



City of Long Beach  
Department of Development Services  
Building and Safety Bureau  
**Over-The-Counter (OTC)  
Plan Check Service**

Information  
Bulletin  
**BU-002**  
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The Building and Safety Bureau (Bureau) provides over-the-counter (OTC) plan check service for qualified projects requiring a building and/or fire plan check. The OTC plan check service offers applicants the convenience and expediency of a building and/or fire plan check at the counter and may result in the issuance of a building and/or fire permit on the same day the permit application is submitted.

The type of projects that qualifies for 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. Both the project descriptions and examples shown below will assist applicants in determining whether a project MAY QUALIFY for an OTC plan check service:

#### **RESIDENTIAL**

- Minor additions to single-family dwellings (no higher than 1-story and no basement) constructed in accordance with city standard details.
- Small one-story accessory buildings or structures constructed in accordance with city standard details, such as patio cover, storage shed, carport or garage.
- Minor alteration to single-family dwellings or duplexes with minimal seismic or structural related work.
- Residential decks or patios.

#### **NONRESIDENTIAL**

- 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 storefront alterations that are not safety, seismic or structural in nature (excluding 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 accessibility improvement that are not safety, seismic or structural in nature.
- Miscellaneous accessory structures such as awning, wall signs, and other minor attachment to the building's exterior.

#### **FIRE PROTECTION SYSTEMS**

- Relocating 20 or less existing fire sprinkler heads within existing office or retail uses.
- Relocating or installing 20 or less fire alarm devices within existing office or retail uses.
- Installing a maximum of 1 fire suppression system for the protection of 2 or less hoods.

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**MISCELLANEOUS**

- Retaining walls  $\geq$  3 ft. 6 in. utilizing city standard details and wood/metal fence walls  $\geq$  6 ft. 6 in.
- Minor sign structures (e.g., monument sign, wall sign or projecting sign).
- Trash enclosures.
- Swimming pools or spas accessory to a single family dwelling utilizing recognized standard plans.

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.