

WHAT YOU NEED TO KNOW

Why is Plan Checking Necessary?

Plan checking is the detailed City's review of construction drawings submitted by an applicant, to ensure that all applicable building codes are complied with, in order to ensure the health and safety of the occupants and the general public. Even though an applicant may have retained a reputable engineer, architect or other professional, the plans may not be in compliance with the code requirements used by the City. In this manner, the City can be assured of safety in all aspects of construction.

When is Plan Checking Necessary?

Any time construction is proposed, plans are required to be submitted. This could range from a simple partition wall or trellis, to a complete multi-story building. The length of time for plan checking is commensurate with the complexity of the plans and proposed construction. Thus, whenever plans are required to be submitted, plan checking will also be required.

Plan Check Requirements:

The first step, before doing anything else, is to check with the Planning Division to determine if a Precise Plan of Design approval is required for your construction project. In most cases, a Precise Plan of Design must be obtained from the Planning Division prior to any plan check submittal to the Building Division.

The following must be submitted at the time of filing:

1. Complete a building permit application for plan review.
2. All plan review fees, including building, electrical, fire sprinkler, mechanical, and plumbing. The approximate plan review turnaround time can be determined upon submittal. Plan review time may vary due to the complexity of the project and/or the volume of projects submitted previously.
3. R-3 Residential: Two (2) complete sets of drawings, drawn on a minimum eighteen by twenty-four inch (18" x 24") drafting paper along with (2) complete sets of the following (if applicable):
 - A. Soils Report
 - B. Structural Calculations
 - C. Title 24 Energy Calculations
4. Commercial and R-1 Residential: Three (3) complete sets of drawings, drawn on a minimum twenty four by thirty six inch (24" x 36") drafting paper along with (3) complete sets of the following (if applicable):
 - A. Soils Report
 - B. Structural Calculations
 - C. Title 24 Energy Calculations

All drawings, structural and energy calculations are to be wet stamped and signed by the responsible discipline of record, architect and/or engineer. In addition, each drawing must contain the owner's name, address and phone number.

What Kinds of Plans Must Be Submitted?

The nature and detail of plans necessary for submittal depend on the complexity and type of construction proposed. For example, a repair of structural roof members probably would not require electrical plans, unless changes to the electrical system is contemplated. For complete building construction projects, the following is typically required. Please check with the Building Division regarding the needs of your particular project.

1. **Site Plan**
2. **Grading Plan**, including soils and compaction reports. For specific details, please consult the Engineering Division.
3. **Architectural Plans**, including floor plans, roof plan, and exterior elevation
4. **Structural Plans**, including:
 - A. Foundation Plan
 - B. Floor Framing Plan
 - C. Roof Framing Plan
 - D. Truss Information
 - E. Cross Sections
 - F. Structural Framing Details
5. **Electrical Plans**
6. **Fire Sprinkler Plans**
7. **HVAC (Heating and Air Conditioning) Plans**
8. **Plumbing Plans**

Information To Be Included On Plans

1. **Site Plan:**
 - Legal Description (information can be obtained from a tax bill or deed),
 - Lot Dimensions,
 - Building Footprint with all projections and dimensions to property lines,
 - North Arrow,
 - Location of utilities to curb,
 - Easements,
 - Parking areas, including Accessible Parking Stalls, walkways and Accessible Path of Travel.
2. **Grading, Erosion Control, and Drainage Plans:** For specific details, consult the Engineering Division.
3. **Architectural and Structural Plans*:**
 - Foundation and Structural Plans
 - Architectural Floor Plans
 - Exterior/Interior Elevations
 - Structural Materials Specifications

3. Continued:

Structural and Architectural Details, such as:

- A. Window: Head, Jamb and Sill
- B. Exterior Doors: Head, Jamb and Sill
- C. Flashing: Vertical Junctures of Materials
- D. Fireplaces-Masonry and Prefabricated
- E. Footings, Piers and Grade Beams
- F. Posts and Girder Intersections
- G. Roof: Eaves, Overhangs, Rakes and Gables
- H. Cabinet Elevations
- I. Floor Changes-Wood or Concrete
- J. Handrail(s) and Guardrail(s) with Support
- K. Roof Mounted Equipment
- L. Structural Wall Sections with Details at Foundation, Floor and Roof Levels.

- 4. Landscape and Irrigation Plans-For specific details, consult with the Parks Department (626) 812-5259

* *As applicable, fully detailed electrical, fire sprinkler, mechanical and plumbing plans are required. Partial plan submittals are not accepted. NO EXCEPTIONS!*

Note: No permit of any kind will be issued until each Division and/or Department has granted written approval.

What Codes Are In Use In Azusa?

The most current of the following Building Codes must be used in preparing plans and specifications:

- A. CBC California Building Code
- B. CRC California California Residential Code
- C. CMC California Mechanical Code
- D. CPC California Plumbing Code
- E. CEC California Electrical Code
- F. California Energy Code, Title 24
- G. California Green Building Code
- H. Los Angeles County Fire Code

Agency Requirements

When undertaking new construction, there are a number of governmental agencies who require either the payment of fees, or require approvals of some kind. For your information, these are presented as follows:

Azusa Building Division: Building Permits
Required for all new commercial and residential buildings.

Building Division Contact list

Summer Huval, Building Technician	(626) 812-5234
Tony Meyers, Building Official	(626) 812-5295
Chris Davis, Building Inspector	(626) 812-5293

Azusa Unified School District: School Fees

Required of all new and additions to residential & commercial buildings.

DEPARTMENT/AGENCY CONTACTS LIST

- **City of Azusa Planning Division**, contact Elijo Sandoval or Dean Flores at (626) 5289 or (626) 812-5017
- **City of Azusa Engineering and Public Works**, contact Robert Delgadillo at (626) 812-5264
- **City of Azusa Light Department**; contact Abdul Qadeer at (626) 812-5065
- **City of Azusa Water Department**; contact Mellissa Barbosa at (626) 812-5173
- **City of Azusa Business License**; contact Liz Cortez at (626) 812-5249
- **City of Azusa Parks Division**; call Roy Chavez (626) 812-5259
- **Los Angeles County Fire Department**; (Inspector) contact Gus Martinez at (626) 969-7876
- **Los Angeles County Health Department**; call (626) 813-3380
- **South Coast Air Quality Management District**; (909) 396-2000
- **Los Angeles County Department of Public Works Industrial Waste Division**; (626) 458-3517
- **County Sanitation District of Los Angeles County**; call (562) 699 – 7411
- **Azusa Unified School District**; (626) 967-6211
- **Athens Services**; call **Customer Services** (626) 336-6100

Helpful Hints

1. In order to avoid any unnecessary delays in processing your Building Permit and Plan Checking of your plans, it is strongly urged that the requirements outlined in this brochure be closely followed.
2. It is extremely valuable to meet with Staff prior to plan submittal to ensure accuracy and completeness.
3. Please ask questions. City Staff are here to help you.