



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

Established 1957
www.icclabc.org

P.O. Box 1099
 Alhambra CA 91802



ADMINISTRATION COMMITTEE MEETING MINUTES

April 9, 2013
10:00 AM – 11:30 AM
 Teleconference Call

FY 2013

1.0 CALL TO ORDER. Meeting was called to order at 10:15 am.

BOARD OF DIRECTORS:

PRESIDENT

VICTOR CUEVAS, PE
 Code Engineer
 City of Los Angeles, CA

1ST VICE PRESIDENT

MAZEN DUDAR, PE
 District Engineer
 County of Los Angeles, CA

2ND VICE PRESIDENT

RON TAKIGUCHI, PE, CBO
 Building Official
 City of Santa Monica, CA

TREASURER

J. ADDISON SMITH
 CEO
 JAS Pacific, Inc.

SECRETARY

FOUAD BARAKAT, PE
 Civil Engineer
 County of Los Angeles, CA

COMMITTEES:

ADMINISTRATION CHAIR

NEVILLE PERIERA, PE, CBO
 Transtech Engineers, Inc.
 TRUONG HUYNH, PE, CBO
 City of Long Beach, CA

DISABLED ACCESS CHAIR

EWA O'NEAL, PE, CASp
 City of Los Angeles, CA

FIRE-LIFE SAFETY CHAIR

PAUL ARMSTRONG, PE, CBO
 CSG Consultants, Inc.

GREEN BUILDING CHAIR

OSAMA YOUNAN, PE
 City of Los Angeles, CA

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AYLA GULCIN ERFIGEN, CBO
 Transtech Engineers, Inc.

STRUCTURAL CO-CHAIRS

LARRY BRUGGER, SE, CBO
 JAS Pacific, Inc.
 STEVE LAM, SE
 County of Los Angeles, CA

Member	Jurisdiction	Present	Absent
Addison Smith	JAS	X	
Amir Hamidzadeh	Agoura Hills	X	
Ayla Gulcin Erfigen	Transtech Engineers		X
Charles Russell	VCA Code Group		X
Chris Lee	Santa Monica	X	
Orville Sabado	Santa Monica	X	
David Khorram	Orange	X	
Hadi Tabatabaee	County of Orange	X	
Henry Huang	Bureau Veritas		X
Jesse DeAnda	Beverly Hills		X
Mark Campbell	Redondo Beach	X	
Karyn Beebe	Engineered Wood Assoc.	X	
Neville Pereira	Transtech Engineers	X	
Osama Younan	Los Angeles		X
Paul Armstrong	CSG Consultants	X	
Peter Kim	Los Angeles		X
Sarkis Nazerian	Pasadena		X
Steve Ikkanda	ICC		X
Truong Huynh	Long Beach	X	

2.0 APPROVAL OF PREVIOUS MINUTES. Review and approve:

2.1 Amir motion to approve minutes. Mark second motion. Meeting minutes for March 26, 2013 approved.

3.0 COMMUNICATION

3.1 Neville welcomed the committee members and indicated that the committee would be concentrating on Electronic Plan Review for the majority of the meeting since the committee was rotating between three subject goals. He gave quick overview recapping discussion of last meeting and emphasizing the 3 main goals that the committee will be focusing on moving forward.

4.0 EXISTING BUSINESS

4.1 Electronic Plan Review. Outline of discussion:



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4.1.1 Software Currently Available – The software currently being used by members of the committee are the following:

- 4.1.1.1 Avolve Project Dox – Santa Monica, Beverly Hills, Los Angeles (Testing), Long Beach (Testing)
- 4.1.1.2 E-PlanSoft – Long Beach (Testing)
- 4.1.1.3 Bluebeam Revue – Transtech Engineers, CSG Consulting
- 4.1.1.4 Autodesk Design Review – City of Orange
- 4.1.1.5 Adobe Acrobat PDF – County of Orange

4.1.2 File Type for Submission – Whereas both Project Dox and E-PlanSoft read and display almost every drawing format available (including the portable document format PDF), over 95 percent of the submittals in Santa Monica are via PDF. There was a general consensus among others currently using or testing electronic review that PDF is the predominant choice by designers. The committee noted that some designers are hesitant to release raw AutoCAD .DWG format files outside of their office because of the intellectual property and copyright issues they face with duplication of those files. Autodesk Design Review reads a proprietary DWF format as well as PDF and other well-known image formats. Neville brought up the need to have PDF files properly created using both image and text format to facilitate software features such as automatic text search and automatic page naming for thumbnails and indexes. These features are not available for image only PDFs. Because of the economy of file size, file security, and ubiquity of the PDF file, the committee was in general agreement that the best practice is to use the PDF file format for electronic file submission.

4.1.3 Approval Stamp/Content/Location – The committee members all had varying practices of city approval stamp language, location on the plans for the stamp, single or multiple departmental stamps, wet stamp and signature by design professionals, and endorsing electronic files with or without the need for printing physical copies of the plans. Santa Monica uses a single approval watermark stamp encompassing all departmental approvals. This watermark appeared on every sheet of the electronic file that is archived on City servers without the need for printing a physical set for their applicant. Their applicant would download the approved plans and print them for use in the field. It was generally agreed by committee members that a recommended location for the approval stamp should be in the lower right hand corner of the plans within immediate proximity of the sheet name and number. Further discussion ensued regarding detail changes and whether applicants would go through the same process as the original submittal or treated differently. Santa Monica requires detail changes to go through full review. Others varied on the process and was contingent on which agencies within their jurisdiction had to see the changes.

4.1.4 The following topics have yet to be discussed:

- method of file uploading, single vs. multiple files



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- uploading of file for submittal
- payment for plan submission
- method of approving electronic plans
- printing of approved plans for field inspection
- permit issuance and payment of permit fees
- other agency approvals required
- criteria for electronic plan submittal, over the counter
- training of both staff and public
- obtaining consensus on use of electronic plan review, public and internal city agencies
- deciding on voluntary or mandatory electronic plan submission
- standard electronic corrections
- procedure for plan revisions
- archiving and retrieval of electronic approved plans.

4.2 Promote LARUCP. Deferred to next meeting.

4.3 Establish Community Project. Deferred to next meeting.

5.0 **NEW BUSINESS.** None.

6.0 **ESTABLISH NEXT MEETING**

6.1 It was agreed that the next teleconference meeting will be held on April 23, 2013 at 10:00 am to 11:30 am.

7.0 **ADJOURNMENT**

7.1 Meeting adjourned at 11:35 am.