



## Over The Counter Plan Review One-Story Accessory Structures

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 new, one-story accessory structures (e.g. Garage, Guest House, Pool House, Second-unit that is permitted by right)

### 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
2. Title-24 Report
3. Soils Report (not required for structures 500 square feet or smaller)
4. "Cal Green" compliance

#### 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 be 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