



City of Long Beach  
**Department of Development Services**  
333 West Ocean Blvd., 4<sup>th</sup> Floor  
Long Beach, CA 90802  
Ph: (562) 570-LBDS Fax: (562) 570-6753

## **APC Acknowledgement and Verification of Information**

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This acknowledgement and verification of information form is provided to you to make you aware of your responsibilities when requesting an Appointment Plan Check (APC) service. The APC service is provided as a convenience to customer who's project qualifies for an over-the-counter plan review. The Department will not schedule an appointment for plan review until you have read, initialed your understanding of each requirement, signed, and returned this form to us along with your permit application form and other related documents.

***DIRECTIONS: Please read and initial each statement below to signify you understand or verify this information.***

- \_\_\_1. I understand that the appointment for the APC service is based upon the information that I provided to the Department. If it is determined at the time of the appointment that the project does not meet the qualification criteria for the APC service, my project may need to be formally submitted for Regular Plan Check. Furthermore, I understand that the types of projects that may qualify for the APC service are typically small and less complex residential projects such as single-family dwellings and related accessory uses of light-frame wood construction not more than 1-story in height. Multi-family dwelling and commercial/industrial plans, including specialty plans such as electrical, mechanical, and plumbing, do not qualify for the APC service.
- \_\_\_2. I understand that I am expected to pay for the plan review fees and/or permit fees at the time of the appointment. The issuance of the plan review checklist, or permit if the project is approved, will be withheld until all appropriate fees are paid for the services provided.
- \_\_\_3. I understand that I need to provide a fully dimensioned plot plan (similar to the site plan on the construction document) to scale, in ink and copy it to the plot plan sheet provided by the Department. I understand that the following information should be included on the plot plan where applicable: project address, type of construction, number of stories, use and occupancy of the building, fire separation distance or setback of building to property lines or other buildings on the lot, lot size and dimensions, street center line, alley, # of parking spaces, location of all other buildings on the lot, legal description, and permit application number.
- \_\_\_4. I understand that **two sets** of construction documents (i.e., plans and specifications) will be required at the time of the appointment. I understand that the construction documents must be in quality blue or black line drawings with uniform and light background color, should generally not be less than 36" x 24" size nor greater than 36" x 48" size with min. 1/8" lettering size. The address of the project and the name/address of the owner are required on the first sheet or title sheet of the construction documents. Where applicable, include the name and address of the registered design professionals and/or consultants onto the construction documents.
- \_\_\_5. I understand that a registered design professional (i.e., architect or engineer) or a technically competent representative familiar with the construction documents should be present at the time of the appointment or be available by phone to discuss any design issues or problems that may arise.
- \_\_\_6. I understand that if I am late for the appointment, the plan review may not be completed and I may be requested to reschedule the appointment for another time and day. If I need to reschedule the appointment, I need to call the Department 24 hours prior to the appointment at 562-570-LBDS (5237).

**Project Address:** \_\_\_\_\_ **Project No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_ **Signature:** \_\_\_\_\_