



Supplemental Plan Check Correction Checklist

1. Permanently include the “**Inspection Record**” (**Building Card**) document as part of the first sheet of plans (it cannot be taped or glued on). Use the following link to obtain an electronic copy of the required information. [Download Inspection Record \(PDF\)](#)
2. Permanently include the “**General Notes**” document as part of the first sheet of plans (it cannot be taped or glued on). Use the following link to obtain an electronic copy of the required information. [Download General Notes \(PDF\)](#)
3. Permanently include the “**erosion and sediment controls**” document as part of the first sheet of plans (it cannot be taped or glued on). Use the following link to obtain an electronic copy of the required information. [Download Erosion and Sediment Controls \(PDF\)](#)
4. Permanently include the **signed** “**Attachment A**” document as part of the first sheet of plans (it cannot be taped or glued). Use the following link to obtain an electronic copy of the required information. [Download Attachment A \(PDF\)](#)
5. Permanently include “**Professional’s Certification of The Digital Format Plans**” as part of the plans. Use the following link to access the document. Please fill out the form completely. [Download Professional’s Certification of The Digital Format Plans \(PDF\)](#)
6. Provide a landscape plan (to be approved by the Planning Department). The landscape plan, irrigation plan and drainage plan must contain the certification of a licensed landscape architect or state certified landscape irrigation auditor that the plans include the following:
 - Plant materials are grouped according to similar water needs, where feasible.
 - Erosion and runoff control are addressed in the landscape design.
 - Irrigation systems are equipped with smart irrigation controllers,

Visit the efficient landscapes web page for additional information
www.beverlyhills.org/waterefficientlandscapes

7. Provide a construction vehicle parking plan. Parking must be on site when possible. Secondary parking can be on the street directly in front of the jobsite only.



8. Permanently attach any resolution from Design Review Commission, Planning Commission, or any other discretionary approvals on the plans (it cannot be taped or glued on).
9. Provide Los Angeles County Health Department Plan approvals for public pools on Commercial or Multifamily properties, including but not limited to hotels.
10. Provide a construction management plan. A Construction Management Plan form must be completed and submitted for approval prior to the issuance of a building permit. Visit the construction management plan webpage to obtain the form and additional information at [Download Construction Management Plan \(PDF\)](#)

Make all corrections and provide responses to these comments when resubmitting. Include your originally submitted set of plans (with the Building & Safety corrections marked on them).