



STANDARD PLAN – BUILDING PERMIT SUBMITTAL CHECKLIST

To successfully submit a building permit application for plan check, the following information **must be provided** when using a pre-approved Standard Plan: I) Title Sheet and Area Calculations, II) Plot Plans and Notes, and III) Approved Standard Plan.

All applications and plans must then be uploaded/submitted via ePlanLA (<https://eplanla.lacity.org/>).

For additional information, see the frequently asked questions (FAQ) section of this document.

I. TITLE SHEET AND AREA CALCULATIONS

1. Sheet Index
2. Vicinity Map
3. Floor Area Calculations (Zoning Code, Building Code, School District)
4. Existing Property Address (If applicable)
5. New SFD/ADU Address (If applicable) (placeholder to be assigned by Public Works – Bureau of Engineering)
6. Lot/Parcel Information
 - a. APN
 - b. Legal Description
 - c. Zone
 - d. Lot/Parcel Area
7. Fire Sprinkler Information
8. Existing Structure(s) Information (If applicable)
9. Required and Proposed Parking
10. Complete Owner Information (Name and Address)
11. Complete Applicant Information (Name and Address)

II. PLOT PLAN AND NOTES

ALL ITEMS LISTED BELOW MUST BE SHOWN TO SCALE ON THE PLOT PLAN.

1. Property lines with dimensions
2. Setbacks (front, side, and rear)
3. Distance separation between existing and proposed structures
4. Site drainage
5. North arrow
6. Dimensions and area (sf) of proposed SFD/ADU (If applicable)
7. Adjacent streets
8. Show footprint of existing primary dwelling with square footage labeled (If applicable)
9. Driveway(s) and parking areas

III. APPROVED SFD STANDARD PLAN

1. Include a complete copy of the approved Standard Plan drawings.

IV. FREQUENTLY ASKED QUESTIONS

1. What and where can I find my Lot/Parcel Information?

Please see the Department of City Planning's Zone Information and Map Access System (ZIMAS) page (<http://zimas.lacity.org>) to see where your property is on the map and find information specific to your property. You can use the tabs on the left to find your APN (Assessor Parcel Number), Legal Description, Zone, and Lot/Parcel Area.

2. Where can I get additional information or speak with staff prior to submitting my plans for plan check review?

For a quick (15 minutes maximum), in-person session to speak with a plan check engineer, you may make an appointment through the City's BuildLA appointment system.

(<https://appointments.lacity.org/apptsys/Public/Account>)

You may also schedule an optional Preliminary Plan Check appointment. The Preliminary Plan Check Service provides applicants with an opportunity to meet with a plan check engineer to answer questions on Los Angeles Municipal Code requirements or obtain other information concerning their project, prior to plan check submittal.

More information on Preliminary Plan Check and how to apply for this service can be found on the following webpage: <https://dbs.lacity.gov/services/specialized-services/preliminary-plan-check>.

3. What is a setback line?

A line across the front, sides or rear of any private or public property. The setback prohibits the subsequent erection of any building, fence or other structure in the area between such line and the lot line.

4. Who can I contact for general Building and Zoning Code questions?

For Building code questions, please contact our call center at 311 or (213) 473-3231 and ask to speak with the LADBS Building Code Engineer. Zoning code information can also be found on ZIMAS (<http://zimas.lacity.org/>).

5. Why does a pre-approved plan need to go through a plan check again for a building permit?

The Department will review all of the plans and issue a building permit once it is verified site-specific factors for the property, including compliance with the Zoning Code and foundation requirements.