

City of Rancho Palos Verdes
Building and Safety Division
PLAN CHECK SUBMITTAL CHECKLIST

The following items are required to submit plans to Building and Safety for plan check review in the City of Rancho Palos Verdes. Please do not submit plans without the items listed below as it will impede the progress of review and approval.

ALL PLANS except minor revisions require:

1. 2 complete sets of architectural plans and 1-drainage sheet.
2. 2 sets of Structural Calculations to be wet stamped by the Engineer of Record.
3. All submittals require a site plan.
4. Area of construction must be dimensioned.
5. All plans must be approved by the Planning Department and have a Planning Department Clearance letter available with submission.
6. Projects which consist of retaining walls or Additions of any size or location will require a minimum site visit by the City's Geologist.

Residential:

1. Setbacks to all new construction must be clearly marked on the site plan; this includes any associated mechanical equipment whether new or relocated.
2. Provide computer run Energy compliance package or use Package D.
3. Structural sheets reflecting engineering calculations must be wet stamped with date signed by the Engineer.
4. Plans must have a floor plan showing all existing rooms, clearly labeled.
5. Any additional floor space or pool/spas must have the electrical panel location and capacity shown on the plans. Pool/Spa plans require panel schedules and load calculations for panels less than 200 ampere capacity.

Non-Residential:

1. All tenant improvement plans must be submitted with complete architectural, plumbing, mechanical and electrical plans. All pages must be stamped by the respective engineers and/or architect.
2. New development requires approval from Public Works, Planning, Fire Department, and public utility providers.
3. All food service businesses require 3 compartment grease interceptors (clarifiers), for full cooking kitchens and grease traps for non-cooking kitchens. Do not submit without complete plumbing plans showing the required installation.
4. Site maps must clearly show all necessary components for accessibility compliance. Provide a vicinity map.