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GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION SUBMITTAL INSTRUCTIONS FOR BUILDING AND GRADING PERMITS

In order to provide applicants with a timely and complete review, the following materials must be included in submittal packages. Submittals not containing the necessary information listed below might experience a delay in the review process and possibly have the submittal returned to the applicant without any action.

Building/Grading Plan – Submittal without Geotechnical Reports:

- 1) Completed Geotechnical and Materials Engineering Division (GMED) Transmittal Form (attached).
- 2) Fee Receipt for submitted materials (GMED Review Fees Schedule http://dpw.lacounty.gov/gmed/permits/docs/fees_schedule.pdf).
- 3) Building Plan and/or Grading Plan Application Receipt.
- 4) One (1) set of Building/Grading Plans.

Building/Grading Plan – First Submittal with Geotechnical Reports:

- 1) Completed GMED Transmittal Form.
- 2) Fee Receipt for submitted materials (GMED Review Fees Schedule).
- 3) Building Plan and/or Grading Plan Application Receipt.
- 4) Two (2) complete original sets of all Geotechnical Reports to be submitted.
- 5) Two (2) sets of Building/Grading Plans, signed by Geotechnical Consultants.
- 6) One (1) text searchable electronic version of submitted Geotechnical Reports. The electronic version must be in an Adobe® Portable Document Format (PDF) presented on a compact disc (CD).

Building/Grading Plan – Submittal of Addendum Geotechnical Reports or Materials for Review in Response to Geotechnical Review Sheets:

- 1) Completed GMED Transmittal Form.
- 2) Copy of Geotechnical Review Sheets that are being responded to.
- 3) Two (2) complete original sets of all Addendum Geotechnical Reports to be submitted.
- 4) Two (2) sets of Building/Grading Plans signed by Geotechnical Consultants as requested by Geotechnical Reviewers.
- 5) Any additional information/materials requested by Geotechnical Reviewers.
- 6) One (1) text searchable electronic version of submitted Geotechnical Reports. The electronic version must be in a PDF presented on a CD.
- 7) If submittal is beyond the third review, additional fees will be applied based on the number of hours spent on each review. At a minimum, 2 hours will be charged for each review. A fee receipt indicating that these hours have been paid for must be submitted. Review sheets will not be released until all fees have been paid.

If you have any questions concerning the submittal process please call (626) 458-4923 (Monday through Thursday, 6:30 a.m. to 5:15 p.m.) or visit our Website at <http://dpw.lacounty.gov/gmed/permits/> for additional information or clarification.