



MULTI-FAMILY ADDITIONS & REMODELS

Submittal requirements for residential additions or remodels shall include:

- I. Three complete sets of plans and two sets of supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or registered engineer.
- II. Review and approval of plans from the City of West Hollywood Planning Division is required prior to submittal to the Building and Safety Division.
- III. Plans shall be 24" width x 36" length (max).
- IV. The following items shall appear on the first sheet of the drawings:
 - A. **Applicable Codes:** 2019 California Residential Building, Mechanical, Electrical, Plumbing and Energy Codes with 2019 Los Angeles County Amendments. West Hollywood Green Building Manual
 - B. **Building Code Data:** Occupancy Group: R-2 – multi-family residences; Type of Construction: 1-A, V-A, or V-B etc.
New & existing floor area; Number stories
 - C. **Scope of Work:** Provide a detailed written description on project scope
- V. Plans shall consist of:
 - A. **Plot Plan:**
 - 1) Legal description and site address
 - 2) Location and size of remodel and/or addition on the property relative to property lines and other structures and adjacent tenant spaces.
 - 3) North arrow
 - B. **Floor Plan:**
 - 1) Provide **both** new and existing plans showing layout of all walls, windows, doors, etc.
 - 2) The use of all rooms and spaces within the residence shall be labeled on both new and existing plans
 - 3) Size, type, and location of doors and windows.
 - 4) Framing information (size, spacing, and directions of joists and rafters, headers, beams and columns, shear walls, floor diaphragms) for both existing and new construction.
 - C. **Wall Sections:**
 - 1) Framing information for any new partitions walls including: wall construction information, top and bottom support connections, insulation, finishes, etc.
 - D. **Suspended Ceilings and Soffits:**
 - 1) Reflected ceiling plan indicating ceiling heights and finishes
 - 2) Gravity and lateral support details and layout information for any suspended ceilings
 - 3) Soffit framing details: attachment support connections to walls, ceilings, etc.



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E. Energy Compliance:

(*information below addresses the Prescriptive approach only. The performance approach may also be utilized)

1. Compliance with Residential Standards (for R-2 occupancies with 3 or less habitable stories):
 - 2016 CF-1R-ADD/ALT forms to be completed and filed on the plans
 - 2016 Low-Rise Residential Mandatory Measures addressed and filed on plans
 - Any other applicable forms as required to be filed on plans
 - Print documentation of compliance onto plans and submit one physical copy(8.5" x 11" format)
2. Compliance with Non Residential Standards (for R-2 occupancies with 4 or more habitable stories)
 - 2016 NRCC-ENV-01-E for Modifications to building envelope
 - 2016 NRCC-LTI-01-E for altered and/or additional lighting load printed on plans
 - Mandatory measures addressed and filed on plans
 - Any other applicable forms as required
 - Print documentation of compliance onto plans and submit one physical copy(8.5" x 11" format)

F. Green Building Compliance:

- 1) Alterations to existing structures require compliance with 2019 CALGreen Mandatory Measures and the West Hollywood Green Building Manual.

G. Structural Calculations / Engineered Designs:

- 1) Structural plans and details are required for any additions or structural alterations
- 2) Two sets of calculations are required for any additions or structural alterations
- 3) All structural information provided shall be we-stamped and signed by the Engineer of Record.

**** For Condominiums: A formal letter from the Homeowner's Association is required in order to obtain permits.**