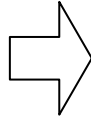




SITE PLAN REVIEW, BUILDING PLAN CHECK, & BUILDING PERMIT PROCESS

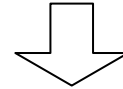
1 Site Plan Review

- Site plan review of site plan, floor plan, and elevations (1 set of plans), which takes approximately 1-2 weeks.
- Project may require a Zone Variance if proposed development does not comply with all of the Zoning requirements (i.e. setbacks, lot coverage, etc.). Some developments may require a Conditional Use Permit (CUP). A Zone Variance or Conditional Use Permit requires a public hearing before the Planning Commission. See someone in the Planning Department for more information.



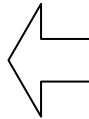
2 Public Works (if applicable)

- Some projects (larger) require a utility plan to be reviewed by Temple City's Public Service Manager.
- Public right-of-way improvements (curb, gutters, trees, street lights, etc.)



3 Building Plan Check

- After site plan review is approved, you can proceed with building plan check. Signature on the plan check authorization form is required.
- Residential additions less than 600 square feet can be reviewed and approved over-the-counter at the L.A. County Building & Safety Office in Arcadia. Their office hours for over-the-counter plan check are Monday through Friday from 8 am to 11 am. Smaller projects or sun rooms with an ICBO number can be approved by the City's Building Inspector.
- Residential additions over 600 square feet or commercial/industrial projects are sent to the L.A. County Building & Safety Office in Arcadia where they are reviewed by a Building Plan Checker, which takes approximately 6-8 weeks. If necessary, distributes electrical, mechanical, plumbing, and grading are distributed to the L.A. County Public Works in Alhambra for their review.



4 Building Plan Check (cont.)

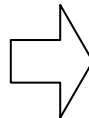
- County will send plans back to Temple City with an approval or corrections.

CORRECTIONS:

- Pay additional plan check fees, if required, before releasing the plans to the applicant.
- When plans are corrected, applicant resubmits the revised plans to the City.

IF APPROVED:

- Obtain approvals from Public Works and Planning.
- Pay School District fees for residential additions over 500 square feet or commercial/industrial projects.
- Pay Sanitation District fees.
- Pay Park and Sewer Reconnection fees.
- Pay for permits (building, electrical, plumbing, mechanical, etc.)



5 Building Inspections

- Schedule building inspections 24 hours in advance.
- New residential dwellings, Multi-family, and Commercial/Industrial projects require finals from L.A. County Public Works, Public Services Manager, and the Planning Department.
- After all finals are received the issuance of a Certificate of Occupancy is given for new buildings.

For more information please contact the Building Dept. at (626) 285-0488 or the Planning Dept. at (626) 285-2171.

