



City of Whittier

BUILDING & SAFETY DIVISION

13230 Penn Street, Whittier, California 90602-1772
(562) 567-9320 Fax (562) 567-2872

Plan Submittal Title Sheet Requirements

The following information is required on the front (title) sheet of plan sets at the time of submittal:

- **Scope of Work:** Provide a detailed written scope of work for the project.
- **1-8 ½ x 11 site and floor plan.**
- **Occupancy Type:** Provide the type of occupancy for the project
- **Occupant Load** (This applies to commercial development)
- **Total Area and Aggregate Area:** Show existing and proposed project area (SF)
- **Number of Stories:** Indicate the number of stories in the building
- **Type of Construction:** Provide the type of Construction of the building per the CBC
- **Fire Sprinklers:** Yes / No If Yes, Indicate type of system
- **Owners Information:** Name, Address, Phone Number
- **Architect, Engineer, Designer Information:** Name, Address, Phone Number, License Number. Please Note: The person responsible for the preparation of the plans must sign each sheet of the plans
- **Applicable Codes:** 2022 CBC, CRC, CMC, CPC, CEC, CGBC, T24 CA Energy, Whittier Municipal Code, 2023 LA County Fire Code
- **Conditions of Approval:** All Conditions of Approval (Planning) must be printed on the plans at the time of submittal
- **Deferred Submittals:** List all Items to be Deferred Submittals.
i.e... Roof Truss Shop Drawings
Structural Steel Shop Drawings
Fire Sprinkler System
Fire Alarm System
Landscape Plans

Note: All deferred submittals must be submitted prior to permit issuance, and approved prior to framing inspection.

Other Departments and Agencies: The following are the other agencies/ departments that may require separate submittal and separate fees.

County of Los Angeles Fire Department (Separate Fee, Separate Submittal)

Fire Prevention Division - Engineering Unit
5823 Rickenbacker Rd.
Commerce, CA 90040
Ph. (323) 890-4125
Fax (562) 890-9783

County of Los Angeles Health Department (Separate Fee, Separate Submittal)

Food Establishments or Pre-Packaged Foods
5050 Commerce Dr.
Baldwin Park, CA 91706
Ph. (626) 430-5560

County Sanitation Districts of Los Angeles County (Separate Fee, Separate Submittal)

1955 Workman Mill Rd. Room 104
Whittier, CA 90607
Ph. (562) 908-4288

City of Whittier Department of Parks, Recreation, and Community Services

Landscape Plan Submittals (Separate Fee, Separate Submittal)

13230 Penn St.
Whittier, CA 90602
Ph. (562) 567-9400

City of Whittier Department of Public Works – Engineering Division

Grading & Drainage Plan Submittals (Separate Fee, Separate Submittal)

13230 Penn St.
Whittier, CA 90602
Ph. (562) 567-9500

School District Development Fees: To be paid prior to the issuance of any building permits.

Contact Information for each school district:

Whittier City School District

7211 S. Whittier Avenue
Whittier, CA 90602
(562) 789-3000

East Whittier City School District

14535 E. Whittier Boulevard
Whittier, CA 90605
(562) 698-0351

Los Nietos School District

8324 S. Westman Avenue
Whittier, CA 90606
(562) 692-0271

South Whittier School District

11200 Telechron Avenue
Whittier, CA 90605
(562) 944-6321

Fullerton Union High School District

1027 S. Leslie Street
La Habra, CA 90631
(714) 870-2810



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Plan Submittal Requirements

What Drawings are required?

The drawings or architectural plans required can vary depending on the scope of your project. Contact the Building and Safety Division regarding your specific project.

Drawings that **may be required** include:

- Site Plan – This plan clearly shows an “aerial” or “birds-eye” view of your house, property lines, adjacent streets and properties and setbacks. This plan is mainly for the Planning and Building Divisions to assure proper setback and other requirements are met. On this plan, it should be clearly noted exactly what is existing and what is proposed to be built.
- Floor Plan – This plan clearly shows the interior of the building. Walls to be removed, new walls, windows, doors, etc. should all be clearly noted on this plan. Again, as with the site plan, what is existing, and what is proposed to be built should be clearly noted.
- Exterior Elevations – This plan shows the exterior details and finishes of the structure.
- Foundation Plan – This plan is required to show size and location of new foundations and footings for your project.
- Roof Framing Plan – This plan clearly indicates the size of roof rafters and ceiling joists. Typically, roof slope and roofing materials are called out on this plan.
- Floor Framing Plan – This plan clearly indicates this size of all floor framing members. Floor joists, beam and subfloor size are customarily called out on this plan.
- Cross Sections – These drawings show the building from a “cut-away” view and clearly illustrate all ceiling heights, wall construction, roof pitch, etc.
- Construction Details – This is a set of enlarged construction assembly details showing connections of structural elements, waterproofing and flashing assemblies, and/ or project specific conditions.
- Title 24 & Energy Calculations – These documents are required by the California Energy Commission to be submitted with your building plans. What these documents verify is the compliance of the structure (new and existing) to meet State energy standards. It is recommended that a professional energy consultant be utilized for this stage of your project. Also, a second energy consultant (provided by the applicant) will be required to check the original documents.
- Structural Calculations – Structural calculations may be required if your project is large or of unusual shape. Also, it is safe to assume if your project is two stories, calculations will be required. These calculations are to verify that structural elements are adequately sized and connected at critical areas. Two sets, Stamped and Signed will be required.
- Electrical/Mechanical/Plumbing Plans – A site and/or floor plan showing the existing and proposed fixtures and equipment. For new or converted construction a utility plan is required and must show new utilities or where existing utilities will be tied in. (i.e. sewer, water, gas, electrical).
- Green Building Standard Notes

Typically, Four (4) sets of plans (24” x 36”) and (1) 8 ½ x11” site and (1) 8 ½ x 11” floor plan are required at the time of submittal. The Plan Review process usually takes two weeks from the Wednesday following plan submittal. (The Plan Reviewer picks up, and delivers plans on Wednesday mornings)

Once we receive the plans back with corrections, the applicant will be notified to pick up the plans at the Building Department counter and make any necessary corrections, and resubmit the originally submitted plans (Mark-ups) and three (3) new sets of plans, and any other supporting documents to the Building Department. Rechecks usually take one (1) week from the Wednesday following resubmittal of the corrected plans.

Once we receive the plans back with approval from the plan reviewer, the plans will be routed to the Planning Division for final approval. Once the plans are returned to Building & Safety with approval, the applicant will be notified that the permits are ready to be issued.

What Supporting Documents Do I Need?

The documentation required could vary from photographs of the current construction to full scale plans, structural calculations, Title 24 Report, etc. Contact the Building and Safety Division at (562) 567-9320 regarding your specific project. Two sets, Stamped and Signed will be required.

Do I Need to Hire an Architect or Engineer for my Project?

Per the California Business & Professions Code, section 5537, an unlicensed person may prepare plans for projects that conform to conventional construction as specified in the building code, for residential structures not to exceed two-stories and a basement in height.

If the construction will deviate from these standards, a licensed Architect or Engineer will be required to prepare, stamp and sign the drawings.

There are several reasons to hire an architect, even for smaller projects. Licensed Architects are highly trained in all aspects of creating a safe and livable building, not just the artistic aspect. The licensing process requires education, training and testing, as well as an apprenticeship requirement. The process takes many years. A do-it-yourselfer, designer or contractor will simply not have the depth of understanding of a licensed Architect. Be aware that by law, only a licensed professional can call themselves an "Architect." If someone calls themselves a "designer" or other designation, they are not an Architect.

5537. (From the California Business & Professions Code)

(a) This chapter does not prohibit any person from preparing plans, drawings, or specifications for any of the following:

- (1) Single-family dwellings of wood frame construction not more than two stories and basement in height.*
- (2) Multiple dwellings containing no more than four dwelling units of wood frame construction not more than two stories and a basement in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.*
- (3) Garages or other structures appurtenant to buildings described under subdivision (a), of wood frame construction not more than two stories and basement in height.*
- (4) Agricultural and ranch buildings of wood frame construction, unless the building official having jurisdiction deems that an undue risk to the public health, safety, or welfare is involved.*

(b) If any portion of any structure exempted by this section deviates from substantial compliance with conventional framing requirements for wood frame construction found in the most recent edition of Title 24 of the California Code of Regulations or tables of limitation for wood frame construction, as defined by the applicable building code duly adopted by the local jurisdiction or the state, the building official having jurisdiction shall require the preparation of plans, drawings, specifications, or calculations for that portion by, or under the responsible control of, a licensed architect or registered engineer. The documents for that portion shall bear the stamp and signature of the licensee who is responsible for their preparation. Substantial compliance for purposes of this section is not intended to restrict the ability of the building officials to approve plans pursuant to existing law and is only intended to clarify the intent of Chapter 405 of the Statutes of 1985.