



**CITY OF LONG BEACH**  
 Department of Development Services  
 BUILDING AND SAFETY BUREAU  
**GRADING AND RETAINING WALL**  
**PLAN REVIEW CHECKLIST**



**DATE:**

<b>INFORMATION</b>	PROJECT NO.:	EXPIRATION DATE:	STATUS:	
	PROJECT ADDRESS:	CUBIC YARD:		
	WORK DESCRIPTION:			
	APPLICANT'S NAME:	TEL. NO.:		
<b>INSTRUCTIONS</b>	<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"> <li>Comments with circled item numbers apply to this plan check.</li> <li>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. Time spent searching for the corrected items on the revised plans or calculations will delay the review and approval process. Once all comments on the plans, calculations, and this checklist have been addressed, contact the plan check staff to <b>SCHEDULE AN APPOINTMENT</b> to review the changes made.</li> </ul> <p>PLAN REVIEWER: _____ TEL. NO.: _____ 562-570-_____</p> <p>ADDRESS: _____ 333 W. OCEAN BLVD., 4<sup>TH</sup> FLOOR, LONG BEACH, CA 90802</p> <p>EMAIL: _____ @longbeach.gov WEBSITE: _____ www.lbds.info</p> <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"> <li>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.</li> <li>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 2<sup>nd</sup> opinion or to attempt to resolve and/or clarify the matter.</li> <li>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.</li> <li>Reviewed plans and/or calculations not picked up within 60 days of notice will be discarded.</li> </ul>			
	<b>NOTE</b>	<p>Numbers within the parenthesis ( ) refer to the section of the applicable code. 2013 California Building Code (CBC). Table (T). Long Beach Municipal Code (LBMC).</p>		

**A. PERMIT APPLICATION**

1. 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. Include the following information as applicable: permit application number, project address, lot size and dimensions, street names, street center line, alley, property boundary, existing and proposed contours, slope angles and drainage terraces, and location of retaining walls (if any).
2. Valuation provided or determined during the initial submittal process was not accurate. Valuation is revised to \$\_\_\_\_\_. Pay additional required plan check fee of \$\_\_\_\_\_.
3. Cubic yard of grading work provided or determined during the initial submittal process was not accurate. Cubic yard is revised to \_\_\_\_\_. Pay additional required plan check fee of \$\_\_\_\_\_.
4. Provide complete and correct legal description (i.e., Tract, Lot, Block, APN, metes and bounds, etc.) onto the first sheet or title sheet of the construction documents.
5. Provide complete information for (applicant) (owner) (engineer) (architect) (contractor) (\_\_\_\_\_).
6. Separate permit application is required for the following items:
  - a. Retaining walls or block fence walls
  - b. Grading work
  - c. Swimming pools
  - d. Separate structures
  - e. Shoring.
  - f. Demolition of \_\_\_\_\_
  - g. Others \_\_\_\_\_
7. 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. Planning Bureau
  - b. Fire Prevention Bureau
  - c. Public Works
  - d. Health Department
  - e. Historic Preservation
  - f. Harbor Department (HDP Permit)
  - g. Marine Bureau
  - h. Oil Well Special Inspection
  - i. C&D Recycling Program
  - j. Others \_\_\_\_\_
2. For further information regarding approvals/clearances from the previous department/bureau/agency noted above, please call the following:
  - a. Planning Bureau (562) 570-6194
  - b. Fire Prevention Bureau (562) 570-7086
  - c. Public Works (562) 570-6383
  - d. Health Department (562) 570-4000
  - e. Historic Preservation (562) 570-6194
  - f. Harbor Department (562) 570-0041
  - g. Marine Bureau (562) 570-3215
  - h. Oil Well Special Inspection (562) 570-6721
  - i. C & D Recycling Program (562) 570-6721
  - j. Others \_\_\_\_\_
3. Provide a copy of permit from the California Division of Industrial Safety for excavations or trenches over 5' vertical cuts.
4. The final set of construction documents must be stamped by the following department/bureau/agency:
  - a. Planning Bureau
  - b. Public Works
  - c. Fire Department
  - d. Others \_\_\_\_\_
5. Each sheet of the construction documents must bear the signatures, registration number and expiration date of the registered design professional in responsible charge licensed in the State of California.
6. Provide the following type of information on each set of construction documents:



- a. Address of the project
- b. Name and address of property owner.
- c. Name and address of Civil Engineer responsible for grading plan if any.
- d. Name and address of Soil/Geologist responsible for soil/geologic report if any.
- e. Earthwork quantities in cubic yard for cut, fill, import, export, and removal or re-compaction.
- f. Complete legal descriptions for all adjacent lots involved.

7. 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. Max. 36' x 48" size with min. 1/8" lettering size.
- c. Sticky back details must produce prints without contrasting shades of background color.

8. This project is subject to NPDES and SUSMP regulations per LBMC 18.61. Provide the following:

- a. The project architect or engineer of record, or authorized qualified designee, shall sign a statement on the plans to the effect:  
 "As the architect/engineer of record, I have selected appropriate BMPs to effectively minimize the negative impacts of this project's construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their effectiveness. The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activities."

Name	Position	Date
------	----------	------

- b. One or more arces. In addition to the above requirements, developments located adjacent to or directly discharging into environmentally sensitive areas, in a hillside area, or those that will result in the disturbance of one arce or more in size, shall have their construction plans include features meeting the applicable construction activities BMPs (CA-1 through CA-40) and erosion and sediment control BMPs (ESC-1 through ESC-56) published in the "California Storm Water Best Management Practice Handbooks (Construction Activity) (1993)" to ensure that every construction site meets the requirement of these regulations during the time of construction. Furthermore, these projects shall be required to prepare and submit to the city a storm water pollution prevention plan (SWPPP).

The SWPPP shall include appropriate construction site BMPs listed in this subsection.

- c. Five or more acres. Projects with disturbed areas of five (5) acres or greater shall prepare and submit to both the RWQCB and the city a SWPPP. The SWPPP shall include appropriate construction site BMPs listed in subsection 18.61.050.C. In addition, a notice of intent (NOI) to comply with the state construction activity storm water permit shall be filed with the RWQCB, and evidence of such filing shall be submitted to the city.

9. Provide the following checked items related to grading:

- SWPPP
- SUSMP
- NOI
- Hydrology/Hydraulic Report
- Erosion Control
- Bond for
- \$ \_\_\_\_\_

10. A property line agreement or survey shall be provided to identify the location of the proposed fence(s).

**C. GENERAL REQUIREMENTS**

- 1. Provide the following notes onto the construction documents:
  - a. All grading slopes shall be planted and sprinklered.
  - b. No fill to be placed until city inspectors has inspected and approved the bottom excavation.
  - c. All fill shall be compacted to a min. relative compaction of 90%.
  - d. Temporary erosion control to be installed during construction.
  - e. Temporary erosion control to be installed during construction.
- 2. The following BMPs shall be used as applicable: CA-10, 11, 12, 20, 21, 23, 30, 31, 32, CD-4(2) and ESC-1 through 56.
- 3. Building to be clear of ascending slopes exceeding 3:1 [H:V] a min. of H/2 but need not exceed 15'. (1805.3.1)
- 4. Special inspections are required for the following items: (CBC 1704 & LBMC 18.07.080)
  - a. Grading (Soil Compaction)
  - b. Special Case: \_\_\_\_\_
  - c. SUSMP
  - d. SWPPP

- e. Driven/Cast-in-place deep foundations.
5. Provide cross-sections showing existing grades, proposed slopes, areas of cut or fill, retaining walls, structures and property boundaries.
6. The slope of cut surfaces shall be no steeper than 2:1 [H:V] vertical (50%) unless the applicant furnishes a soils report justifying a steeper slope. (CBC 1704)
7. The slope of fill surfaces shall be no steeper than 2:1 [H:V] (50%) unless the applicant furnishes a soils report justifying a steeper slope. (CBC 1704)
8. Cut and fill slopes shall be set back from the property lines in accordance with CBC Figure J108.1 unless substantiating data is submitted.
9. Remove all plans, details or notes that do not pertain to the project from the final set of construction documents.

#### **D. DRAINAGE**

1. Show on site plans the natural and finish grade elevations around the perimeter of the building. Survey map signed by a licensed Surveyor or Civil Engineer may be required by the department.
2. Drainage across interior lot lines creating cross lot drainage is not permitted nor is charge in the drainage pattern that alter or increase quantity of water discharging to adjoining properties.
3. Detail pad elevations to provide min. of 2% drainage to street.
4. Detail on plan methods proposed to intercept and carry off subsurface water drainage to street.
5. Concentrated drainage shall be discharged into an approved location.
6. Submit hydrology and hydraulic calculations to justify drainage design and to show that all surface and subgrade devices are adequate.

#### **E. RETAINING WALLS**

1. Provide retaining wall details on plans show surface drains, sub-surface drains, slope of backfill, tie at change in wall thickness, and reinforcement.
2. Provide material specifications for masonry, reinforcing steel, grout, mortar, and concrete. Also specify any required special inspections. (CBC 1704)

3. Locate the basement wall / retaining walls a min. of 12" away from the property line to accommodate the placement of the sub-drain device.
4. Provide a min. safety factor of 1.5 against sliding and overturning. (CBC 1807.2.3)
5. Basement walls and slabs shall be waterproofed with a state-approved water proofing material. (CBC 1805.1)
6. Show clearly property line with exact dimensions adjacent to retaining wall.
7. Guards shall be provided along open-sided walking surfaces that are located more than 30" above the grade below. (CBC 1013.1)

#### **F. SHORING**

1. Calculate the deflection of soldier piles and compare with the max. allowable as specified in the approved soils report.
2. Comply with the requirements for shotcrete prescribed in CBC Section 1913. Add notes accordingly.
3. Comply with the soils report recommendations for permanent or temporary dewatering procedures.
4. Design and detail required lagging. If tie-back anchors extend across the property line, a notarized letter is required from the adjacent property owner allowing the anchors to extend into their property. A separate permit is required for such offsite work. Approval from Public Works is required for encroachment of anchors into the public way.
5. Obtain a separate permit for underpinning of adjacent structures where the lateral support is being removed.
6. Shoring system is not allowed to support surcharge from adjacent structures without the recommendations of an approved report and evidence that the adjoining property owner has been notified in advance.
7. Record a "Maintenance of Building Support" affidavit by the owner of the subject property which will inform future owners of the subject site that the lateral support of a portion of the building foundation on the adjoining property is provided by the subterranean walls of the building on the subject site. Affidavit must be approved prior to recording.

