



1.1 Building Plan Check Information

- A. LAWA works closely with LADBS to make sure they are aware of projects at the Airport that will require plan check services. When starting the plan check process, please be aware LADBS has a designated case manager with oversight of plan check, permit and code matters at LAX. Designers are strongly encouraged to schedule a Preliminary Plan Check review early in the design process. The LADBS Case Manager is responsible for assigning a plan checker for the project who will provide a preliminary plan check review.

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- B. The Preliminary Plan Check review will help the designer understand the LADBS process including the necessary clearances for the project. This service allows the future applicant for plan check to meet with a plan checker to discuss applicable code requirements, submittal procedures, and any other issues or concerns regarding their project. Upon completion, the design professional will have a better understanding of the various code requirements as well as the required clearances from other governing authorities having jurisdiction over the project. The Preliminary Plan Check review affords the designer the opportunity for building department input early in the design process thereby, minimizing processing delays during plan check allowing the applicant to begin construction in a timely and cost effective manner.
- C. This service is available for a fee for the following disciplines:
1. Building Code
 2. Disabled Access
 3. Signs
 4. Land Subdivision (zoning)
 5. Mechanical (HVAC) System
 6. Electrical
 7. Plumbing
 8. Fire Sprinkler Systems
- D. Designers are strongly encouraged to take advantage of this opportunity and utilize this service. The preliminary plan check application is available on-line at www.ladbs.org.
- E. If a project requires a LAX Specific Plan approval by LAWA, as shown on their Clearance Summary Worksheet issued by LADBS, please send an e-mail to LAXPlanning@lawa.org. The email subject line should include the name of the project and PAT number, e.g. Office Improvement (T-LAX-12345). The email should include the following information:
1. Project name
 2. Project address



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3. LADBS permit application number and attach Clearance Summary Worksheet to email
4. LAWA Project Approval Team (PAT) number if one exists
5. LAWA project manager's name and phone
6. Project description, which should closely match both the LAWA PAT application description and the LADBS permit application, or if there are differences, the applicant should give an explanation for the differences

If additional information is needed, the applicant may need to submit additional information such as floor plans, renderings, or details.

1.2 Food and Beverage Service

- A. If a project includes Food and Beverage services, it is recommended that the Designer's team includes an experienced kitchen consultant familiar with the Los Angeles County, Department of Public Health plan check procedures.

1.3 Plan Check Submittal

- A. As part of the overall project process, the Designer will be required to submit drawings to LADBS for plan check approval. Please read the section on the LAWA Review Process to understand the relationship between LADBS plan check approval and the LAWA Project Review Process.

1.4 Los Angeles Research Report Numbers

- A. All building, electrical and mechanical products, either existing or new, including kitchen equipment, dishwashers, coffee makers, water purifiers, etc., that are specified for projects within the City of Los Angeles are required to have a Los Angeles Research Number. These numbers shall be listed on the drawings submitted for plan check.

1.5 Industrial Waste Permit

- A. All Food Service Establishments (FSE) that generate waste Fats, Oils and Grease (FOG) are required to obtain an Industrial Wastewater Permit from the City of Los Angeles. Such a permit is issued by the Los Angeles Department of Public Works Bureau of Sanitation, Industrial Waste Management Division. When applying for an Industrial Waste Permit, all new FSEs are required to install a 750-gallon or larger Gravity Grease Interceptor (GI).

1.6 Environmental Health

- A. All Retail Food Facilities are required to submit drawings to Los Angeles County, Environmental Health Department. A Retail Food Facility is defined as a place where food is stored, prepared, served, packaged, transported, salvaged or otherwise handled for dispensing or sale to the general public. This list includes but is not limited to, bakeries, restaurants, cocktail lounges, microbreweries, soda fountains, coffee shops, or other food and beverage entities.
- B. The Permittee shall fulfill all other requirements of the
 1. Certified Unified Program Agency (CUPA),
 2. State Water Resources Control Board (SWRCB),
 3. Air Quality Management District (AQMD), and
 4. Local City ordinances as cited in the City's Municipal Code.



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1.7 The Los Angeles Department of Cultural Affairs

- A. As part of the plan check approval process, all building projects will require a permit application clearance from the office of Cultural Affairs. This office was created in an effort to promote long-term design excellence in all public architecture and public art that best reflects Los Angeles' international stature as a vibrant and creative cultural center. The Los Angeles City Cultural Affairs Commission has the power to review and approve all public architectural designs and public art projects in the City of Los Angeles. Upon determining that such a clearance is required, proceed with the following two step procedure for contacting the department:
1. Call Haroot Avanesian at 213.202.5501 and leave him voice mail message that you'll be sending him a follow-up email with the plan check number and a brief description of your project.
 2. Send an email to haroot.avanesian@lacity.org describing your project. In this email elaborate on the exterior of the proposed facility including any new roof mounted mechanical equipment, lighting etc. that is proposed.
- B. Upon submitting this information, you will be contacted by the department for further review and clarification. In some instances, an electronic clearance may be granted. The review process and detailed submittal requirements will be determined by the Department of Cultural Affairs on a case by case basis.

1.8 Federal Aviation Administration (FAA)

- A. Standards
1. These standards may be obtained from the Federal Aviation Administration at <http://www.faa.gov> or from:
Federal Aviation Administration
P.O. Box 92007, AWP-600
Los Angeles, CA 90009
 2. Completion of FAA Form 7460-1, Notice of Proposed Construction or Alteration, may be required. Approval from the Federal Aviation Administration (FAA) is required for projects resulting in a change in the Airport Layout Plan or **for the use of cranes and certain other construction equipment**. Form 7460-1 may be filed electronically at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp> or by mail to:
Federal Aviation Administration
Western-Pacific Region
Los Angeles Airports District Office
PO Box 92007
Los Angeles, CA 90009
 3. CFR Title 14 Part 77.9 states that **any person/organization who intends to sponsor** any of the following construction or alterations must notify the Administrator of the FAA:
 - a. Any construction or alteration exceeding 200 ft above ground level
 - b. Any construction or alteration:
 - (1) Within 20,000 ft. of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with its longest runway more than 3,200 ft.



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- (2) Within 10,000 ft. of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft.
 - (3) Within 5,000 ft. of a public use heliport which exceeds a 25:1 surface.
 - c. Any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards.
 - d. When requested by the FAA.
 - e. Any construction or alteration located on a public use airport or heliport regardless of height or location.
 - 4. In accordance with 14 CFR Part 77, notice must be provided at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.
 - 5. Note: As of 2013, the FAA requires a “Solar Glare Hazard Analysis” for any proposed on-airport installation of Solar Panels. If a [Submittal / Proposal] includes the installation of solar panels, then said [Submittal / Proposal] shall also include a Solar Glare Hazard Analysis. More information is available here:
 - a. <https://www.federalregister.gov/documents/2013/10/23/2013-24729/interim-policy-faa-review-of-solar-energy-system-projects-on-federally-obligated-airports>
- B. Obstructions to Navigation
 - 1. Penetrations of the imaginary surfaces defined in [Federal Aviation Regulation \(FAR\) Part 77](#) shall not be permitted without advance notification of, and approval by, the Engineer.
 - 2. It will be necessary **for the Contractor to file FAA Form 7460-1** with the FAA to obtain approval prior for operation of equipment 15 feet or more in height, including but not limited to vehicles, cranes, or other construction equipment, structures, stockpiled materials, excavated earth, etc. It shall be the **Contractor’s sole** responsibility to file this document. In accordance with Federal Regulation Title 14, Part 77 (14 CFR Part 77), notice must be provided at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.
 - 3. FAA review and approvals are required prior to issuing all construction permits.

END OF SECTION