

GENERAL PROJECT INFORMATION

PLAN CHECK NO. _____ DISTRICT NO _____
 JOB ADDRESS _____ CITY _____ ZIP _____

NOTE: Numbers in the parenthesis () refer to sections of the 2026 edition of the Los Angeles County Building Code.

INSTRUCTIONS

- The following notes must be included on the plans.

GENERAL REQUIREMENTS

1. The unlatching of any means of egress door or leaf shall not require more than one operation. (1010.2.1)
2. Regardless of the occupant load served, egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. Except as follows: (1010.2.4)
 - a. Places of detention or restraint
 - b. In buildings in occupancy Group A having an occupant load of 300 or less, Groups B, F, M and S, and in places of religious worship, the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side provided the locking device is readily distinguishable as locked, and a readily visible durable sign is posted on the egress side on or adjacent to the door stating: "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED". The sign shall be in letters 1 inch high on a contrasting background. The use of the key-operated locking device is revokable by the official building for due cause.
 - a. Where egress doors are used in pairs, approved automatic flush bolts shall be permitted to be used, provided that the door leaf having the automatic flush bolts does not have a doorknob or surface-mounted hardware.
 - b. Doors from individual dwelling or sleeping units of Group R occupancies having an occupant load of 10 or less are permitted to be equipped with a night latch, dead bolt or security chain, provided such devices are openable from the inside without the use of a key or tool.
 - c. Door handles, pulls, latches, locks and other operating devices when approved, shall be installed 34-in. to 48-in. above the finished floor.
3. The deadbolt lock or locks shall be key operated from the exterior side of the door and engaged or disengaged from the interior side of the door by a device not requiring a key, tool or excessive force. Except as follows: (6709.2)
 - a. In other than residential occupancies, locks may be key-operated, or otherwise operated from the inside when not prohibited by Chapter 10 or other laws and regulations.
- b. A swinging door of width greater than 5-ft may be secured as set forth in Section 6711.
- c. In residential occupancies, doors not required by Sections 1010 or 1030 may be equipped with security-type hardware which requires a key to release from the interior side of the door if the sleeping rooms are protected with a fire-warning system as set forth in Section 907.2.11 and an automatic sprinkler system as required by Section 903.2.8.
4. In Groups B, F, M and S, horizontal sliding or vertical security grilles are permitted at the main exit and shall be openable from the inside without the use of a key or special knowledge or effort during periods that the space is occupied. The grilles shall remain secured in full-open position during the period of occupancy by the general public. Where two or more means of egress are required, not more than one-half of the exits or exit access doorways shall be equipped with horizontal sliding or vertical security grilles. (1010.3.4)
5. Swinging wooden doors which are openable from the inside without the use of a key shall be one of the following: (6709.1)
 - a. Solid-core doors not less than 1-3/8-in. in thickness. (6709.1.1)
 - b. Wood panel-type doors having: (6709.1.2)
 - i. Individual panels fabricated of lumber not less than 1-3/8 in. thick, provided shaped portions of the panels are not less than 1/4-in. thick, and not more than 300-sq.in. in area.
 - ii. Stiles and rails shall be of solid lumber not less than 1-3/8-in. in thickness and 3-in. in width. Mullions not over 18-in long may be 2-in. wide.
 - iii. Carved areas shall be at least 3/8-in. thick.
 - c. Hollow-core door or doors less than 1-3/8-in. in thickness, either of which are covered on the inside face with 16-gauge sheet metal attached with screws at 6-in. maximum centers around the perimeter. (6709.1.3)
6. Manually operated flush bolts or surface bolts are not permitted. (1010.2.4)

Exceptions:

 - a. On doors not required for egress in individual dwelling units or sleeping units.

- b. Where a pair of doors serves a storage or equipment room, manually operated edge- or surface-mounted bolts are permitted on the inactive leaf.
 - c. Where a pair of doors serves an occupant load of less than 50 persons in a Group B, F or S occupancy, manually operated edge- or surface-mounted bolts are permitted on the inactive leaf. The inactive leaf shall not have doorknobs, panic bars or similar operating hardware.
 - d. Where a pair of doors serves a Group B, F or S occupancy, manually operated edge- or surface-mounted bolts are permitted on the inactive leaf provided that the inactive leaf is not needed to meet egress width requirements and the building is equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1. The inactive leaf shall not have doorknobs, panic bars or similar operating hardware.
 - e. Where a pair of doors serves patient care rooms in Group I-2 occupancies, self-latching edge- or surface-mounted bolts are permitted on the inactive leaf, given the inactive leaf is not needed to satisfy egress width requirements and the inactive leaf contains no doorknobs, panic bars or similar operating hardware.
7. A single swinging door, the active leaf of a pair of doors, and the bottom leaf of Dutch door shall be equipped with a deadbolt and latch. (6709.2)
- a. The latch may be omitted from doors in Group B Occupancies.
 - b. Dead bolts shall have hardened inserts and have a minimum throw of 1-in. with an embedment of not less than 5/8-in..
 - c. Latching device shall have a dead latch if mechanism has a key locking feature.
 - d. Hook shape or expanding lug deadbolt shall have a minimum throw of 3/4-in.
 - e. Dead bolts of locks which automatically activate two or more dead bolts shall embed at least 1/2-in., but need not exceed 3/4-in. into the holding devices receiving the projected bolts.
8. Inactive leaf of a pair of doors and the upper leaf of Dutch doors shall be equipped with a deadbolt or deadbolts as set forth in Section 6709.2. (6709.3)
- Exceptions:
- a. The bolt or bolts need not be key-operated, but shall not be otherwise activated, from the exterior side of the door.
 - b. The bolt or bolts may be engaged or disengaged automatically with the deadbolt or by another device on the active leaf or lower leaf.
 - c. Manually operated hardened bolts that are at the top and bottom of the leaf and which embed a minimum of 1/2-in. into the device receiving the projected bolt may be used when not prohibited by Chapter 10 or other laws or regulations.
9. Door stops on wooden jambs for in-swinging doors shall be of one-piece construction with the jamb or joined by a rabbet. (6709.4)
10. Use non-removable pins for hinges of swinging doors which are accessible from the outside when the door is closed. (6709.5)
11. Use cylinder guards on cylinder locks whenever the cylinder projects beyond the outside face of the door or is otherwise accessible to attack tools. (6709.6)
12. Sliding glass doors shall be equipped with locking devices and shall have a testing label per Section 6706.5. Locking devices installed on sliding glass doors complying with Sections 1010 and 1030 shall be releasable from the inside without the use of a key, tool or excessive force. (6710)
13. Metal or wooden overhead and sliding doors shall be secured with a deadbolt lock, padlock with a hardened steel shackle, or equivalent when not otherwise locked by electric power operation. When door width exceeds 9-ft., both jambs shall be secured by locking device or restrained by a guide or retainer. Cylinder guards shall be installed on all mortise or rim-type cylinder locks installed on hollow-metal doors whenever the cylinder projects beyond the face of the door or is otherwise accessible to gripping tools. (6711)
14. Metal accordion grate or grille-type doors shall be equipped with metal guides at top and bottom, and a cylinder lock or padlock and hardened steel shackle shall be provided. Cylinder guards shall be installed on all mortise or rim-type cylinder locks installed in hollow-metal doors whenever the cylinder projects beyond the face of the door or is otherwise accessible to gripping tools. (6712)
15. Windows within 40-in. of a required locking device on a door when in the closed and locked position and openable from the inside without the use of a key, shall be fully tempered glass, laminated glass of at least 1/4-in. thick, approved burglary-resistant material, or guarded by metal bars, screens or grilles in an approved manner. (6714)
16. Lights with a least dimension greater than 6-in. but less than 48-in. in Groups B, F, M and S Occupancies shall be fully tempered glass, laminated glass of at least 1/4-in. thickness, approved burglary-resistant material, or guarded by metal bars, screens or grilles in an approved manner. (6714)
17. Locking devices installed on windows providing the emergency egress required by Section 1029 shall be releasable from the inside without use of a key, tool or excessive force. (6715.1)
18. Sliding glass windows shall be provided with locking devices that, when subject to the tests specified in Section 6707, remain intact and engaged. Movable panels shall not be rendered easily openable or removable from the frame during or after the tests. (6715.2)
19. Other openable windows (including skylights) shall be provided with substantial locking devices which render the building as secure as the devices required by Section 6715. In Groups B, F, M and S

- Occupancies, such locking devices shall be a glide bar, bolt, cross bar, and/or padlock with hardened steel shackle. (6715.3)
20. Openings which form a part of the enclosure, or portion thereof, housing a single occupant, and the bottom of which is not more than 16 feet above the grade of a street, highway, yard, court, passageway, corridor, balcony, patio, breezeway or similar area, shall be constructed, installed and secured as set forth by Section 6717. (6716)
 21. Wooden hatchways of less than 1-3/4-in.-thick solid wood shall be covered on the inside with 16-gauge sheet metal attached with screws at 6-in maximum centers around the perimeter. (6717.1)
 22. Hatchway, scuttles, and similar openings shall be secured from the inside with a slide bar, slide bolt, and/or padlock with a hardened steel shackle. (6717.2)
 23. Outside pin-type hinges for hatchways, scuttles and similar openings shall be provided with non-removable pins or a means by which the door cannot be opened through removal of hinge pins while the door is in the closed position. (6717.3)
 24. Other openings exceeding 96-sq.in. with a least dimension exceeding 8-in. shall be secured by metal bars, screens or grilles in an approved manner. (6717.4)
 25. Each tenant space shall be separated from the other tenant spaces by a fire partition. (508.4, 708)