



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**  
12700 NORWALK BOULEVARD  
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## RESIDENTIAL PROJECT SUBMITTAL REQUIREMENTS

### INTRODUCTION

The following information is provided as guidance to the applicant by outlining the minimum requirements for plan submittal for residential projects. By following the outline, your processing time will be minimized. When the minimum required documentation and plan information is incorporated into the project plans as indicated below, the submittal review process can be completed and the project will be able to proceed to the formal plan review process by the applicable departments/divisions.

### DOCUMENTATION

- PERMIT APPLICATION:** Submit a completed "Permit Application". Your estimated project valuation must include all proposed work which includes demolition, engineering, site improvements, etc. and is subject to verification and adjustment during plan review.
- PLANS:** Submit three (3) complete sets of plans, printed on 24" x 36" sheets (preferred size) for new SFRs, additions and interior renovations. Typically, plan scale is 1/8" for site plan & plot plan; and 1/4" scale for floor plan, elevations, sections, etc. Other sizes or scales, larger or smaller, require prior written approval by the Building Official or Planning Manager. Minor projects may be submitted on 11" x 17" minimum size provided scale of drawings and text is maintained.
- SOILS REPORT:** Submit two (2) bounded copies if required.
- 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.
- STRUCTURAL CALCULATIONS:** Submit two (2) copies of structural calculation for non-conventional construction.
- MEP PLANS:** A complete Mechanical, Electrical, and Plumbing design is required for large multi-family development projects. Plans required to be designed by a registered design professional.  
  
Small scale residential development projects may include mechanical, plumbing and electrical (MEPs) details on the floor plan or a separate utility plan sheet. A registered design professional is not required for MEP details.
- TITLE 24 ENERGY ANALYSIS:** Conformance Energy Code. T-24 is required when there are changes to the envelope of the building.
- ELECTRICAL SERVICE WORK ORDER:** A Southern California Edison Work Order is required for any new electrical service, modification, temporary power pole or service panel upgrade.

- ❑ **LA COUNTY FIRE DEPARTMENT SITE PLAN APPROVAL:** A site plan review completed by LA County Fire Department is required when a residential fire sprinkler system is required to be installed. The actual Design/Build fire system plans and approval may be a deferred submittal. Dwellings with an existing sprinkler system where renovations alter the room layout will require a review by a licensed fire sprinkler contractor.

A LA County Fire Flow Form 195 is required for additions to existing R-3 residences where the total square foot of the building, existing building and new addition is  $\geq 3,600$  square feet.

## **PLAN INFORMATION**

Residential plans must be legible and capable of digital scanning. They may be produced (drawn) by a licensed Architect or Engineer, the Property Owner/Builder, Design Consultant, licensed Contractor or other qualified person. Plans that are not legible may be rejected prior to plan review. All plans shall be signed by the person(s) preparing the plan.

The plan, at a minimum, shall include the following information and details:

- ❑ A complete "Project Description" and "Scope of Work" must be on the cover sheet of the plans. The plan description must match the permit application description.
- ❑ Deferred submittal items shall be clearly noted on the cover sheet and will be required to be submitted, approved and permitted prior to the framing inspection. Life safety items are not approved for deferred submittal.
- ❑ Building data legend must be provided on the title sheet. Include the following information for the building proposed:
  - Project address.
  - Owner's name, address and phone number.
  - Designer/Architect/Engineer of Record contact information.
  - Name, address and telephone number of person who prepared the plans.
  - The legal description (A.P.N.).
  - Occupancy group.
  - Type of Construction.
  - Floor Area calculations, including existing and new areas.
  - Site area and % of coverage.
  - Note if a fire sprinkler system is installed.
- ❑ Provide with each set of plans\*:
  - Cover sheet with Vicinity Plan and drawing index.
  - Conditions of Approval (inserted behind the cover sheet) if applicable.
  - Site Plan.
  - Roof Plan/Floor Plan.
  - Construction Section(s).
  - Foundation Plan.
  - Floor Framing / Roof Framing plan.
  - Elevations of all effected sides.
  - Architectural and structural details.
  - Demolition Plan
  - Mechanical, Plumbing and Electrical plans.

- Fire Sprinkler Drawings.
- ❑ 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.”***
  - ❑ If the project includes exterior work, the plan shall delineate all projecting elements, and show distance(s) to the property line(s) or adjacent structures.
  - ❑ Plan must correctly identify the current codes. Provide a statement on the title sheet of the plans that this project shall comply with the:
    - 2022 California Residential Code (CRC)***
    - 2022 California Mechanical Code (CMC)***
    - 2022 California Plumbing Code (CPC)***
    - 2022 California Electrical Code (CEC)***
    - 2022 California Green Building Standards Code (CGBSC)***
    - 2022 California Energy Code (CEnC)***
    - City of Norwalk Municipal Code***
  - ❑ Plan must indicate if the existing building is protected by an automatic sprinkler system. Projects that require a new Fire Sprinkler System to be installed shall have the cover sheet notated “FIRE SPRINKLERS REQUIRED”
  - ❑ Show the proposed floor plan that includes the existing walls to remain, demolished walls, unless a detailed demolition plan is included, and the new walls. Include a wall legend for the existing walls to remain, walls 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 area of renovation.
  - ❑ Small scale residential development projects may include mechanical, plumbing and electrical (MEPs) details on the floor plan or a separate utility plan sheet for review. Plans shall include the following:
    - Show the locations of the heating, cooling and ventilating equipment.
    - Note on the plans, the mechanical equipment schedule identifying the equipment manufacturer’s name, model number, capacity, etc. (T-24, Manual S, Manual D or other)
    - Show and note the kitchen ventilation system (range hood) ducted to the outside air.
    - Show and note the bathroom ventilation and exhaust.
    - Show the location of the plumbing fixtures including the water heater and plan view of plumbing piping and vents.
    - Show the Electrical panel location.
    - Show the location and/or layout of all receptacles and outlets.
    - Show the locations of the Smoke and Carbon Monoxide Alarms as required.
    - Detail on the cover sheet, any special conditions or requirement notated in the energy analysis (i.e.; HERS testing, Cool Roof, etc.).