



ELECTRONIC PLAN REVIEW MINIMUM SUBMITTAL GUIDE

The following guide details examples of the contents of a complete Electronic Plan Review (EPR) package to assist you with preparing your submittal. Review the items below and provide what is applicable to your proposal. Please contact a Permit Specialist at 310.458.8355 or eplans@smgov.net if you have any questions.

| Documents | |
|-----------------------------|--|
| General | Completed EPR Application Form |
| | Detailed Cost Estimate to Establish Valuation (for additions and alterations) |
| | Means and Methods Plan (required for all tenant-occupied residential properties) |
| Supporting Documents | Structural Calculations |
| | Soils Report (For all projects located in geo-hazard zones or any addition greater than 750 SF) |
| | Title 24 report (including Energy Reach Code calculations) |
| | Sound Attenuation Report (for new multifamily projects in noise critical zones) |
| | Water Neutrality Calculator |
| | Waste Management Plan (for all projects with a valuation of \$50,000 or more) |
| | Coastal Commission Approval |
| Project Plans | Detailed statement of Scope of Work on Cover Sheet |
| | Project Data (Type of Const., Occupancy Group, breakdown of existing and new square footages, etc.) |
| | Plot Plan/Site Plan (including setback dimensions, location of driveways, mechanical equipment, trees, etc.) |
| | Tree Protection Plan (for private and public trees), including tree protection guidelines, construction access to the site, and whether sidewalk will be removed and replaced. |
| | General and Fire Life Safety Notes |
| | Floor Plans |
| | Cross Sections/Details |
| | Elevations |
| | Roof Plan |
| | Disabled Accessibility Details (for commercial and new multi-family projects) |
| | Energy Forms (including Energy Reach Code requirements) |
| | Foundation Plan |
| | Excavation and Shoring Plans |
| | Structural Framing Plans |
| | Structural Details |
| | Plumbing Plans |
| | Mechanical Plans |
| Electrical Plans | |
| Landscape Plans | |