



INFORMATION BULLETIN

IB-058

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Express Permit Service

This Information Bulletin (IB) provides an overview of the Express Permit Service for simple construction projects. The Express Permit Service offer applicants the convenience of a more expeditious issuance of a permit application. An “Express Permit” is a permit that the Building and Safety Bureau has determined does not require the submittal of construction documents (e.g., plans, calculations, reports, etc.) for plan review due to the relatively simple nature or small cost of the construction work. An Express Permit can be issued for different types of simple construction project except for those projects that are located within a Coastal Zone or a Historic District or on a qualified historical building. While plan review is not required, the issuance of an Express Permit does not permit the violation of any regulations of the Long Beach Municipal Code, California Building Standards Code and/or other local ordinances or state laws if identified during required city inspection.

The following is a standardized list of simple construction projects and the associated building type that MAY QUALIFY it for the Express Permit Service:

Description Number	EXPRESS BUILDING PERMIT	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
B1	Window. Replace <i>[specify quantity]</i> existing window(s) with the same size, opening type, and location as the existing window(s). (Note: For window area > 75 sf, max. U-factor = 0.30 and max. SHGC = 0.23. For window area = 75 sf or less, max. U-factor = 0.40 and max. SHGC = 0.35”. Window(s) serving habitable room(s) shall comply with Information Bulletin IB-006 Emergency Escape and Rescue Openings.)	✓	✓	✓	✓
B2	Door. Replace <i>[specify quantity]</i> existing door(s) with the same size, type and location as the existing door(s). (Note: Work does not include glass door. Exterior door shall have a max. U-factor = 0.20.)	✓	✓		
B3	Kitchen. Repair and/or replace existing kitchen <i>[specify one or more of the following: cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s)]</i> with the same size, type and location. No change(s) in wall(s) or opening(s) is(are) permitted. No change to the floor or kitchen layout. No penetration or relocation for new plumbing or electrical fixture(s), equipment or outlet(s) into existing wall(s) is(are) allowed.	✓	✓		
B4	Bathroom. Repair and/or replace existing bathroom cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s) only. No change in wall(s) or opening(s) is(are) permitted and no penetration of new plumbing or electrical fixture(s) into existing wall(s) is(are) allowed. (Note: Comply with Information Bulletin IB-056 Residential Bathroom Remodel.)	✓	✓		

B5	Drywall/Plaster. Repair and/or replace existing interior drywall or plaster for non-structural purpose only. Limit total area of repair/replacement to a max. 10% of the existing building's interior wall(s)/ceiling(s).	✓	✓		
B6	Foundation Seismic Retrofit. Voluntary seismic retrofit of existing wood framed building. Install <i>[specify method: cripple wall, anchor bolting/bracing, etc.]</i> per an approved standard plan recognized by an approved agency. Installation per <i>[specify method: LADBS Standard Plan #7 or #9]</i> .	✓	✓		
B7	Security Bar. Install <i>[specify quantity]</i> security bar(s), grill(s), grate(s), security roll down shutter(s) or similar device(s) over/at <i>[specify location]</i> . (Note: Cannot be installed over emergency escape window or door in sleeping room.)	✓	✓		
B8	Re-Roof with Asphalt/Fiberglass Composition Shingles. Composition shingles to be install over <i>[specify: solid sheathing or a max. of 1 existing layer of composition shingles that were installed over solid sheathing]</i> . Total <i>[specify quantity]</i> roof square(s). Max. weight of shingles shall be 6 psf or less. (Note: Radiant barrier shall be provided.)	✓	✓	✓	✓
B9	Re-Roof with Built-Up Roofing. Built-up roofing with Class A or B material to be install over <i>[specify: solid sheathing or a max. of 1 existing layer of built-up roofing that was installed over a solid sheathing]</i> . Total <i>[specify quantity]</i> roof square(s). (Note: Radiant barrier shall be provided.)	✓	✓	✓	✓
B10	New Stucco or Re-Stucco. Install new stucco over existing wood siding or wet sandblast and re-stucco. 2 layers of Grade D weather-resistive paper required with a min. 7/8" thick layer of stucco.	✓	✓	✓	✓
B11	Change of Ownership or Contractor. Change existing <i>[specify type: owner or contractor]</i> of record with <i>[specify name of new individual]</i> on permit number <i>[specify permit number]</i> .	✓	✓	✓	✓

Description Number	EXPRESS ELECTRICAL PERMIT ¹	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
E1	Existing Electrical Service. Alter, repair or replace existing <i>[specify size]</i> electrical service with same size, number, type and location of existing service. (Note: Max. 600V or max. 200A.)	✓	✓		
E2	Existing Electrical Service. Alter, repair or replace existing <i>[specify size]</i> electrical service with same size, number, type and location of existing service. (Note: Max. 600V or max. 400A. Does not cover work at hazardous location or within H occupancy building.)			✓	✓
E3	Existing Electrical Wiring. Alter, repair or replace existing electrical wiring of the same size, number, type and location or proximity.	✓	✓	✓	✓
E4	Existing Lighting Fixture(s)/Receptacle(s). Alter, repair or replace <i>[specify quantity]</i> existing lighting fixture(s)/receptacle(s) with the same fixture/receptacle type, voltage and wattage at the same location or proximity.	✓	✓	✓	✓
E5	Low Voltage Electrical Wiring. Install new or alter, repair or replace existing low voltage electrical wiring. Max. 120V. No penetration(s) into fire-rated assembly.	✓	✓	✓	✓

E6	Meter Re-Connection or Reset.	√	√	√	√
E7	New Electrical Vehicle Supply Equipment. Install one new <i>[specify type: Level 1, Level 2 or Level 3]</i> residential EV charger and related supply equipment <i>[specify: with a panel upgrade]</i> . Comply with Information Bulletin IB-049 Guideline for Express Permit of Residential EV Charger and FORM-019 Express Permit Checklist for Residential EV Charger .	√	√		

FOOTNOTE:

1. Comply with all mandatory feature energy requirement contained in the 2019 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).

Description Number		One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
	EXPRESS PLUMBING PERMIT ^{1, 2}				
P1	New or Re-Pipe Domestic Water. Install <i>[specify quantity]</i> of <i>[specify new or re-piping of]</i> domestic water line with approved piping material.	√	√		
P2	New or Adding Plumbing Fixture(s). Install new or add <i>[specify quantity]</i> plumbing fixture(s) within <i>[specify location]</i> .	√	√		
P3	Alteration of Plumbing Fixture(s). Remove or replace <i>[specify quantity]</i> existing plumbing fixture(s) of the same size, type, and location.	√	√		
P4	Low-pressure steel gas piping system. Install low-pressure steel gas piping system with <i>[specify quantity]</i> outlet(s). (Note: Max. 5 outlets.)	√	√		
P5	Drain System(s). Install gravity drainage system with <i>[specify pipe size]</i> for building drain. (Note: Max. 4" size.)	√	√		
P6	Sewer Cap Installation. Install <i>[specify quantity]</i> sewer cap(s) to the end of the building drain(s).	√	√	√	√
P7	Sub-Meter(s) Installation. Install <i>[specify quantity]</i> sub-meter(s) for domestic water line.	√	√	√	√
P8	Water Heater Installation. Replace <i>[specify quantity]</i> existing water heater(s) <i>[specify size in btu/hr]</i> with the same size, type and location. (Note: Max. 200,000 btu/hr.)	√	√	√	√
P9	Sewer Alteration. Alter, repair or replace existing sewer line.	√	√	√	√
P10	Seismic Shut-Off Valve(s). Install <i>[specify quantity]</i> seismic shut-off valve(s) to match size of the existing gas main.	√	√	√	√
P11	Meter Reset. Witness test for <i>[specify quantity]</i> gas meter(s) reset.	√	√	√	√

FOOTNOTES:

1. Comply with all mandatory feature energy requirement contained in the 2019 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).
2. Plumbing fixtures and faucets provided shall comply with water-conserving requirement contained in the 2019 Edition of the California Plumbing Code.

Description Number		One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
	EXPRESS MECHANICAL PERMIT ^{1, 2, 3}				

M1	HVAC Replace. Replace existing <i>[specify size in btu/hr or ton]</i> HVAC unit at <i>[specify location]</i> . Comply with FORM-027 Express Permit Checklist for Location of Equipment . (Note: Max. 60,000 btu/hr or 5 tons.)	✓	✓		
M2	HVAC Replace. Replace existing <i>[specify quantity]</i> <i>[specify size in btu/hr or ton]</i> HVAC unit(s) with the same size and type (like for like) at <i>[specify location]</i> . Comply with FORM-027 Express Permit Checklist for Location of Equipment .			✓	✓
M3	HVAC Addition/Relocation. Add or relocate a single <i>[specify size in btu/hr or ton]</i> HVAC unit at <i>[specify location]</i> . Comply with FORM-027 Express Permit Checklist for Location of Equipment . (Note: Max. 60,000 btu/hr or 5 tons.)	✓	✓		
M4	HVAC Addition/Relocation. Add or relocate <i>[specify quantity]</i> <i>[specify size in btu/hr or ton]</i> HVAC unit(s) at <i>[specify location]</i> . FORM-027 Express Permit Checklist for Location of Equipment . (Note: Total aggregate btu/hr or tonnage of all units shall not exceed 60,000 btu/hr or 5 tons.)			✓	
M5	Environmental Fan Repair/Replace. Repair or replace existing environmental fan(s) <i>[specify location(s): restroom, office room, dining room, conference room, etc.]</i> with the same cfm and static pressure rating (like for like).	✓	✓	✓	✓
M6	Environmental Duct Alteration/Addition. Alter or add environmental duct(s) at <i>[specify fire area location or floor within the building]</i> within existing building. (Note: Does not include work related to a smoke control system OR penetrate(s) existing fire and/or smoke rated assemblies. Max. 2,000 cfm.)			✓	✓
M7	Environmental Duct Alteration/Addition. Alter or add environmental duct(s) within the existing dwelling unit(s). (Note: Max. 2,000 cfm.)	✓	✓	✓	
M8	Gas Heater(s)/Furnace(s) Addition/Replacement. Install or replace single-unit gas heater and/or vented gas furnace <i>[specify location: wall, floor or other]</i> within <i>[specify: an enclosure or the attic]</i> . (Note: Location of heater/furnace shall not obstruct or diminish min. parking stall requirement OR be within or open into a sleeping room.)	✓	✓		

FOOTNOTES:

1. Comply with all mandatory feature energy requirement contained in the 2019 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).
2. HERS verification will be required for all heating, AC or HVAC equipment change outs, or more than 40 linear ft. ductwork new or replaced. Computer generated CF-1R will be required before any HERS verification may be performed.
3. For final city inspection, all required compliance documents and forms shall be registered with the California Energy Commission and a copy left on site.

Where two or more of the proposed scope of work are combined and constructed or installed within a 12-month period, plan review MAY be required. If a simple construction project does not qualify for the Express Permit Service, it will be necessary to submit the construction documents for plan review through the Over-the-Counter Plan Check Service or the Regular Plan Check process (refer to [Information Bulletin IB-002](#) or longbeach.gov/lbds/building/project-submittal for additional information).

Application(s) and/or form(s) can be obtained at longbeach.gov/lbds/forms. Information Bulletins can be obtained at longbeach.gov/lbds/building/inspection/ib.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds 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.