



RESTORATION 1st SUBMITTAL CHECKLIST

Permit Plan Review Section

SUBMITTED BY: _____ DATE: _____

PROJECT TITLE: _____

B-PERMIT NO: BR-_____

✓ = Satisfactory, X = Not Satisfactory, N/A = Not Applicable

- Copy of City of Los Angeles Business Tax Registration Certificate.
Note: If you do not have one currently, it is important that you start your application right away. The process takes several weeks.
- Copy of B-Permit application showing the name and address of the Owner/Applicant with "fees paid" shown.
- Copy of mitigation requirements (specifically, the conditions of approval from the City Planning or Council and the letter from LADOT Planning)
- 3 sets of prints of the striping plan and/or traffic signal plan, prepared under the direction of a Civil or Traffic Engineer registered in the State of California.
- Copy of preliminary street improvement plan, street lighting plan and other improvement plans which may influence design.
- Traffic Control Reports (TCR), supporting documents, easements; etc.
- Dated Field Notes of current signs, striping, markings, roadway dimensions, adjacent land uses, access ramps, driveways, and signal equipment. Details should include dimensions, type of signs, structures, etc.
- A copy of substructure map for reference if there is foundation work on traffic signal plans.

THE GEOMETRIC STRIPING PLANS AND TRAFFIC SIGNAL PLANS MUST COMPLY WITH LADOT DRAFTING STANDARDS AND INCLUDE THE FOLLOWING PRIOR TO ACCEPTANCE:

- Line types, symbols, pen sizes, layout etc.
- Project Title & B-Permit number shall be placed above the Title Block.
- Title Block references correctly filled out (References, District, Thomas Guide page/grid, etc.)
- The North arrow must be shown on the plan(s) and the plan(s) must be drawn to the appropriate scale:
 - Geometric Striping Plans: 1"=40' Traffic Signal Plans: 1"=20' (typical)
- Right-of-way dimensions, parkway width, roadway width, existing and proposed driveway locations must be shown. For traffic signal plans, include substructure and catch basin connections.
- Completed Schedules, Construction Notes, Engineer's signature block including name, signature, date, registration number, address and phone number.

Plans shall be prepared under the direction of a Civil and a Traffic Engineer both registered in the State of California. THE REGISTERED TRAFFIC ENGINEER SHALL BE PRESENT AT THE 1ST SUBMITTAL MEETING. Final plans shall be stamped and signed by both engineers prior to acceptance by LADOT.

PLAN(S): <input type="checkbox"/> ACCEPTED	<input type="checkbox"/> NOT ACCEPTED To resubmit with changes No Re-submittal meeting required	<input type="checkbox"/> NOT ACCEPTED Major Comments Re-submittal meeting required
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REVIEWED BY: _____ DATE: _____

COMMENTS: _____

