ENGINEERING
CITY OF LOS ANGELES

B Permit – Street Plan Submittal Checklist

Private Engineer		**Contact Phone**	
Project Title		**Contact Email**	
B-Permit Reference #		**Date**	
Tract, PM, ZA, or CPC No.:			

Required with Initial Plan Check Submittal

1. Completed Street Plan Checklist.
2. Completed Street Plan Showing Sewer House Connection Checklist, if applicable.
3. Survey showing existing culture and elevations (TC, FL, Joins, CL, quarter-points)
4. Copy of Final Tract or Parcel Map, if applicable
5. Copy of corresponding Grading, Sewer, and Storm drain Plans for reference only. Separate submittal required for plan check of each respective improvement plan.
6. Cross-section Worksheet (applicable when joining partially improved roadways)
   - Plot on 10x10 grid (1"=10' horiz. scale, 1"=1' vert. scale)
   - Show sections at every 50'. For hillside, every 25'
   - Show sections 50' beyond construction limits
   - Show elevations for existing TC, FL, Joins, and proposed TC, FL, EG, and Grade Breaks
   - Only show sections at stations which can be DIRECTLY verified from submitted Survey
   - Show proposed cross-slopes to 2 decimal places. Cross-slope must progressively increase from CL to the EG
   - Show proposed PL's, no old PL's
7. **Private Engineer acknowledges that this form was prepared/ reviewed by him/her for accuracy.**

Required, may be submitted at first submittal or during subsequent plan check.

1. Approved LADOT Site and Driveway plan, if applicable.
2. Summary of Utility Notices.
3. Right-Of-Entry form required for off-site grading on private property, if applicable
4. Submit Driveway Profile Worksheets (1"=2' scale) if lot has subterranean parking. Profile shall be from street CL to garage floor.
5. Soils Report, if required by plan checker

Private Engineer must check "OK" or "N/A" for each item. City Staff to complete "OK" or "Incomplete"

		Private Engineer		City Staff	
	Item	OK	N/A	OK	Incomplete
	GENERAL (ON-LINE APPLICATION)				
1.	Review Engineering conditions (Planning Case/Tract/PM/R3/Hillside for dedication and improvements required	☐	☐	☐	☐
	DRAFTING REQUIREMENTS				
2.	Current B-permit CAD Templates used.	☐	☐	☐	☐
3.	All text shall be Arial vertical font with a minimum size of 1/8"	☐	☐	☐	☐
4.	City North arrow, orientation, and graphic scales per CAD Standards	☐	☐	☐	☐
5.	Line Weights and Line Types (including substructures) per CAD Standards	☐	☐	☐	☐
6.	Drafting symbols for culture per S-623-0	☐	☐	☐	☐
7.	Show, but do not station, all culture	☐	☐	☐	☐
8.	Symbols for Construction Notes per S-627-0	☐	☐	☐	☐

ENGINEERING
CITY OF LOS ANGELES

B Permit – Street Plan
Submittal Checklist

	Item	Private Engineer OK	Private Engineer N/A	City Staff OK	City Staff Incomplete
9.	No crosshatching, shading, or screening	☐	☐	☐	☐
10.	All stationing shown to 2 decimal places except on even 50' stations	☐	☐	☐	☐
11.	All construction notes shall be placed outside of public R/W lines	☐	☐	☐	☐
12.	Show all elevations to two decimal places.	☐	☐	☐	☐
13.	Orientation of notes should either be horizontal or vertical. Vertical notes should read from the right side of the plan	☐	☐	☐	☐
14.	Private Engineer's stamp and signature required on all sheets	☐	☐	☐	☐
	TITLE SHEET				
15.	Refer to B-permit Templates and Samples	☐	☐	☐	☐
16.	*'Project Title'* should match official B-permit title	☐	☐	☐	☐
17.	Survey Control information. Vertical Control in Title block (Bench #, Datum, [year] adj. and elevation)	☐	☐	☐	☐
18.	Bench marks: 2 required. Bench Mark number, exact description from Bench Mark Book, Elevation & adjustment year in BENCH MARK boxes.	☐	☐	☐	☐
19.	Appropriate Departments or Bureaus shown in *'APPROVALS'* box	☐	☐	☐	☐
	Title Sheet: CONSTRUCTION SYMBOLS				
20.	Show only 'Construction Notes' applicable to the plans	☐	☐	☐	☐
	Title Sheet: KEY MAP				
21.	Orientation – North Arrow directed to top of sheet	☐	☐	☐	☐
22.	Scale, Graphic Scale and North Arrow (Typical scale 1" = 400')	☐	☐	☐	☐
23.	Map to include closest Intersecting Major & or Secondary Street	☐	☐	☐	☐
	Title Sheet: INDEX or INDEX TO SHEETS				
24.	"Plans of", "From", "To", Sheet No. in INDEX TO SHEETS	☐	☐	☐	☐
	Title Sheet: NOTICE TO CONTRACTORS				
25.	Current B-Permit standard notes (General Notes 1 – 16 are applicable to all types of projects. Notes shall be listed in the order shown.)	☐	☐	☐	☐
26.	Traffic lane reqmts (major, secondary & collector require DOT review)	☐	☐	☐	☐
27.	Traffic signal notes if applicable	☐	☐	☐	☐
28.	Street lighting notes if applicable	☐	☐	☐	☐
29.	Urban Forestry Division notes (if applicable)	☐	☐	☐	☐
30.	Include reference to any permits specific to the project issued by State, County or other City's Agencies (as applicable)	☐	☐	☐	☐
	Title Sheet: TYPICAL SECTIONS				
31.	Show sections of all improved streets and/or alleys	☐	☐	☐	☐
32.	Although not to scale, show proportionately	☐	☐	☐	☐
33.	Street Section: Major 8" AC on 6" CMB; Secondary 6" on 6"; all others 4" on 4"	☐	☐	☐	☐
34.	Show "T" sections if "T" is uniform. Choice of T-section to be verified by Cross-Section worksheets.	☐	☐	☐	☐
35.	Do not show old PL, removal notes, existing portion of improvements being improved (i.e. existing ac berm).	☐	☐	☐	☐

ENGINEERING
CITY OF LOS ANGELES

B Permit – Street Plan Submittal Checklist

	Item	Private Engineer OK	Private Engineer N/A	City Staff OK	City Staff Incomplete
36.	2% cross slope is required on all sidewalks/parkways (draining towards street)	☐	☐	☐	☐
	PLAN VIEWS				
37.	Scale 1" = 20' or 1"=40' for large developments with new streets	☐	☐	☐	☐
38.	Design Group block filled out – with signatures & dates for "Engineer" and "Approved by"	☐	☐	☐	☐
39.	"PLAN", shown in vicinity of plan view	☐	☐	☐	☐
40.	Centerline stationing is reference for all street improvement stationing	☐	☐	☐	☐
41.	Stationing should increase from North to South and from East to West unless survey field notes are otherwise.	☐	☐	☐	☐
42.	Lines (i.e. R/W, C/L, join line, curb and gutter) are shown per CAD Standards and Samples	☐	☐	☐	☐
43.	Do not show: Contours, bearings, distances, or any improvements on private property	☐	☐	☐	☐
44.	Dimensions shown for streets, alleys, easements	☐	☐	☐	☐
45.	Show elevations and stations at all grade breaks, BC, PRC, EC, BCR, ECR, designated radial lines, CL, intersections and angle points.	☐	☐	☐	☐
46.	Show existing FL elevations approximately 25' beyond construction limits	☐	☐	☐	☐
47.	Show existing elevations in parenthesis of all improvements to be joined	☐	☐	☐	☐
48.	Label property line and centerline	☐	☐	☐	☐
49.	Show easement(s) – if applicable	☐	☐	☐	☐
50.	Give rates of grade and Plan Index number for existing paving that adjoins project (i.e. 'Existing Improvements per P-_____')	☐	☐	☐	☐
51.	Driveways must comply with ADA requirements	☐	☐	☐	☐
52.	Driveways: 6" CF, X min.=3', Y min.=6'; 8" CF, X min.=4', Y min.=7'	☐	☐	☐	☐
53.	Show "T" sections on typical section if "T" is uniform	☐	☐	☐	☐
54.	Show FL elevation at curb face as "elevation" over "X" CF" (i.e. 123.45/ 6" CF) and at centerline show the "elevation".	☐	☐	☐	☐
55.	Show flow line elevations at driveways & access ramps, i.e. 832.11/ FL	☐	☐	☐	☐
56.	Do not duplicate intersection improvement details on another sheet.	☐	☐	☐	☐
57.	A light solid line shall separate full depth AC pavement construction from overlay construction.	☐	☐	☐	☐
58.	A light solid line shall be used to depict the boundary of cold planning.	☐	☐	☐	☐
59.	Minimum grades: 0.4%, absolute minimum = 0.2%. Maximum grade for collector = 10% Maximum grade for local = 15%	☐	☐	☐	☐
60.	Grade break elevations in profile shall have corresponding elevations shown in the plan view.	☐	☐	☐	☐
61.	Minimum 2' of asphalt replacement is req'd adjacent to new curb and gutter	☐	☐	☐	☐
62.	Close all unused existing driveways	☐	☐	☐	☐
	Plan Views: HORIZONTAL CURVES				
63.	Curb return radii: = 25'	☐	☐	☐	☐
64.	Specify Delta, R, L for curves in a table	☐	☐	☐	☐

B Permit – Street Plan Submittal Checklist

	Item	Private Engineer OK	Private Engineer N/A	City Staff OK	City Staff Incomplete
Plan Views: SUBSTRUCTURES					
65.	Correct line symbols CAD Standards	☐	☐	☐	☐
66.	Owner, size and offset relative to centerline, including abandoned lines	☐	☐	☐	☐
67.	Storm drains, culverts, etc., with size, flow arrow, plan numbers and tie to centerline	☐	☐	☐	☐
68.	Sewers with size, flow arrow, plan numbers and tie to centerline	☐	☐	☐	☐
PROFILE					
69.	Standard profile grid per CAD template	☐	☐	☐	☐
70.	Standard Profile Scale: Horizontal 1" = 20', Vertical 1" = 4'. If double vertical scale is used (1"=8', only allowed in steep hillside), show "**DOUBLE VERTICAL SCALE**" in a bold box in the profile near the scale.	☐	☐	☐	☐
71.	Align stationing for Plan and Profile	☐	☐	☐	☐
72.	Stations - 100 foot Intervals (1+00, 2+00, etc.) located on bold grid line	☐	☐	☐	☐
73.	Elevations - 5 or 10 foot intervals located on bold grid line	☐	☐	☐	☐
74.	Show and label Profile lines for both sides of street (top of curb) and centerline. Include existing, curb lines.	☐	☐	☐	☐
75.	Show Ex. ground line profile at PL and existing surface on centerline.	☐	☐	☐	☐
76.	Show profile lines for: existing, ½' dashed line; proposed, solid line.	☐	☐	☐	☐
77.	Show rates of grade for centerline and both curb lines.	☐	☐	☐	☐
78.	Show rates of grade in profile for all lengths between grade changes of 50' or more.	☐	☐	☐	☐
79.	Show rates of grade to 3 decimal places, i.e. R=1.032%	☐	☐	☐	☐
80.	Show new grade breaks in curb profile and centerline profile for all newly established elevations with a small hollow circle (1/16" dia.). Do not use hollow circle to show existing grade breaks in profile.	☐	☐	☐	☐
81.	On curves, rate to be figured on actual horizontal lengths of curbs and shown on the profile by arrowed dimension lines (i.e. 10.07' O.C.)	☐	☐	☐	☐
82.	Carry profile of centerline out to centerline of the nearest cross streets.	☐	☐	☐	☐
83.	Show parenthesis around existing elevations.	☐	☐	☐	☐
84.	Theoretical top of full height curb line shall be carried across driveway and access ramp depressions.	☐	☐	☐	☐
85.	Show stationing and elevations at all grade breaks, BC, PRC, EC, BCR, ECR, designated radial lines or designated POC and angle points.	☐	☐	☐	☐
Profile: VERTICLE CURVES					
86.	Vertical curves are required when grade breaks exceed the following rates: Local streets – 1.25%, Major Highways – 0.5%, Steep Hillside – 2.0%. Grade breaks shall not be closer than 20' on major streets or 10' on residential streets.	☐	☐	☐	☐
87.	B.V.C. & E.V.C. stations	☐	☐	☐	☐
88.	Length	☐	☐	☐	☐
89.	P.I. station and elevation	☐	☐	☐	☐
90.	Stations and elevations in curve	☐	☐	☐	☐

Profile: HORIZONTAL CURVES									
91.	B.C. & E.C. – stations and elevations shown	☐		☐		☐		☐	
92.	Show curve partial deltas with true lengths on curb.	☐		☐		☐		☐	
93.	True lengths of horizontal curve shown in profile.	☐		☐		☐		☐	

ENGINEERING
CITY OF LOS ANGELES

B Permit – Street Plan Showing Sewer House Connection Submittal Checklist

Private Engineer		**Contact Phone**	
Project Title		**Contact Email**	
B-Permit Reference #		**Date**	
Tract, PM, ZA, or CPC No.:			

Private Engineer must check "OK" or "N/A" for each item. City Staff to complete "OK" or "Incomplete"

	Item	Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
GENERAL (ON-LINE APPLICATION)					
1.	If Applicable, Check Tract or P.M. for Sewer Conditions.	☐	☐	☐	☐
INDEX TO SHEETS					
2.	SEWER in PLANS OF column	☐	☐	☐	☐
3.	Show the Sheet No.	☐	☐	☐	☐
4.	Street name(s)	☐	☐	☐	☐
5.	"HC ONLY" shall be printed under the street name	☐	☐	☐	☐
NOTICE TO CONTRACTORS					
6.	List standard plans for sewers that may be used:	☐	☐	☐	☐
7.	House Connection Sewer S-110-1	☐	☐	☐	☐
8.	House Connection Remodeling S-111-0	☐	☐	☐	☐
9.	Pipe Laying in Trenches S-251-1	☐	☐	☐	☐
10.	Standard Saddle Connection 27983	☐	☐	☐	☐
11.	CCTV note(s) for existing HC extension or under sidewalk work	☐	☐	☐	☐
12.	SEWER SPILL note (for Saddles)	☐	☐	☐	☐
13.	TRENCH RESURFACING note	☐	☐	☐	☐
HOUSE CONNECTION INFORMATION					
14.	At least (1) HC per lot	☐	☐	☐	☐
15.	Show Length of HC	☐	☐	☐	☐
16.	Elevation at PL (Elevation "F")	☐	☐	☐	☐
17.	Sewer or saddle station	☐	☐	☐	☐
18.	Sewer Station at PL	☐	☐	☐	☐
19.	If no existing "Y" or "T" indicate "SADDLE"	☐	☐	☐	☐
20.	HC Type, if other than "A"	☐	☐	☐	☐

ENGINEERING
CITY OF LOS ANGELES

B Permit – Street Plan Showing Sewer House Connection Submittal Checklist

	Item	Private Engineer		City Staff	
		OK	N/A	OK	Incomplete
21.	HC extended to PL (new PL if dedication required), or back of Sidewalk Easement. Use 0.02 min. slope or provide Elevation "F".	☐	☐	☐	☐
22.	CCTV inspection note when HC extension is required (NTC)	☐	☐	☐	☐

	MISCELLANEOUS INFORMATION TO BE SHOWN				
23.	Sewer Map number in References block	☐	☐	☐	☐
24.	Lot or Parcel No. on lot or parcel	☐	☐	☐	☐
25.	Lot or parcel frontage dimension and side lot lines.	☐	☐	☐	☐
26.	Substructures: show, locate and identify. Use City substructure line types.	☐	☐	☐	☐

	EXISTING SEWER DATA				
27.	Size	☐	☐	☐	☐
28.	Plan No. that built sewer.	☐	☐	☐	☐
29.	Location of Sewer in relation to centerline.	☐	☐	☐	☐
30.	Up and downstream MH's – station and tie to street centerline.	☐	☐	☐	☐
31.	Flow direction arrow.	☐	☐	☐	☐
32.	Existing "Y" or "T" station – if any.	☐	☐	☐	☐
33.	Show depth of existing wye or end of HC sewer (to nearest 1')	☐	☐	☐	☐
34.	Existing sewer Curve Data (when applicable)	☐	☐	☐	☐
35.	Check Wye Map For Existing House Connection / Wye Information	☐	☐	☐	☐

B Permit – Street Plan Showing Sewer House Connection Submittal Checklist

Sewer House Connection Related Notes (Use if Applicable)
- Include in "**NOTICE TO CONTRACTOR**"

1. RESURFACE SEWER TRENCH IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (GREENBOOK).

2. **CCTV NOTES**:
   HOUSE CONNECTION EXTENSION: BEFORE CONSTRUCTION TO EXTEND THE EXISTING HOUSE CONNECTION LATERAL AT SEWER STATION + , THE HOUSE CONNECTION SHALL BE CCTV'D TO DETERMINE SUFFICIENCY TO ADEQUATELY CONVEY FLOW. DETERMINATION SHALL BE MADE BY AND IN THE PRESENCE OF BUREAU OF CONTRACT ADMINISTRATION PERSONNEL. IF THE EXISTING LATERAL IS FOUND TO BE DEFICIENT, IT SHALL BE REPAIRED OR LINED AS NECESSARY OR ABANDONED AND A NEW LATERAL, AS DETAILED BY ICA, SHALL BE CONSTRUCTED.

3. HOUSE CONNECTION RE-CONNECTION: PRIOR TO BUREAU OF CONTRACT ADMINISTRATION APPROVAL FOR PLACEMENT OF SIDEWALK, CURB AND GUTTER OR PAVEMENT, THE HOUSE CONNECTION AT STATION + SHALL BE CCTV'D TO DETERMINE SUFFICIENCY TO ADEQUATELY CONVEY FLOW. DETERMINATION SHALL BE MADE BY AND IN THE PRESENCE OF BUREAU OF CONTRACT ADMINISTRATION PERSONNEL. IF THE EXISTING LATERAL IS FOUND TO BE DEFICIENT, IT SHALL BE REPAIRED OR LINED AS NECESSARY OR ABANDONED AND A NEW LATERAL, AS DETAILED BY ICA, SHALL BE CONSTRUCTED. IF THE EXISTING HOUSE CONNECTION LATERAL WITHIN THE PUBLIC RIGHT-OF-WAY IS 4-INCH DIAMETER, IT SHALL BE REPLACED WITH 6-INCH DIAMETER PIPE.

4. **SEWER SPILL NOTE - To be used with saddle connections or remodeling of MH.**
   EXISTING SEWAGE FLOWS IN PRIVATE OR PUBLIC SEWER SYSTEMS COULD BE COMPROMISED, BLOCKED, OR SPILLED DURING THE CONSTRUCTION OF THIS IMPROVEMENT. THE CONTRACTOR SHALL COMPLY WITH THE CITY'S POLICY OF ZERO SEWER SPILL ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 26, 1998. THE CONTRACTOR IS DIRECTED TO THE POLICY'S REQUIREMENTS AS DETAILED IN SECTIONS 7-8.5 AND 306-6.1 OF THE GREENBOOK AS MODIFED BY THE BROWN BOOK. PRIOR TO COMMENCEMENT OF CONSTRUCTION, AN APPROVED SPILL PREVENTION AND EMERGENCY RESPONSE PLAN AND, IF APPLICABLE, APPROVED BYPASS PLAN ARE REQUIRED AND SHALL BE AVAILABLE FOR THE INSPECTOR. EMERGENCY CONTACT NUMBERS FOR PERSONNEL OF THE BUREAUS OF CONTRACT ADMINISTRATION, ENGINEERING, AND SANITATION SHALL BE OBTAINED FROM BUREAU OF ENGINEERING. THE PLANS SHALL BE SUBMITTED TO THE ENGINEERING DISTRICT OFFICE IN WHICH THE WORK IS BEING PERFORMED TO BE REVIEW FOR APPROVAL