CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
411 W. Ocean Boulevard, 2nd Floor, Long Beach, CA 90802
562.570.PMIT (7648) | longbeach.gov/lbcd

FORM-027

Express Permit Checklist for Location of Equipment

This Express Permit Checklist (Checklist) applies to minor construction work to remove, replace or add exterior equipment such as HVAC, AC, window-mounted AC, water heater, electrical panel, gas and water meters, and related utility enclosures (all collectively herein referred to as "Equipment") located outside/outdoor. This Checklist is intended to be a simple check to demonstrate that the location or placement of the equipment complies with the setback and clearance requirements of Title 21 (Zoning) of the Long Beach Municipal Code (LBMC). If a project meets the criteria on this Checklist (all applicable boxes are marked as "Y"), then further zoning plan review is not required and a streamlined permit issuance process may be granted.

GENERAL PLANNING REQUIREMENT	**(please check box, Y = Yes or True, N = No or False, NA = Not Applicable)**		
1.	Plot Plan form is completed and provided; it shows the location of the equipment; and it reflects the information contained and acknowledged on this Checklist	☐Y	☐N
2.	Project site is not located in the Coastal Zone	☐Y	☐N
3.	Equipment is not located in a Historic District or a designated Historic Landmark	☐Y	☐N
HVAC UNIT ON GRADE	**(please check box, Y = Yes or True, N = No or False, NA = Not Applicable)**		
4.	Equipment is not located in the required **front** yard[1]	☐Y	☐N ☐NA
5.	Equipment is a minimum of 3'-0" away from the interior **side** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
6.	Equipment is a minimum of 3'-0" away from the **rear** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
7.	Equipment in the **street side** yard[1] (corner lot only) is screened from public view per the below	☐Y	☐N ☐NA
WINDOW-MOUNTED AC UNIT	**(please check box, Y = Yes or True, N = No or False, NA = Not Applicable)**		
8.	Equipment does not project into the required **front** yard[1]	☐Y	☐N ☐NA
9.	Equipment is a minimum of 2'-6" away from the interior **side** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
10.	Equipment is a minimum of 3'-0" away from the **rear** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
11.	Equipment does not project into the **street side** yard[1] (corner lot only)	☐Y	☐N ☐NA
OTHER EQUIPMENT [2] AND ENCLOSURE	**(please check box, Y = Yes or True, N = No or False, NA = Not Applicable)**		
12.	Equipment is not located and/or does not project in or into the required **front** yard[1]	☐Y	☐N ☐NA
13.	Equipment is a minimum of 2'-6" away from the interior **side** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
14.	Equipment is a minimum of 3'-0" away from the **rear** property line (to outer face of unit)[1]	☐Y	☐N ☐NA
15.	Equipment is not located and/or does not project in or into the **street side** yard[1] (corner lot only)	☐Y	☐N ☐NA
SCREENING [3, 4]	**(please check box, Y = Yes or True, N = No or False, NA = Not Applicable)**		
16.	Equipment located outside/outdoor will be screened by visually solid screening devices at least as high as the equipment	☐Y	☐N ☐NA
17.	Screening material requires minimal maintenance and is not constructed of wood	☐Y	☐N ☐NA

FOOTNOTES:
1 Residential yard setbacks and projection clearance requirements can be found in the LBMC Title 21 Chapter 21.31.
2 Other equipment includes water heaters, electrical panels, gas, and water meters.
3 Equipment to be screened includes, but is not limited to, air conditioning and refrigeration equipment, duct work, heating, plumbing lines, and utility meters.
4 All screening devices shall be well integrated into the design of the building through such items as parapet walls, false roofs or equipment rooms. Louvered designs are acceptable if consistent with building design style.

Complete and submit the appropriate Express Permit Application to the Building and Safety Bureau begin the express permit issuance process. Refer to Information Bulletin IB-058 Express Permit Service for additional information.

ACKNOWLEDGMENT STATEMENT

I/We, the undersigned contractor(s)/installer(s) responsible for the design and installation of the equipment, understand that the permit will be issued based upon the checked "Y" to all of the above applicable questions. I/We understand that if any questions are checked "N", I/We will revise the design to fit the criteria of this Checklist; otherwise the permit application may be required to go through the standard plan review process. I/We acknowledge that the plot plan document, which are neither reviewed nor approved by the City, reflect the criteria of this Checklist. I/We assume all risk/responsibility if the installation of the work deviates from this Checklist and will strictly adhere to all code requirements and make the necessary changes to the installation. I/We understand that this permit conveys no vested rights in the event a conflict with any codes, local ordinances, and state laws are later identified as part of the inspection process. We further understand that any correction, removal or change of any portion of the installation will be done at the sole expense/liability of the contractor(s)/installer(s).

Job Address:_____ Permit #:_____

Contractor/Installer:_____ License # & Class:_____

Signature:_____ Date:_____ Phone #:_____

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd 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.