



**APPLY ONLINE AT:** [building@cityofgardena.org](mailto:building@cityofgardena.org)

## RESIDENTIAL BUILDING PLAN CHECK SUBMITTAL GUIDELINES

(INCLUDES ROOM ADDITIONS)

### SUBMITTAL PROCESS

- Site Plan/Cover Sheet** – showing street, all four property lines, type of construction, occupancy, fire sprinkler status (Y/N), outline of all structures, and location of proposed construction.
- Floor Plan** – show all door and window sizes and locations, label the use of and show dimensions of all rooms.
- Foundation Plan/Foundation Details**
- Floor Framing Plan** – for multiple story buildings.
- Building Elevations & Sections**
- Framing Details**
- Roof Framing Plan**
- Electrical Plans** – meter, switch, outlet, and light locations, and PV panel location as required by T-24 energy calculations.
- Mechanical Plans** – HVAC equipment location, return air location and size, and thermostat location.
- Plumbing Plans** – fixtures location, sewer lateral size, slope, location, and gas line isometric.
- Other **Architectural and/or Structural Plans** to fully describe proposed project, including, but not limited to:
  - Stamped and Signed Structural Calculations** – digital stamp and signature for electronic document submittals.
  - Signed Truss Calculations** (may be a deferred submittal).
  - Energy Calculations** – per *California State Title 24*.
  - Soils Reports** required for new residential projects and residential additions where the addition is more than 50% of the existing floor area.

### FEES & PLANNING

1. Please contact the *Building & Safety Services Department* at **310.217.9672** or [building@cityofgardena.org](mailto:building@cityofgardena.org) directly to obtain associated fees for residential permits.
2. Please contact the *Planning Department* at **310.217.9524** directly to determine if there are any Planning requirements that may affect your project.
3. Please contact the *Engineering Department* at **310.217.9568** directly to determine if there are development impact fees applicable to your project.

### ADDITIONAL APPROVALS THAT MAY BE REQUIRED PRIOR TO PERMIT ISSUANCE:

- **School fees are required** to be paid for new habitable **spaces greater than 500 square feet**. Speak with staff for the appropriate form that must be taken to the school district prior to permit issuance.

**NOTE:** A **separate grading plan check submittal** is required for all new construction projects and for existing buildings where improvements being proposed will generate **50 cubic yards or more** of combined cut and fill. The grading plan shall be prepared, stamped, and signed by a California registered Civil Engineer. Prior to permit issuance, the **Engineering Department must approve** the **compaction report** and **pad certification**. (**THIS INCLUDES ROOM ADDITIONS**).