



City of Long Beach  
Department of Development Services  
Building and Safety Bureau

## Electronic Plan (E-Plan) Procedures and Submittal Guidelines

Information  
Bulletin

**BU-048**

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The purpose of this Information Bulletin is to provide a reference guide to assist Applicants with their Electronic Plan Check (E-Plan Check) submission of construction documents. The Long Beach Development Permit Center is committed to providing our customers with exceptional service; therefore, the successful completion of your project is important to us. E-Plan Check provides a convenient way for Applicants to submit construction documents electronically for review and approval across multiple Citywide Departments.

### **Electronic Plan Review Document Submittal Guidelines**

The Development Permit Center shall process all initial E-Plan submittals in parallel to the regular plan check process. Therefore, a complete and thorough submittal of construction documents is essential so that all respective department(s) can perform their technical review with minimal delays.

The Electronic Plan Review Document Submittal Guideline (ERDSG), attached as Exhibit A, provides the necessary details and formatting instructions to submit E-Plans. This document and all necessary E-Plan Check applications and forms can be found at <http://www.lbds/longbeacheplancheck.asp>.

In summary:

- Applicant shall name the drawings and assemble the sheets properly:
  - Single-family residential projects can be submitted as a single file containing multi-page drawings.
  - Other development projects shall be segregated per the disciplines (architectural, civil, structural, electrical, mechanical, plumbing, landscaping, and fire). Drawings associated with each discipline can be a multi-page drawing.
- Applicants shall provide a 4" x 5" clear area on the lower right hand side of the first plan sheet for final stamping by the City.
- Package all drawings and attachments into separate sub-folders (i.e, drawings & attachments) and consolidate them into a single folder named with the project address and submit as a .zip file in person on a flash drive or disk, remotely through email DV-Eplan-Submit@longbeach.gov (≤ 35m), or a pre-arranged Citrix Sharefile account.

Please refer to the EPRDSG for additional information.

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This information is available in an alternative format by request to (562) 570-3807. For an electronic version of this document, visit our website at [www.lbds.info](http://www.lbds.info).

### **E-Plan Submittal Process**

The Permit Technician (PT) shall assist E-Plan Applicants with receiving and screening of the necessary documents and attachments before the project is accepted for E-plan review. The Applicant is required to have the applications filled in as completely as possible prior to starting the process.

The PT shall receive plans and verify completeness of permit applications, review and perform QA/QC of the submittal, assist with routing of plans to Planning, Fire, Building, Health, Gas & Oil, Water, and Public Works, and ensure that all individual counters approve the electronic permit application.

The information shown in Table 1 is applicable to most E-Plan submittals. Some projects may not require all of the documents listed, while others may require additional information. Almost all projects shall require a 8 ½" x 11" plot/site plan (Exhibit B). Please submit the plot/site plan as an attachment to your submittal. In addition, some hardcopy plans may be required until all reviewing Departments have migrated to the E-Plan system.

**Plan Check and Inspection Fees** – PT shall assist with the collection of plan check and permit payments. Applicable Plan Check and Permit fees can be viewed at:

[http://www.lbds.info/home\\_page/fee\\_schedules.asp](http://www.lbds.info/home_page/fee_schedules.asp).

**TABLE-1**  
**TYPICAL MINIMUM PLANS SUBMITTAL REQUIREMENT**

TYPES OF CO INSTRUCTION DOCUMENT AND PLAN		TYPES OF PROJECT											
		1-Story SFD/Duplex (Interior Alteration)	1-Story SFD/Duplex (New or Addition)	2-Story SFD/Duplex (Interior Alteration)	2-Story SFD/Duplex (New or Addition)	Multi-Family (New or Addition)	T.1./Change of Use (With Non-Structural Alteration)	T.1./Change of Use (Without Alteration)	Commercial/Industrial Bldg (Structural Alteration)	Commercial/Industrial Bldg (New or Addition)	Grading (Site, Precise, or Rough)	Retaining Wall / Block Wall	Misc. Non-Building Structures (Tower, Stair, Signs, Etc)
<b>ARCHITECTURAL</b>	Plot Plan (8 ½" x 11")		✓		✓	✓			✓	✓	✓	✓	✓
	Landscape				✓	✓			✓				
	Site Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Floor Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Roof Plan		✓		✓	✓				✓			
	Exterior Elevations		✓		✓	✓			✓	✓		✓	
	Cross Sections/Details/Schedules		✓	✓	✓	✓	✓		✓	✓			
	Title-24 Accessibility *3					✓	✓	✓	✓	✓			
<b>STRUCTURAL</b>	Foundation Plan	✓	✓	✓	✓	✓			✓	✓		✓	✓
	Framing Plan	✓	✓	✓	✓	✓			✓	✓			✓
	Sections/Details/Schedules	✓	✓	✓	✓	✓			✓	✓			✓
	Structural Calculations *1	✓	✓	✓	✓	✓			✓	✓		✓	✓
	Soil Report *2				✓	✓			✓	✓	✓	✓	✓
	Title-24 Energy		✓		✓	✓				✓			
<b>CIVIL</b>	Grading *4				✓	✓				✓	✓		
	NPDES & SWPPP Program				✓	✓				✓	✓		
<b>M/E/P</b>	Mechanical Plan					✓	✓		✓	✓			
	Electrical Plan					✓	✓		✓	✓			
	Plumbing Plan					✓	✓		✓	✓			

\* Notes:

1. Structural Calculations are exempted for maximum of 1-story SFD/Duplex per City Standard Type-V Sheet or non-structural remodeling.
2. Soils report is exempted for following projects: a). Not located in Liquefaction/Alquist Priolo area; b). Allowable soil bearing pressure is less than specified in CBC 2016 Table 1806; c). Not located in unfavorable soils condition (i.e. methane site, contaminated soil, etc.); d) Retaining walls design per City Standard.
3. Must provide at least one site plan to show path of travel from public right-of-way and accessible parking spaces to the area of remodeling/addition.
4. Grading plan is exempted when no site prep is required.