



City of

Huntington Park California

Building and Safety Division
6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6271 www.hpca.gov

NEW SUBMITTAL REQUIREMENTS

INTRODUCTION

The following items are the minimum requirements for acceptance of your submittal for the Building and Safety Division review. Please be aware that the Planning Division and Public Works Department may have additional submittal requirements. Partially completed plans will not be accepted.

DOCUMENTATION CHECKLIST

- ☐ A completed Building & Safety Plan check form attached with the Planning Division approval is required prior to Building Division submittal.
- ☐ Plans must be professionally drawn up on a cad/digital system, hand drawn plans may be accepted for small simple one construction trade project.
- ☐ A complete project description and scope of work must be on the Application and the cover sheet of the plans.
- ☐ A sheet index that includes all pages and attachments.
- ☐ Project valuation. This valuation must include all proposed work, including demolition and is subject to verification.
- ☐ Plan Scale. 1/8" = Site plan. 1/4" scale = floor plan, elevations, sections. Other scales, larger or smaller, by prior written approval of the Building Official.
- ☐ Site Survey. A site survey is required for projects without clearly established and verifiable property boundaries, prepared by a licensed Land Surveyor or Registered Civil Engineer.
- ☐ Three complete sets of plans, printed on 24" X 36" sheets. Other sizes, larger or smaller, by prior written approval of the Building Official.
- ☐ Soil report— 2 copies, unless waived by the Building Official.
- ☐ Structural plan and supporting calculations — 2 copies, unless waived by the Building Official.

- ☐ Title 24 energy calculations — CFI R, MFI R, & WS5R forms must be made part of plans. If complete T 24 information is provided on the plan, a separate booklet is not required.
- ☐ Southern California Electric (SCE) Service work order for any service modifications, temporary power poles or panel upgrades.
- ☐ Work in the City Right of Way requires a separate encroachment permit and approvals from the Public Works Department. If disturbed soil is 25 yards or more, a separate grading permit is required.

For Tenant Improvements:

- City of Huntington Park Planning/Zoning Approval
- City of Huntington Park Business License Approval
- Los Angeles County Fire Division Approval

Food Service Establishments:

- Los Angeles County Health Department review and approval is required.
- Grease Interceptor plan and approval
- Water Quality and grease control provisions

MINIMUM PLAN REQUIREMENTS

Plan shall include an NPDES note on the site plan:

"The discharge of pollutants to any storm drainage system is prohibited. No solid waste, petroleum byproducts, soil particulate, construction waste materials, or wastewater generated on construction sites or by construction activities shall be placed, conveyed or discharged into the street, gutter or storm drain system. "

Plan shall delineate all projecting elements, and show distance to property line, or adjacent structures.

Additions, remodels, or renovations of a single family home with an existing pool shall notate on the cover sheet, the requirement for the suction outlet of the existing pool, spa, or toddler pool to be upgraded so as to be equipped with an approved anti-entrapment cover meeting the current standards of the ASTM or ASME" per section 115920 HSC. (This section applies to all work done whether pool exists or new, see pool handout for more information)

Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the **2019 California Building Code, 2019 California Mechanical Code, 2019 California Plumbing Code, 2019 California Electrical Code, and the 2019 California Energy Efficiency Standards (T-24), and the current City of Huntington Park Regulations and Ordinances.**

Plan must indicate if the existing building is protected by an automatic sprinkler system. For projects that require a new Fire Sprinkler System to be installed, the cover sheet shall be notated "FIRE SPRINKLERS REQUIRED"

Plan must show an existing floor plan prior to any alteration or demolition.

Plan must show a proposed floor plan that includes the existing walls to remain, demolished walls and the new walls. A wall legend for the existing walls to remain, to be demolished and new walls shall be provided. Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the renovation.

For residential submittals, the plans must notate and show smoke/carbon monoxide detectors in each hallway leading to sleeping rooms, in each sleeping room of new and existing construction, at the top of stairways, and on each story. In new additions and new construction detectors to be hard wired with battery backup. CBC 907.2.11.2. Detectors shall be interconnected to sound at the same time.

Building Data Legend must be provided on the title sheet. Include the following information for the building proposed:

- Project address
- Owner's name and address
- Designer / Architect / Engineer name and phone number
- Name, address and telephone number of person who prepared the plans
- The Legal description (A.P.N.)
- Occupancy
- Type of Construction
- Floor Area calculations, including existing and new areas
- Site area and % of coverage

Provide with each set of plans*:

- Cover sheet with vicinity Plan and drawing index
- Conditions of Approval behind the cover sheet
- Site Plan
- Roof Plan
- Floor Plan
- Electrical plan layout including electrical service size and location.
- Construction Section(s)
- Foundation Plan
- Floor Framing / Roof Framing
- Elevations of all effected sides
- Architectural Details
- Structural Details
- Demolition Plan
- Fire Sprinkler and Fire Alarm Systems Drawings – must be prepared by a California Registered C16 Fire suppression Contractor.

*Note, not all submittals will require all elements on a complete plan. Each project submittal will be determined on an individual basis.

For questions, please call (323) 584-6271