CITY OF HAWTHORNE DEPARTMENT OF BUILDING AND SAFETY
REQUIREMENTS FOR PLAN CHECK SUBMITTAL

City of Hawthorne
4455 W. 126th Street, Hawthorne, CA 90250 (310) 349-2990

** **IF YOU ARE SUBMITTING PLANS FOR REVIEW, MINIMUM SIZE SHEETS SHOULD BE (24" X 30") AND THE COVER SHEET MUST HAVE THE FOLLOWING INFORMATION:**

A) Owner Full Name
B) Owner Address
C) Address of Project
D) Name, Address and Phone Number of person(s) preparing plans
E) Legal Description of project
F) Scope of work
G) Occupancy Group or Groups
H) Construction Type
I) Existing Square Footage
J) Demo Square Footage
K) Remodel Square Footage
L) New Square Footage
M) This note must appear on plans in bold letters, **"All Work shall comply with the following codes to include local amendments":**

2013 CBC / 2013 CRC
2013 CEC
2013 CMC
2013 CPC
2013 CEC (Energy)

- Plan sets must include (1) plot plan showing property as existing and one (1) plot plan showing new construction. Both plot plans must be fully dimensioned, to include elevations, architectural and structural (to include details).
- Commercial projects must have all specialty trades (Electrical, Mechanical and Plumbing) submitted separate from the structural plans. Trades may be plan checked by an the City's outside Plan Checker. Two sets of each trade will be required to be sent to the plan checker. Each trade will be given its own plan check number.
- The third set of plans is for the L.A. County Assessor and is required at final submittal.
- When submitting plans for re-check, return the marked up set along with three (3) new corrected sets and all supporting documents.

*** **IF FIRE DEPARTMENT PLAN CHECK IS REQUIRED, 3 ADDITIONAL SETS MUST BE SUBMITTED** ***

Any further requirements will be noted at time of plan check.
You must contact the Planning, Public Works and Fire Departments to obtain their individual requirements.

Planning: (310) 349-2970 Public Works (310) 349-2980 Fire Dept. (310) 263-2732