

	CITY OF AGOURA HILLS BUILDING & SAFETY DIVISION 30001 LADYFACE COURT AGOURA HILLS, CA 91301	Email: Permits@AgouraHillsCity.org PHONE: (818) 597-7334 www.AgouraHillsCity.org	
PROJECTS REQUIRING ENG/ARCH STAMP		OP-04	3-1-23

Plans submitted for review shall show in detail how the project will conform to the codes, ordinances, and regulations enforced by Building & Safety (CBC Section 107). For most building projects, plans shall be prepared by a California-licensed architect or engineer. Examples include:

- New commercial buildings
- Additions to existing commercial buildings
- Structural alterations (interior or exterior)
- Group A (assembly) occupancies
- Group E (educational) occupancies
- Group F (factory & industrial) occupancies
- Group H (hazardous) occupancies
- Group I (institutional) occupancies
- Group L (laboratory)
- Group R, Division 1, 2, or 4 occupancies
- Projects with mixed occupancies
- Projects involving a change of occupancy
- Tanks and vessels
- Storage racks exceeding 8 feet in height
- Remodeling projects in high-rise buildings (floors over 75' in height)
- Lateral force resisting systems utilizing poles embedded in the ground
- Nonstructural components or equipment requiring design per ASCE 7 chapter 13
- Any project not deemed exempt by the Building Official.

Each sheet of plans shall be sealed and signed by the architect or engineer that prepared them. The title sheet of calculations, specifications, and reports shall also be sealed and signed.

Except:

- Alterations or improvements that do not change or affect the structural system or safety of the building within Group B (office), Group M (mercantile), Groups S-1/S-2 (storage), or Group U (utility) occupancies.
- Architectural and construction plans for Group R-3 residential buildings not more than two-story in height, designed in accordance with the prescriptive methods of the CRC Section R301.1.3.2, as amended, or the conventional wood-framed construction provisions of CBC Section 2308.

Mechanical, electrical, and plumbing plans shall be prepared by a licensed engineer, or by the licensed contractor who will perform the work. The contractor must possess the specialty license in that specific discipline, and demonstrate the ability to prepare plans to industry design standards.

Fire sprinkler plans for commercial and residential buildings shall be prepared by a licensed fire protection engineer, or by the licensed C-16 contractor who will perform the work.

The plans shall contain the name and contact information of the person responsible for preparing the plans. The plan preparer shall sign and date the plans.

All persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts (BPC 5536.1).

Code References:

- California Building Code (CBC)*
- California Residential Code (CRC)*
- Business and Professions Code (BPC)*
- Sections 5536, 5537, 5538, 6737, and 6738*