



City of Long Beach
Department of Development Services
Building and Safety Bureau
**Types of Services Available by
Appointment**

Information
Bulletin
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In a continuing effort to enhance customer service, the Department is now offering appointments for a limited number of services. By scheduling an appointment for these services, customers can shorten their wait times, and experience a reduction in transaction times. The types of services available by appointment include:

- Appointment Plan Check (APC)
- Appointment Plan Submittal (APS)
- Appointment Plan Recheck (APR)
- Appointment Plan Pick-Up (APP)

To schedule an appointment for these services, please call (562) 570-5237 or fax your request to (562) 570-6753.

APPOINTMENT PLAN CHECK (APC)

The Appointment Plan Check (APC) service offers the convenience of an over the-counter plan review and subsequent permit issuance, if approved, through scheduled appointments. The types of projects that qualify for the APC service are typically small and less complex residential projects such as single-family dwellings and related accessory uses of light-frame wood construction not more than 1-story in height. Multi-family dwelling and commercial/industrial projects, including specialty sub-trade work such as electrical, mechanical, and plumbing, do not qualify for the APC service at this time. The following are example of projects that may qualify for the APC service:

- New accessory buildings (i.e., garage, carport, patio cover, storage shed, recreation room, etc.) or small 1-story additions to existing single-family dwellings or accessory buildings, provided there are no additional dwelling units being added, is less than 500 square feet in area, limited to 1-story in height, and of light-frame wood construction.
- Minor alteration to an existing single-family dwelling or accessory buildings, provided the building is limited to 1-story in height, minimal seismic or structural related work, and of light-frame wood construction.
- Retaining walls and fence walls less than 6 feet 6 inches in height and utilizing city standard details.
- Swimming pools or spas accessory to a single-family dwelling utilizing recognized standard plans.
- Trash enclosures.

When a request is made, the project application will be created and the appropriate fees will be determined. The Department staff will contact the applicant via fax, email, or phone to schedule the plan check appointment date and time; or whether additional information or clarification is required to complete the processing of the application. Requests for the APC service are generally processed within one business day of receiving the completed permit application form and related documents. If Department staff determines at the time of the appointment that the project does not qualify for the

APC service, the applicant will be required to submit their plan through the Regular Plan Check process.

To ensure that the project will be reviewed in the most expeditious manner possible, the Department requests that the customer provide the following at the time of the scheduled appointment:

- “Appointment Confirmation Letter” issued by the Department indicating the date and time of the appointment and the project number to the staff at the Information Counter.
- Construction documents (i.e., architectural and structural plans and specifications) that are of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the applicable provisions of the code and relevant laws, ordinances, rules and regulations.
- Be prepared to pay for the plan check and/or permit fees when requested by the Department staff.
- A registered design professional (i.e., architect or engineer) or a technically competent representative familiar with the construction documents should be present at the time of the appointment or be available by phone to discuss any design issues or problems that may arise.

APPOINTMENT PLAN SUBMITTAL (APS)

Part of the plan submittal process involves Department staff evaluating all projects submitted for plan review at the Development Services Center to ensure that all of the required construction documents and information are provided. The length of time it may take to process the application depends on the volume of customers being serviced by the Department staff. The Appointment Plan Submittal (APS) service offers the convenience of submitting a project without waiting in long lines. Project applications are processed in advanced and appointments can be scheduled for applicants to come into the Department to formally submit their plans. Applicants are encouraged to request the APS service.

When making the request, please describe your project in detail so that the correct type of permit application is processed and the appropriate appointment time can be scheduled. The APS service gives the Department staff time to determine the appropriate number and type of construction documents, fees, application forms, and other related information required for plan submittal. After the project application has been created and the appropriate fees are determined, the Department staff will contact the applicant via fax, email, or phone when the project is ready to be submitted and to schedule an appointment date and time; or whether additional information or clarification is required to complete the processing of the application. Request for the APS service are generally processed within one business day of receiving the completed permit application form and related documents.

To ensure that the project will be submitted in the most expeditious manner possible, the Department requests that the applicant provide the following at the time of the scheduled appointment:

- “Appointment Confirmation Letter” issued by the Department indicating the date and time of the appointment and the project number to the staff at the Information Counter.

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- Construction documents (i.e., architectural and structural plans and specifications) that are of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the applicable provisions of the code and relevant laws, ordinances, rules and regulations.
- Correct number of construction documents.
- Signed and completed documents requested by the Department staff.
- Be prepared to pay for the plan check fees when requested by the Department staff.

APPOINTMENT PLAN RECHECK (APR)

Part of the plan review process, after the initial review of the plans are completed, involves the applicant resubmitting revised plans and calculations back to the Department staff to verify that all of the requested information or clarifications are provided on the construction documents. In an effort to streamline the plan review process and expedite the plan recheck, applicants are encouraged to contact the plan check staff assigned to their project to request an Appointment Plan Recheck (APR) meeting. If the project qualifies for this service, plan review staff will schedule an APR meeting to review the changes made to the construction documents in lieu of resubmitting the plans to the Department. An APR meeting should only be scheduled with the plan check staff when all of the plan review comments have been addressed. Please refer to the plan review checklist issued by the plan check staff for their name and contact information. Notwithstanding vacations and holidays, the APR meetings are generally scheduled within five business days of receiving the request.

To ensure that the project will be rechecked in the most expeditious manner possible, the Department requests that the applicant perform the following tasks prior to the scheduled appointment:

- Revised plans and calculations should incorporate or address all comments marked on the original checked set of plans, calculations, and the plan review checklist.
- Provide a written response to each comment and show where and how it has been addressed. Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process.
- Bring the original checked set of plans and calculations along with the plan review checklist to the APR meeting.

The Department will ensure that the APR meeting will proceed as expeditiously as possible. If an impasse is reached during the appointment, you may request that the plan check supervisor be summoned for a second opinion or to attempt to resolve and/or clarify the matter. Large and complex projects may not qualify for the APR service and may need to be resubmitted for plan recheck. In addition, major revisions to the construction documents that necessitate additional plan review time may need to be resubmitted and pay additional plan check fees as authorized by Section 18.06.030 of the Long Beach Municipal Code.

APPOINTMENT PLAN PICK-UP (APP)

To facilitate the expedient pick-up of plans, the Appointment Plan Pick-Up (APP) service gives the applicant the convenience of calling the Department in advance for next business day plan pick-up. With advance notice, Department staff can route the plans for pick-up to the Information Counter where applicants can quickly retrieve them.