



INFORMATION BULLETIN

IB-002

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Over-the-Counter (OTC) Plan Check Service

This Information Bulletin (IB) provides an overview of the Over-the-Counter (OTC) Plan Check Service for minor projects that requires a building and/or fire plan check. The OTC plan check service offer applicants the convenience of a building and/or fire plan check at the counter and may result in a more expeditious issuance of a building and/or fire permit applications.

The type of minor projects that qualifies for the OTC Plan Check Service are minor additions or alterations to single-family dwellings, minor alterations to multi-family dwellings, or minor tenant improvements or alterations to nonresidential buildings with office or retail uses as determined by Development Permit Center staff during the initial intake and screening of permit applications. Both the project descriptions and examples shown below will assist applicants in determining whether a project MAY QUALIFY for the OTC Plan Check Service and the agencies involved with the review:

RESIDENTIAL	Planning	Building	Fire
One-story additions to existing single-family dwellings (no higher than one-story and no basement).	✓	✓	
Small one-story accessory buildings or structures such as patio cover, storage shed, carport or garage.	✓	✓	
Accessory Dwelling Unit (“ADU”) conversion of an existing garage, ADU conversion of an existing accessory structure, and Junior Accessory Dwelling Unit on a lot developed with one existing single-family dwelling and may include an addition of up to 150 sf for ingress and egress purposes.	✓	✓	
Alteration to existing one-story single-family dwellings or duplexes including seismic or structural related work.	✓	✓	
Minor alteration to existing multi-family dwellings with minimal safety, seismic or structural related work.	✓	✓	
Residential decks or patios.	✓	✓	
Voluntary seismic retrofit to single-family dwellings or duplexes utilizing recognized standard plans.		✓	

NONRESIDENTIAL	Planning	Building	Fire
Minor office or retail tenant improvements or alterations with no changes in use or occupancy and are not safety, seismic or structural in nature.	✓	✓	✓

Minor to moderate storefront alterations with minimal safety, seismic or structural related work (including façade replacement).	√	√	√
Minor addition or removal of non-bearing partition(s) in office or retail uses that are not safety, seismic or structural in nature within an existing tenant space (excluding work that combines or subdivides multiple tenant spaces).	√	√	√
Minor to moderate accessibility improvement that are not safety, seismic or structural in nature.	√	√	
Minor alteration to existing multi-family dwellings with minimal safety, seismic or structural related work.	√	√	√
Miscellaneous accessory structures, appendages or projections such as awning, canopy, and other minor attachment to the building's exterior.	√	√	√

FIRE PROTECTION SYSTEMS	Planning	Building	Fire
Relocating 50 or less existing fire sprinkler heads within existing office or retail uses where hydraulic calculations are not required.			√
Relocating or installing 30 or less fire alarm devices within existing office or retail uses.			√
Installing a maximum of 2 fire suppression systems for the protection of hoods (2 or less hoods per system) within existing restaurant uses.			√

MISCELLANEOUS	Planning	Building	Fire
Retaining walls ≥ 3 ft. 6 in. utilizing city standard details and wood/metal fence walls ≥ 6 ft. 6 in.	√	√	
Minor to moderate sign structures (e.g., monument sign, wall sign, projecting sign, or pole sign).	√	√	
Trash enclosures.	√	√	
Swimming pools or spas accessory to a single-family dwelling utilizing recognized standard plans.	√	√	
Minor cellular antennas and equipment to existing cell sites or towers (excluding equipment with battery backup power).	√	√	√

If a project does not qualify as an OTC plan check, it will be necessary to submit the construction documents for review through the regular plan check process.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.