

PLAN SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY DWELLINGS AND REMODELS/ADDITIONS

CITY OF HERMOSA BEACH, COMMUNITY DEVELOPMENT DEPARTMENT

SUBMIT PROJECT TO THE COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING DIVISION

IMPORTANT NOTICE: COMPLETE AND ACCURATE PLAN SUBMITTALS ARE REQUIRED. SOME ITEMS NOTED BELOW MAY BE WAIVED FOR CERTAIN PROJECTS. IF YOU HAVE QUESTIONS IF ALL THE DATA NOTED BELOW WILL BE NECESSARY, CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT STAFF AT (310) 318-0242, MONDAY – THURSDAY, 7:00 AM – 6:00 PM.

A. COMPLETED BUILDING PERMIT APPLICATION FORM.

B. TWO (2) SETS OF ARCHITECTURAL PLANS. The plans must include the following:

1. **Topographical Lot Survey** showing all existing improvements, including adjacent sidewalk, curb, street improvements, with property corner and adjacent property elevations. Survey must be stamped and signed by a Civil Engineer or licensed Land Surveyor.
2. **Site Plan** must clearly identify and/or dimension site information correctly, as shown on Attached sample site plan and roof plan and should include all of the following (See Attached Sample):

Building and Lot Dimensions	Street/Alley Names	Finished Floor Elevations
All Yards/Building Setbacks	All Fences and Walls	Existing and Finished Grade Elevation Notations:
Open Space Areas	Trash Enclosure	<i>Corner Points at Property Line</i>
Parking Space Dimensions	Storage Areas	<i>Top of Curb (T.C.)</i>
Parking Turning Area	Eave Overhang	<i>Back of Walk (B.W.)</i>
Existing and New Curb Cuts	North Arrow	<i>Top of Wall (T.O.W.)</i>
Existing On-Street Parking	Building Height:	<i>Bottom of Wall (B.O.W.)</i>
Driveway Slope*/ 3 profiles	Critical Points (C.P.): Maximum allowed/proposed	<i>Finished Grade, Surface, Floor, and Garage (F.G.) (F.S.) (F.F.) (F.Gar.)</i>
Chimneys		

****Effective January 29, 2007, driveway slope certification from a licensed surveyor or civil engineer shall be required to verify that the grade elevation of the parking/garage slab is consistent with the elevation on the approved plans. This elevation certification shall be required before the Building Inspector approves the forms for pouring concrete for the garage slab and/or driveway.***

3. **Floor Plan/Roof Plan:** should include identification and dimensions of all rooms, including garages, decks, and balconies. All walls to be removed, to remain, and all proposed new walls must be shown and clearly identified. Roof plan must include property lines, critical point maximum allowed/proposed elevations and corner point elevation (See Attached Sample).
4. **Landscape Plan:** identifying type, size, and quantity of plants to be utilized, and identifying all walks and driveways, including materials. Plan must indicate that all landscape areas are to be irrigated with an automatic irrigation system, Plans must be consistent with Municipal Code Chapters 8.56 and 8.60.
5. **Elevations:** providing views of all sides of all proposed structures. Elevations must include property lines, proposed finished grade, finished floor, proposed roof elevations at critical points and maximum elevations allowed by the Zoning Ordinance.
6. **Civil Engineering Plans:** Effective April 18, 2007, the City will require that all proposed driveway alterations and/or additions and remodels that are equal to or exceed 400 square feet submit Civil Engineered plans.
7. **Project Summary and Basement Qualification Calculation:** must be included for all projects.

The Community Development Department, Planning Division, will review architectural plans for compliance with zoning and may request additional information as required.

ATTACHMENTS:

1. Sample Site Plan
2. Sample Roof Plan
3. Project Summary and Basement Qualification Calculation
4. Civil Engineering Plan Requirements

PROJECT SUMMARY

PROJECT LOCATION: _____

LEGAL DESCRIPTION: _____

ASSESSOR PARCEL NO.: _____

ZONING: _____

SCOPE OF WORK: _____

GENERAL BUILDING INFORMATION (NOTE: FOR ADDITION AND REMODEL PROJECTS, PLEASE PROVIDE INFORMATION FOR EXISTING AREA AND ADDED AREA.)

GARAGE (INTERIOR DIMENSIONS)	
1ST LEVEL LIVING AREA	
2ND LEVEL LIVING AREA	
DECKS/BALCONIES	
3RD LEVEL LIVING AREA	
DECKS/BALCONIES	
TOTAL LIVING AREA	
TOTAL DECKS/BALCONIES	
NO. OF BEDROOMS	
NO. OF BATHROOMS	

ZONING INFORMATION

REQUIRED

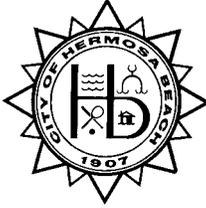
PROVIDED

AREA:	REQUIRED	PROVIDED
LOT AREA		
LOT COVERAGE		
YARDS:		
FRONT		
SIDE		
REAR		
PARKING AND DRIVEWAYS:		
NUMBER OF SPACES		
GUEST SPACES		
PARKING SETBACK		
PARKING STALL DIMENSION		
TURNING AREA		
DRIVEWAY WIDTH		
DRIVEWAY MAXIMUM SLOPE		
OPEN SPACE:		
ON GRADE		
DECKS/BALCONIES		
TOTAL		

BASEMENT QUALIFICATION CALCULATION

(REQUIRED FOR ALL PROJECTS PROPOSING TWO STORIES AND BASEMENT)

1ST LEVEL F.F. ELEVATION	
LINEAL FEET (LF) OF PERIMETER	
LF OF PERIMETER <6' FROM GRADE TO F.F. ABOVE	
% OF PERIMETER < 6' to FF ABOVE	



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254

BASEMENT QUALIFICATION CALCULATION

	DWELLING	ACCESSORY
1 ST LEVEL FINISHED FLOOR ELEVATION		
LINEAL FEET OF PERIMETER		
LINEAL FEET OF PERIMETER <6 FEET FROM GRADE TO FINISHED FLOOR ABOVE		
PERCENT OF PERIMETER <6 FEET TO FINISHED FLOOR		

SAMPLE

Proposed landscaping for: Project Address

The chart below is based on information from WUCOLS WATER USE CLASSIFICATION OF LANDSCAPE SPECIES

Picture of Plant	Symbol on Plan	Vegetation Types	Botanical Name	Common Name	Regional Evaluations Water Needs	Size	Diameter (planting/ matured)	Height (planting/ matured)	Quantity

Area Calculation

Lot Area:

Building footprint:

Hardscape Area:

Landscape Area:

Permeable Area:

Irrigation System & Specifications:

Note: See Section 15.48.020 (A4.106) for permeable surface requirements

Please ensure proposed landscape plans meet Hermosa Beach Municipal Code Chapters 8.56 and 8.60 and these code section are pasted on the landscape plan.

Chapter 8.56 Water Conservation - <http://www.hermosabch.org/index.aspx?page=412> (please click on text to view link)

Chapter 8.60 Efficient Landscaping - <http://www.hermosabch.org/index.aspx?page=413> (please click on text to view link)

City of Hermosa Beach
Community Development Department (310) 318-0242

**PLAN SUBMITTAL FOR DRIVEWAY SLOPES:
NEW RESIDENTIAL, COMMERCIAL, OR INDUSTRIAL PROJECTS, AND
ALL PROJECTS WITH NEW GARAGES AND DRIVEWAYS**

The City of Hermosa Beach requires that driveway slopes not exceed 12.5% from the back-of-sidewalk to the garage face, and 2% from back of existing or future public improvements (curb, gutter, and sidewalk). Plans are rejected if the driveway exceeds the slope maximum allowed by Municipal Code Section 17.44.120(D).

Civil Plans for Improvements of 400 Square Feet or Greater:

All proposed driveway alterations and/or additions and remodels that are equal to or exceed 400 square feet¹ submit civil engineered plans. Civil engineered plans shall be prepared, signed, and stamped by a Civil Engineer licensed in the State of California and include:

- Elevation at street flow line
- Elevation at back of walk
- Elevation of flow line a minimum of fifty feet (50') on either side of property
- Elevation at garage face
- All on site drainage, including sump pumps
- Elevation of top of curb
- Elevation at center of street
- Elevation at driveway center at centerline
- Specify precise slope for driveway
- Elevation at trench drain
- Location of all new and existing underground utilities (New sewer laterals shall include invert elevations at the property line and at the connection to the main)

No driveway approach shall be constructed less than two feet (2') from edge of driveway apron (please refer to attachment) to any obstruction including power poles for residential and four feet (4') for commercial.

Plan Submittal for Driveways with Slope of 5% or Greater:

To ensure continuous vehicular access from the garage or parking space to the Public Right-of-Way, Plan submittal for driveways that have a straight grade of 5% or greater measured from the parking space or garage floor to the back of sidewalk (which is a minimum of 7-inches above flow-line at curb) shall include the following:

- Design profiles for the new or modified driveway at each edge and driveway centerline.
- These profiles shall run from centerline of the street to the parking space or garage floor slab, with elevations shown at not more than 5-foot intervals.
- The profiles shall show any overhead beam or obstruction (e.g., cantilevered second floor, architectural feature) demonstrating a minimum 7-foot vertical clearance.
- The licensed professional shall certify on the plans that the design vertical curve profiles are "drivable" using a design template for a standard vehicle.

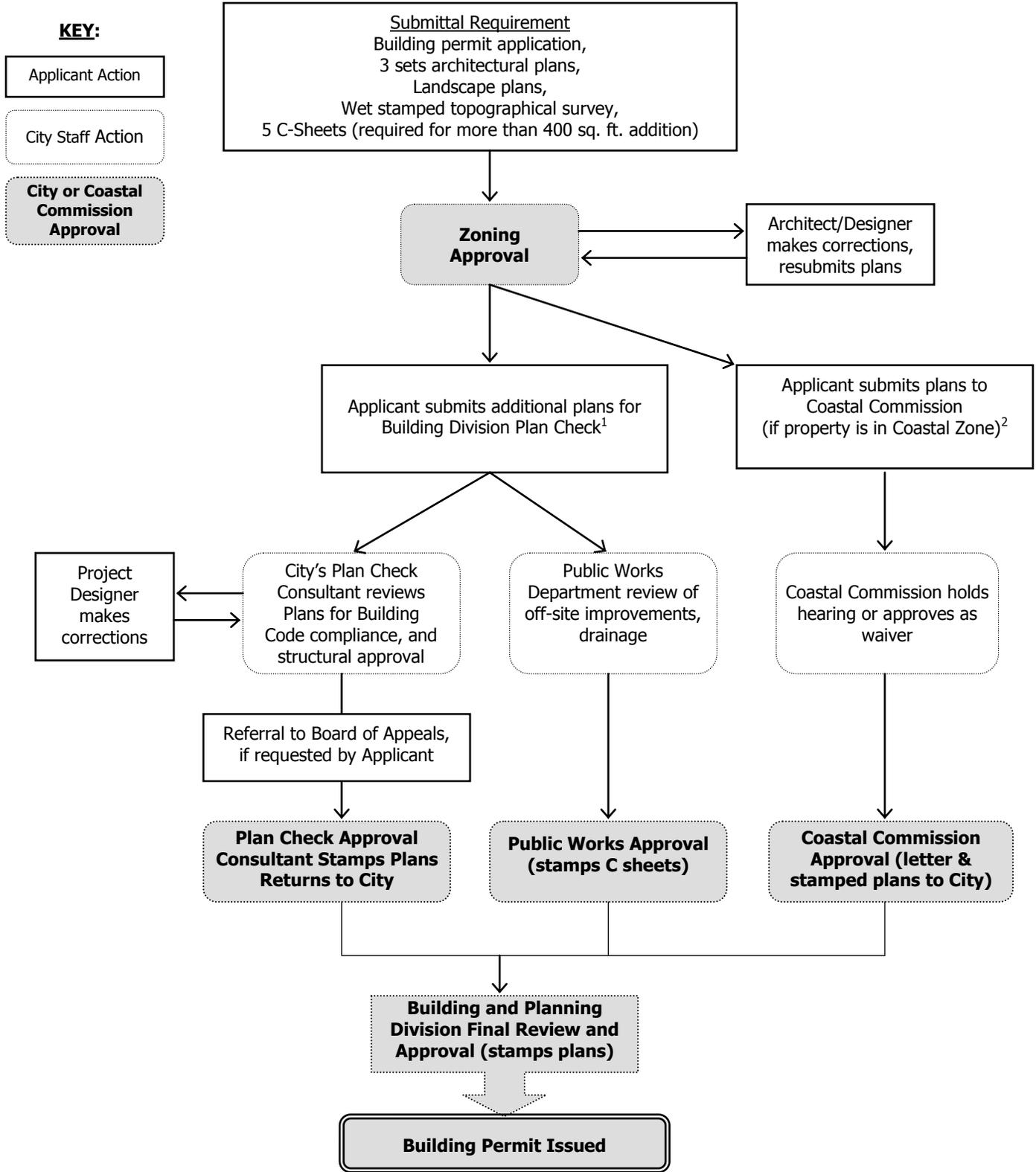
Hermosa Beach Municipal Code:

17.44.120(D) Driveways. No driveway providing access to any off-street parking space or garage shall have a slope greater than twenty (20) percent; provided, that any ramp slope in excess of twelve and one-half (12-1/2) percent includes transitions on each side with a minimum length of eight (8) feet and a maximum slope of one-half (1/2) the maximum ramp slope, in accordance with the driveway grade standards set forth below [graphic not shown here]; further, any area used for guest parking shall have a maximum slope of twelve and one-half (12-1/2) percent.

Attachment: Driveway Slope C-Sheet Requirement Attachment 08-03-2011

¹ Additions/remodels that are equal to or exceed 400 square feet that have no impact on the existing driveway maybe exempted from the stamped Civil Engineer requirement, with Public Works Department approval.

PLAN CHECK PROCESS FOR OBTAINING A BUILDING PERMIT FOR SINGLE-FAMILY HOMES, ADDITIONS AND REMODELS*



NOTES:

*Non-discretionary single family projects, not requiring Planning Commission review

¹ Consisting of 2 sets of plans with structural sheets, 2 sets of structural calculations and 2 soils report

² Consisting of 3 (1 full size and 2 reduced size) sets of plans with "Approval in Concept" stamp from Planner, Coastal Application, and Appendix B signed by Planner