Over The Counter Plan Review
One-Story Single Family Dwelling Additions & Alterations

Time Needed for Appointment: 60 Minutes (1 Hour)

Appointment is scheduled with Building and Safety Plan Reviewer and Planner

Refinement/Explanation:

Over the counter services are provided for one-story single-family dwelling additions and alterations that:

a. Are not subject to, or have already received approval from, Design Review Commission or other discretionary reviews
b. Alterations do not exceed 50% Rule and additions are less than 500 square feet (40% Threshold)
c. Additions do not exceed 500 square feet and 1-story in height
d. Are not located in the Hillside zoning district
e. Are constructed on a level pad
f. Do not include a basement

Submittal Requirements:

Building and Safety

1. Complete Architectural and Structural Plans, including:
   - Beverly Hills General Notes, Inspection Record, and Agreement to Provide Digital Format Plans
   - Survey (additions only)
   - Site plan/plot plan
   - Project summary showing floor area analysis
   - Floor plan
   - Elevation
   - Sections
   - Structural plans/details
   - Door and window schedules

Planning

1. Any exterior work needs to have already been reviewed and approved through the Design Review process, and a copy of the approval letter included in the plan set. If a color rendering or elevation was approved during the Design Review process a copy of the color rendering or elevation needs to be included in the plan set
2. Site plans must show all minimum required setbacks and all property lines
3. Plans must clearly label and dimension all required parking spaces
4. Plans must clearly label all bedrooms and rooms that could reasonably used as a bedroom (e.g. offices and dens that can be closed off from the common areas of the house)
5. Project data table on cover sheet to include all required and provided floor area, setbacks, height, parking
6. All plan-view drawings need to include a north arrow and be oriented in the same direction