

**CITY OF RANCHO PALOS VERDES**  
**PLAN REVIEW SUBMITTAL CHECKLIST**  
<https://www.rpvca.gov/296/Permits>

The following items are required to submit plans to Building & Safety for plan check review in the City of Rancho Palos Verdes. Please do not submit plans without the items listed below as it will impede the progress of review and delay approval.

**ALL PLANS except minor revisions require:**

1. Two complete sets architectural structural, energy/green, & MEP plans. If civil plans are required, please provide two separate sets to route them directly to our drainage department.
2. Two sets stamped and signed structural calculations. Two sets of Title 24/energy design.
3. Plans with structural designs that are not conventional construction per the California Building Code require two sets of calculations.
4. Engineering calculations are to be wet stamped by the engineer.
5. A completed application including the new and remodeled floor areas.
6. All submittals require a site map, site plan, and a detailed scope of work with square footages.
7. Area of construction must be dimensioned.
8. Most plans must be previously approved by the Planning Department.
9. Projects involving retaining walls or additions require a site visit by the City Geologist to determine if a soil report is necessary or if a waiver may be granted.

**Residential**

1. Setbacks to all new construction must be clearly marked on the site plan; this includes any associated mechanical equipment whether new or relocated.
2. Provide computer run current code Energy compliance package and forms.
3. Structural sheets reflecting engineering calculations must be stamped and signed by the engineer.
4. Plans must have a floor plan showing all existing rooms, clearly labeled.
5. Any additional floor space or pool/spas must have the panel location and capacity shown on the plans. Pool/spa plans require panel schedules and load calculations for panels less than 200 ampere capacity.

## **Non-Residential**

1. All tenant improvement plans must be submitted with complete architectural, plumbing, mechanical and electrical plans. All pages must be stamped and signed by the respective engineers and/or architect.
2. New development requires approval from Public Works, Planning, Water Department, LA Fire Department, LA Health or Sanitation Department, and Public Utility providers.
3. All food service businesses require 3 compartment grease interceptors, (clarifiers) for full cooking kitchens and grease traps for non-cooking kitchens. Do not submit without complete plumbing plans showing the required installation.
4. Site maps must clearly show all necessary components for accessibility compliance. Provide a vicinity map.