



# PLAN CHECK SUBMITTAL REQUIREMENTS

## MULTI-RESIDENTIAL AND COMMERCIAL PROJECTS

CITY OF MANHATTAN BEACH COMMUNITY DEVELOPMENT

1400 Highland Avenue, Manhattan Beach, CA 90266

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This list contains the suggested minimum documents required in order to submit for plan review. Some projects may not require all of these documents while others may require additional documents and information. The plans must be sufficiently detailed to clearly show the nature and extent of the proposed scope of work and to document in detail that the project will conform to all applicable code requirements. Additional information may be required after plan review.

### To Apply for a Permit

- Apply online through the [Citizen Self-Service Portal](#)
- Upload construction documents in PDF format through the same portal

### Electronic Construction Documents

- Upload construction plans as a **single** combined file in PDF format (Architectural, Structural, Electrical, Mechanical, Plumbing, Energy, Green, etc.)
- Upload reports separately as individual PDF files (Structural calculations, Energy Reports, Geotechnical reports, etc.)
- Upload the completed and signed Summary of Accessibility Upgrades PDF form: [Upgrade form Exceeding Threshold](#), [Upgrade form Under Threshold](#)
- Do not upload PDF Portfolios
- Do not upload password-protected PDF documents

### Information Required on All Plan Sheets

- Project Address
- Page Number
- Signature of person preparing the plan. Licensed design professionals shall also affix their stamp [BPC 5536.1]. Electronic stamps and signatures are acceptable.
- Plans shall be drawn to scale with the scale labeled.
- Text shall be minimum 12-point font or 1/8" in height at 100% scale.
- A reserved blank space for city stamps 2 ½" high by 5" wide

### Information Required on the Cover Sheet

- Table of Contents/Index listing all pages of the plans
- Scope of Work Description
- Building Data: Use of Building; Occupancy Group(s); Type of Construction; Floor Area of Each Occupancy; Number of Stories; Maximum Building Height; Floor area of each story and Building Floor Area; Location of Existing/Proposed Fire Sprinklers

- Contact information for Owner, Architect, Engineers, Designer/Draftsman, Soils Engineer, and Energy Consultant
- Vicinity Map
- Statement of Governing Codes for the project: “This project shall comply with the following 2022 California Codes: California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), California Electrical Code (CEC), California Energy Code (CEnC), California Green Building Standards Code (CGBSC), and the Manhattan Beach Municipal Code (MBMC).”
- List of items under separate or deferred submittals

## **Architectural Plans**

- Site plan showing property lines and dimensions, North Arrow, streets and alleys, building footprint showing building dimensions, projections, setback lines, adjacent structures, location and size of driveways and parking, parking lot layout showing finish grade elevations, driveways, sidewalks, accessible parking spaces and sign locations, accessible routes from accessible parking and public sidewalks to the building entrance, accessory buildings and structures including block walls, retaining walls, fences, decks, pools, spas, location of pool equipment, trash enclosure, electrical panel, water heater, and HVAC units, easements, power poles and lines, curb/gutter/sidewalk, Right-of-Way centerline, existing water meter location, existing at-grade utilities, and trees in the public right-of-way.
- [Boundary and Topographic Survey](#) stamped and signed by the Licensed Land Surveyor
- Existing Floor Plans, fully dimensioned, showing room uses and sizes. Walls or items to be demolished shall be identified
- Proposed Floor Plans, fully dimensioned, showing room uses and sizes. New walls shall be identified
- Occupancy and Exiting Code Analysis Plan
- Fully dimensioned and detailed elevator, ramp, stair, and maneuvering clearance plans
- Fully dimensioned existing or proposed restroom floor plans, elevations and details
- Accessibility Details and Notes including signs, door hardware, threshold, parking striping, door maneuvering, plumbing fixtures, clearances, grab bars, etc.
- Roof Plans including slopes, overhangs, vents, access, equipment and roofing material
- Exterior Elevations detailing all exterior walls, finish, projections, and building height.
- Interior elevation views showing fixed cabinets, counters, and fixtures
- Building Cross sections in each direction
- Three Driveway Cross-sections showing slopes (at center line and at each side)
- Door and Window schedules showing size, type, threshold, U value, SHGC, fire rating.
- Fully dimensioned stair and guard details
- Fire-rated wall locations and construction details for new walls
- Sound-rated wall and floor locations and construction details
- Architectural details including waterproofing, flashing, etc.
- Parking Lot striping, marking and signage details

## **Structural Plans**

- Framing Plans including roof, floor framing and connection details
- Foundation Plans and details
- Material specifications: lumber, sheathing, nailing, concrete, reinforcing, steel, etc.
- Structural wall sections including connection details at foundation, floor, and roof levels.
- Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns
- Statement of Special Inspections signed by the Engineer of Record

**Structural Calculations** for vertical and lateral loading signed by a California registered Civil or Structural Engineer or Architect.

## **Civil Plans and Reports**

- Grading and drainage plans shall be prepared by a registered Civil Engineer.
- Grading plan shall show all existing and proposed elevations and contours, adjacent property elevations, proposed elevations of house pad, lot corners, swales, high and low points all existing/proposed utility structures, connections, surface and subsurface drainage facilities, flow areas, elevations, or slopes which define existing and proposed drainage patterns, location of cut and fill areas and depths/slopes, tops and toes of all cuts and fills, location of daylight lines, retaining walls, etc.
- Summary and calculations for quantities of cut, fill, removal/recompaction, and import/export.
- Hydrology report and drainage plans
- Erosion Sediment Control Plan showing locations and details of: gravel bags, fiber rolls, and/or other containment devices around the area of construction, waterproof concrete washout area, material stockpile area, area and/or storm drain inlets protection of all inlets on or adjacent to the site, temporary sanitary facilities (portable toilets) with secondary containment under each unit.
- When geotechnical report are provided, the recommendations included in the report shall be incorporated into the plans.
- When geotechnical reports are provided, the following statement signed by the soils engineer shall be on the final plans: "This plan has been reviewed and conforms to recommendations of soils engineering reports dated \_\_\_\_\_." Signature and date \_\_\_\_\_, Registration stamp.

## **Energy Compliance**

- NRCC Energy Compliance Certificate incorporated into plans. Certificate must be completed, signed, and registered
- Mandatory Measures Energy notes
- Energy Calculations

### **Green Code Compliance:**

- Completed and signed CALGreen checklist on the plans: [Green Checklist - New Residential](#), [Green Checklist - Residential Additions and Alterations](#), [Green Checklist - New Non-Residential](#), [Green Checklist - Non-Residential Additions and Alterations](#)
- [Construction Waste Management Plan](#)

### **Electrical Plans**

- Electrical plans shall be stamped and signed by the registered Electrical Engineer.
- Electrical plans shall show the location and types of lighting fixtures, switches, receptacles, hardwired appliances (smoke and carbon monoxide alarms, exhaust fans, etc.), transformers, switchgears, panels, subpanels.
- Electrical plans shall include load schedule, wiring diagrams, homeruns, wire sizes, location and size of service panels, and method of grounding.
- Note on the plans: "All above-ground exterior conduit must be rigid galvanized steel or Schedule 80 sunlight-resistant non-metallic conduit." [MBMC 9.12.050]
- Note on the plans: "All conductors shall be of copper." [MBMC 9.12.060]

### **Mechanical Plans**

- Mechanical plans shall be stamped and signed by the registered Mechanical Engineer.
- Mechanical plans shall include Heating and cooling systems; kitchen equipment, smoke control systems; duct layout and dimensions, dampers, thermostat locations, mechanical calculations.

### **Plumbing Plans**

- Plumbing plans shall be stamped and signed by the registered Mechanical Engineer.
- Plumbing plans shall include a utility site plan showing the location, size and slope of all sanitary sewer, storm drain, and water service piping on the within the property lines; plumbing floor plans showing the location of all plumbing fixtures and location and size of all horizontal sanitary and storm drain piping; water riser diagram; waste and vent riser diagram; and material specifications.; gas systems, grease systems, and hydraulic calculations.

### **After Permit Issuance**

Approved plans will be available to download electronically through the [Citizen Self-Service Portal](#) after permit issuance. Full size printed-paper plans with City Approval Stamps must be available on the job site for inspection use.