



MINIMUM DOCUMENT SUBMITTAL REQUIREMENTS NEW-SINGLE FAMILY RESIDENCE

This bulletin contains the suggested minimum document submittal requirements for a New-Single Family Residence. Each project varies and may require additional documentation pending scope of work.

I. PLANS

A. ARCHITECTURAL PLANS

- i. Plot plan / Site plan
- ii. Survey
- iii. Floor Plans (Including Basement Plan when proposed)
 - Existing floor plans (for addition and remodel projects)
 - Demolition plans (for addition and remodel projects)
 - Proposed floor plans
- iv. Roof plan
- v. Building Elevations
- vi. Building Sections
- vii. Reflected Ceiling Plan
- viii. Architectural Details
- ix. Door/Window Schedule
- x. Floor Area Block Study
- xi. Slope Analysis Plan (Projects in Hillside zoning area only)
- xii. Construction Vehicle Parking Plan ([note 3](#))
- xiii. T-24 Energy code compliance forms and report

B. STRUCTURAL / SHORING / CIVIL PLANS (signed and stamped by Engineer licensed by the State of California)

- i. Foundation Plan
- ii. Framing Plans (all floors and roof)
- iii. Structural Details
- iv. Temporary shoring plan (if applicable)
- v. Grading Plan (When alteration of existing grade is proposed)

C. LANDSCAPING PLANS

D. PLUMBING, ELECTRICAL, MECHANICAL PLANS (See Bulletin on MEP plan review thresholds)

II. CALCULATIONS

- A. Complete set of structural calculations signed and stamped by an Engineer licensed by the State of California
- B. Energy Calculations

III. OTHER DOCUMENTS

- A. Soils Report
- B. Planning Entitlements
- C. Construction Management Plan including but not limited to following items:
 - On-site construction vehicle parking plan. If any off-site parking facility along with construction shuttle service is to be used, then information including site location and address as well as corresponding service contracts with details should be submitted for review and approval.
 - Heavy haul route in compliance with City of BH approved heavy haul routes.
 - Traffic Control Plans (if needed)
 - For projects in Trousdale Estates zoning area, complete documents and information shall be provided to verify the compliance with City of Beverly Hills restrictions, policies and procedures as well as special transportation-related measures for construction in the Trousdale Estates area of City of Beverly Hills. Please check “Trousdale Construction Deliveries” (link below) for all aforementioned policies, regulations and restrictions:

www.beverlyhills.org/forms

IV. MISCELLANEOUS PLANS AND PERMITS

- A. Separate permits required for:
 - a. Grading/excavation/backfill/removal and re-compaction
 - b. Walls and paving located within the required front setback
 - c. Retaining walls over 3 feet in height
 - d. Garden walls over 6 feet in height
 - e. Swimming Pools/spa
 - f. Accessory buildings
 - g. Accessory Dwelling Units (ADUs)
 - h. Game Courts
 - i. Fire sprinkler system
 - j. Fire alarm system
 - k. Demolition of any existing structure which required a building permit to be constructed. In order to obtain the demolition permit, see and follow the [Demolition Permit Checklist](#).
 - l. Tree removal
 - m. Asbestos removal
 - n. Electrical work
 - o. Mechanical work
 - p. Plumbing work
 - q. Public Right-of-Way Use
 - r. Driveway approach and aprons
 - s. Water Efficient Landscaping
 - t. Front yard paving
 - u. Solar Panels System

NOTES:

- (1) Additional information may be required depending on overall scope of work
- (2) Approval from other departments and agencies required and may result in additional information required on plans
- (3) Special equipment and deliveries must drive entirely on site to load and unload. If site conditions do not permit on site deliveries a Street Use Permit is required. Construction project related vehicles are not allowed to park on streets of residential zones and must conform to the City-approved [construction parking plan](#) which may require shuttling plans.