



Building & Safety  
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**No. 1**

Rev 3/08

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# Building and Safety Policies

## **Contractors must show proof of:**

- A Current Contractor's License
- A Current Business Registration
- Workman's Compensation Insurance
- Notarized Letter granting authority if agent for Contractor or Property Owner

## **Plans Required (Residential):**

- All work for building permits must be shown on scaled plans (1/4 or 1/8 scale) on a minimum 18"x24" sheets which include: Site Plan, Floor Plan, Structural Plans, and Architectural Elevations when required by planning, (exceptions can be made for very small projects such as walls or interior improvements).
- Plans shall include project address, name, and telephone number of the owner and person responsible for the preparation of the plans.
- Plans must clearly communicate scope of work proposed and show all required setbacks from property lines. *Exception*, replacement windows, reroofs, and other minor repair work do not require plans.
- **Electrical**—Plans must show Panel Schedule, Load Calculations, Lighting Fixtures/Switches/Outlets location.
- **Mechanical**— Plans must show location of HVAC System, Single Line Duct Diagram giving sizes and supply and return locations.
- **Plumbing**—Plans must show fixture locations, Single Line Drawing showing DWV piping sizes.
- All new structures must submit a complete set of plans including: Architectural, Structural, Civil, Mechanical, Plumbing, Electrical, Structural and Energy Calculations, Title 24. **Partial plans will not be accepted.**

## **Plans Required (Commercial):**

- All work for building permits must be shown on scaled plans (1/4 or 1/8 scale) on a minimum 18"x24" sheets which include: Site Plan, Floor Plan, Structural Plans, and Architectural Elevations when required by planning, (exceptions can be made for very small projects such as walls or interior improvements).
- Plans shall include project address, name, and telephone number of the owner and person responsible for the preparation of the plans.
- Plans must clearly communicate scope of work proposed and show all required setbacks from property lines.

- **Electrical**—Plans must show all Electrical Work on a floor plan, Energy Calculations, panel Schedule, and Load Calculations.
- **Mechanical**—New or Replacement of A/C Condensing Units must be shown on a site plan. Show supply and return locations.
- **Plumbing**—Plans must show fixture locations. (Note: If adding or deleting plumbing fixtures a letter from the Las Virgenes Water District is required prior to permit).
- All new structures must submit a complete set of plans including: Architectural, Structural, Civil, Mechanical, Plumbing, Electrical, Structural and Energy Calculations, Title 24. **Partial plans will not be accepted.**

**Planning Approval:**

- Planning approval must be obtained prior to submitting for plan check on all projects.
- Planning approval is required on all Commercial Buildings.
- Planning approval is required on all Residential Buildings doing Exterior Work.

**Plan Check (Building):**

- All structural plans require plan check: This consists of: New Buildings, Additions, Retaining Walls, Patio Covers, Gazebos, Pools, Any Structural Alterations, and Tenant Improvements.
- **Electrical**—All new services over 400 amps, tenant improvements with sub-panels connecting to 400 amps or larger and any Energy Alterations.
- **Mechanical**—All new Commercial Buildings, Residential and Tenant Improvements.
- **Plumbing**—All new Commercial Buildings, Residential Tracts, and Custom Homes.
- Plan Check fees must be paid prior to submitting into Plan Check.

**Copies of Plans:**

- Must have notarized authorization from Architect (or professional who signed documents) and/or Property Owner.

**Fees:**

- Fees are based on valuation of the project. (Material and Labor)
- Mechanical, Electrical and Plumbing are itemized.
- Any copies are \$0.50 for the first page and \$0.25 for each additional page.
- Copies of plans are \$5.00 for the first page and \$3.00 for each additional page.