easement(s) satisfactory to the holder(s) of the easement will be provided.

 Signature Title Date

5. Provide the following path of travel statement on the plans signed by the architect or engineer of record. This project is subject to Title 24, Part 2, of the California Code of Regulations, Sections 1.8.2.1.2, 1.9.1 and the state's disabled access and adaptability requirements.

I certify that the primary path of travel to the specific area of alteration, structural repair or addition from the public way or accessible parking space as indicated on the plans does not include steps or a slope exceeding 1:20 except where access is provided by a ramp with 1:12 maximum slope, accessible elevator or otherwise granted by an unreasonable hardship

Furthermore, I certify that these plans were prepared under my direct supervision and that the area of specific alteration, structural repair or addition, including a primary entrance to the existing building and, when applicable, sanitation facilities, drinking fountains, signs and public telephones serving the area complies with current California Accessibility requirements.

 Signature Title Date

6. Prior to permit issuance, under penalty of perjury, the owner or agent having the property owner's consent shall sign a statement on the plans to the effect stating that:

I certify that the proposed work will not destroy or unreasonably interfere with any access or utility easement belonging to others and located on my property, but in the event such work does destroy or unreasonably interfere with such easement, a substitute easement(s) satisfactory to the holder(s) of the easement will be provided.

 Signature Title Date

E. General

1. Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.
2. The Developer shall install Custom Printed Flex Mesh screen(s), along the perimeter of the development site, such as FenceScreen.com Series 311, or equivalent, fence screening, and provide for the printed graphic to the satisfaction of the Director of Public Works. The graphics shall depict positive images of the City or other artistic concepts. Prior to submitting the graphic design for printing, the Developer shall consult with the Department of Public Works to review and approve the graphic design.
3. Additional comments may apply following review of updated plans, calculations and reports.

4. This is not a complete list of the building comments and corrections. The marked plans, calculations, reports and the plan review checklists listed below are also part of these plan review comments:

Building Plan Review Checklists

- PRC-01B Plan Review Checklist – One- and Two-Family Dwelling
- PRC-02B Plan Review Checklist – Multi-Family Residential
- PRC-03B Plan Review Checklist – Non-Residential
- PRC-04B Plan Review Checklist – Structural Design
- PRC-05B Plan Review Checklist – Grading and Retaining Walls
- PRC-06B Plan Review Checklist – Soft-story, Weak or Open Front Retrofit

Access Plan Review Checklists

- PRC-01A Plan Review Checklist – Multi-Family Residential, Private Funding (11A) Accessibility
- PRC-02A Plan Review Checklist – Multi-Family Residential, Public Funding (11B) Accessibility
- PRC-03A Plan Review Checklist – Non-Residential (11B) Accessibility
- PRC-04A Plan Review Checklist – Elevator, LULA and Platform Lift Accessibility
- PRC-05A Plan Review Checklist – Signage Accessibility
- PRC-06A Plan Review Checklist – Restaurant Accessibility
- PRC-07A Plan Review Checklist – Assembly Uses Accessibility
- PRC-08A Plan Review Checklist – Group B and Group M Occupancies Accessibility
- PRC-09A Plan Review Checklist – Hotel, Motel and Transient Lodging Accessibility
- PRC-10A Plan Review Checklist – Miscellaneous Facilities Accessibility
- PRC-12A Plan Review Checklist – EV Charging Stations Accessibility
- PRC-13A Plan Review Checklist – Recreation Facilities Accessibility

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.