



City of Long Beach
Department of Development Services
 333 West Ocean Blvd., 4th Floor
 Long Beach, CA 90802
 Phone: (562) 570-5237 Fax: (562) 570-6753
 Website: www.lbds.info

Residential / 4 Units or Less LID Plan Review Checklist

INFORMATION	PROJECT NO.:	EXPIRATION DATE:	STATUS:
	PROJECT ADDRESS:		
	WORK DESCRIPTION:		
	APPLICANT'S NAME:	TEL. NO.:	
E-MAIL:	FAX. NO.:		
INSTRUCTIONS	<p>Your application for a permit, together with plans and specifications, has been examined and you are advised that the issuance of a permit is withheld for the reasons hereinafter set forth. The approval of plans and specifications does not permit the violation of any sections of the Building Code or other local ordinances or state laws.</p> <p>In an effort to streamline the plan review process, please follow the steps outlined below to ensure that there is no delay in processing your application and reviewing your responses to these plan check comments.</p> <ul style="list-style-type: none"> • Comments with circled item numbers apply to this plan check. • Revised plans and calculations shall incorporate or address all comments marked on the original checked set of plans, calculations, and this plan review checklist. Provide a written response to each comment and show where and how it has been addressed. Identify the sheet number and detail or reference note on the revised plans where the corrections are made. Once all comments on the plans, calculations, and this checklist have been addressed, contact the plan check staff to SCHEDULE AN APPOINTMENT to review the changes made. 		
	PLAN REVIEWER:	TEL. NO.:	
	ADDRESS:	333 W. OCEAN BLVD., 4 TH FLOOR, LONG BEACH, CA 90802	
	EMAIL:	WEBSITE:	www.lbds.info
NOTE	<p>Should you have any questions or need clarification pertaining to the comments made on your project, you may contact the plan check staff by telephone from 7:30 AM (8:30 AM Wed) to 4:30 PM (M T W TH F).</p> <ul style="list-style-type: none"> • Bring the original checked set of plans and calculations along with this checklist to the appointment meeting. Do not schedule an appointment meeting with the plan check staff until all comments have been addressed. • We will ensure that the appointment meeting or re-submittal of the plans for recheck will proceed as expeditiously as possible. If an impasse is reached during the appointment meeting, you may request that the plan check supervisor be summoned for a 2nd opinion or to attempt to resolve and/or clarify the matter. • Major revisions to the plans that necessitate additional review time may be subject to re-submittal and additional plan check fees as authorized by Section 18.05.040 of the Long Beach Municipal Code. • Reviewed plans and/or calculations not picked up within 60 days of notice will be discarded. 		
	<p>Numbers within the parenthesis () refer to the section of the applicable code. 2010 California Building Code (CBC). Table (T). 2010 California Plumbing Code (CPC). Long Beach Municipal Code (LBMC). Ordinance No. ORD-10-0035. Health and Safety Code (HSC).</p>		

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A. PERMIT APPLICATION

1. When all required approvals are obtained, the permit application must be signed by the property owner, licensed contractor, or authorized agent at the time the permit is to be issued:
 - a. For owner-builder permits: Owner’s signature can be verified with owner’s driver license. Owner’s representatives must present owner’s approval with a notarized letter from the owner.
 - b. For contractor building permits: Prior to the issuance of a building permit, the contractor shall have the following:
 - i. Certificate of workers Compensation Insurance made out to the Contractors State License Board.
 - ii. Copy of Contractors State License or pocket ID.
 - iii. Copy of city business tax registration certificate or a newly paid receipt for one.
 - iv. Notarized letter of authorization for agents.

B. ADMINISTRATION

1. Obtain all approvals/clearances from the following department/bureau/agency noted below. It is necessary to apply immediately for the signoff or approval as it can take weeks or months for some departments/bureaus/agencies to review and approve the project. All required approvals or clearances must be secured prior to permit issuance.
 - a. Building Plan Check Review (562) 570-5237
 - b. Planning Plan Check (562) 570-6194
 - c. Health Department (562) 570-4195
 - d. Public Works (562) 570-6383
 - e. Los Angeles County Recorder’s Office (800) 201-8999

C. PLAN SUBMITTAL

1. Each sheet of the construction documents must bear stamp, wet signature, registration number and expiration date of the Responsible Party. The Responsible Party is the Registered Civil Engineer, or Licensed Architect, or Licensed Plumbing Contractor (C-36).
2. The address of the project and the name/address of the owner are required on the first sheet of the construction documents. Include the name/address of the registered design professionals and/or consultants on the construction documents where applicable.
3. Provide the scope of work to be done on the cover sheet.
4. Two final set(s) of construction documents will be required during permit issuance. Construction documents must be:
 - a. Quality blue or black line drawings with uniform and light background color.
 - b. All required documents, wet signed by the Responsible Party, shall be included on the plans.
 - c. All required documents, wet signed by the Responsible Party, in 8-1/2” x 11” format.
 - d. Max. 36” x 48” size with min. 1/8” lettering size.
 - e. Provide a complete and accurate Plumbing Permit application.
5. Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.

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D. LOW IMPACT DEVELOPMENT (LID)

GENERAL

1. Provide one (1) set of full plans (plot, site, grading, civil, elevation, architectural, structural, plumbing, and landscape plans) for LID review.
2. Plans shall indicate the method of verifying compliance with all applicable requirements from Long Beach Municipal Code (LBMC) and Low Impact Development, Best Management Practices Design Manual.
3. Project is add or replace more than 500 square feet and less than one (1) acre; provide two (2) prescriptive BMPs as required by the Long Beach Municipal Code (LBMC) and Low Impact Development, Best Management Practices Design Manual.
4. Provide sufficient clarity to indicate the location, nature, and scope of the proposed Best Management Practices (BMPs). Plans must include, but not limited to the following (Low Impact Development, Best Management Practices Design Manual – Section 4):
 - a. Existing and proposed impervious area.
 - b. Location of all BMPs, including elevations and drainage patterns.
 - c. Detailed drawings of all BMPs, including model, size, and capacity.
 - d. Roof drainage layout and connection(s) to treatment systems(s).
 - e. Landscaping areas.
5. Provide a “Draft Covenant & Agreement (C&A) Form” with an Operation & Maintenance Plans. (Low Impact Development, Best Management Practices Design Manual – Appendix C)
6. Provide a recorded “Covenant & Agreement (C&A) Form” prior to final building plan check approval.

DRY WELLS

7. Location shall be at least 25 feet from home foundation and 10 feet from private property lines.
8. Show the drainage patterns on plans. Dry wells shall be located and installed to intercept and collect runoff via a downspout from a roof or adjacent impervious area.
9. Dry wells shall be sized in accordance with sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.
10. For dry wells with gravel fill, gravel stone shall be 2” or greater in diameter.
11. A fine mesh screen shall be installed on the inlet to prevent sediment and debris from entering the dry well.
12. Provide an observation well and a clean out.
13. Provide an overflow mechanism to ensure that additional runoff is flow into the storm drain system or another pervious area and away from any nearby foundations or neighboring properties.
14. Provide the manufacturer’s printed sizing and installation instructions on the dry wells.

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15. Provide a typical detail of dry wells on plans.

PERMEABLE PAVEMENT (POROUS PAVEMENT)

16. Location shall be at least 3 feet from public sidewalks and 10 feet from building foundations.

17. Permeable pavement shall be sized in accordance with the sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.

18. The soils need to have a permeability of at least 0.5 inches per hour.

19. Slope shall be less than 3 percent.

20. Permeable pavement bed shall be consisted of a porous surface course underlain by a stone bed of uniformly graded and clean-washed course aggregate, with a void space of 35 to 45 percent.

21. The bottom of the permeable pavement shall be sited at least 5 feet above the seasonally high ground water table.

22. Show the site drainage patterns on plans.

23. Pavers shall have a minimum thickness of 80mm.

24. Provide the manufacturer's installation instructions on the permeable pavement.

25. Provide a typical detail of permeable pavement on plans.

26. The design and installation of permeable pavement shall be in compliance with the disabled access requirements.

PLANTER BOXES

27. Planter boxes shall be sized in accordance with the sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.

28. The minimum depth of the planter box shall be 2.5 feet with 2 feet of soil. At least 6 inches of storage shall be presented between the planting surface and the crest of each planter.

29. Gutters of other devices shall be installed on the tributary roof to direct all runoff to the planter boxes.

30. The planter boxes shall be placed directly below roof drip lines to capture runoff where rain gutters are not installed.

31. The planting soil shall not contain more than 30% compost.

32. Provide the manufacturer's installation instructions on the planter boxes.

33. Provide a typical detail of planter boxes on plans.

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RAIN BARRELS

34. Rain barrels shall be sized in accordance with the sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.
35. Gutters of other devices shall be installed on the tributary roof to direct all runoff to the planter boxes.
36. Provide a level, firm surface for support of the rain barrels.
37. The rain barrel shall be anchored on a stable surface to prevent barrel from tipping over.
38. Rain barrels shall be elevated with solid construction materials and kept away from retaining walls.
39. A screen shall be installed on the inlet to prevent sediment and debris from entering the rain barrels. Removable child-resistant covers and mosquito screening shall be placed.
40. Rain barrels shall be opaque and dark in color to prevent UV light penetration and discourage algae growth.
41. Provide an overflow mechanism to ensure that additional runoff is flow into the storm drain system or another pervious area and away from any nearby foundations or neighboring properties.
42. Provide the manufacturer's installation instructions on the rain barrels.
43. Provide a typical detail of rain barrels on plans.

RAIN GARDEN

44. Rain garden shall be sized in accordance with the sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.
45. Location shall be at least 10 feet from home foundation, 3 feet from public sidewalks, and 10 feet from private property lines with a slope of approximately 2 percent away from the house.
46. Rain garden shall be located to intercept and collect runoff via a downspout or adjacent impervious area.
47. Rain garden shall be built on a relatively flat area.
48. Rain garden shall not be located in the following areas:
 - a. Underneath the canopy of existing trees.
 - b. Over septic systems.
 - c. Over shallow utilities.
 - d. Within 50 feet of steep slopes (>25%).
49. Provide an overflow mechanism to ensure that additional runoff is flow into the storm drain system or another pervious area and away from any nearby foundations or neighboring properties.
50. Provide a typical detail of rain barrels on plans.
51. Provide a list of plants to be used. Drought and flood resistant native plant species shall be used.

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TREE PLANTING

52. Tree planting shall be sized in accordance with the sizing table shown in Low Impact Development, Best Management Practices Design Manual – Appendix A.
53. Provide a list of canopy trees to be used.
54. Canopy tree must be planted at least 10 feet from the house foundation and at least 5 feet from fences, patios, driveways, and sidewalks.
55. Obtain approval from Southern California Edison if planting a canopy tree within close proximity (20 feet) to overhead utility lines.
56. The following note(s) shall be added to plans:
 - a. The permeable (porous) pavement shall be installed in accordance with the requirements of the State of California Accessibility Code and local accessibility codes having jurisdiction.
 - b. Bed bottom must be level.
 - c. All systems shall be designed and installed with an overflow system.
 - d. If vector breeding occurs as a result of contained stormwater or inadequately maintained BMPs, City of Long Beach Department of Health and Human Services, Bureau of Environmental Health, has the ability to fine site owners for violating the California Health and Safety Code (Section 2060 – 2067)
 - e. Applicant shall contact dig alert/USA prior to the commencement of any demolition or earth disturbance.
 - f. An original LID Observation Report shall be submitted to the Building and Safety Bureau prior to the issuance of the Certificate of Occupancy or building final for all BMPs installation on private properties.
 - g. Public Works inspection shall be required for all BMPs installation in the public right of way prior to the issuance of the Certificate of Occupancy or building final.
57. See additional corrections marked in red on the checked set of plan.

