



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

Established 1957
www.icclabc.org

P.O. Box 1099
 Alhambra CA 91802



ADMINISTRATION COMMITTEE MEETING MINUTES

May 14, 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:

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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

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 County of Los Angeles, CA

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 TRUONG HUYNH, PE, CBO
 City of Long Beach, CA

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 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
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 Jesse motion to approve meeting minutes of April 9, 2013. Hadi second the motion. Meeting minutes approved.
- 2.2 David motion to approve meeting minutes of April 23, 2013. Hadi second the motion. Meeting minutes approved.

3.0 COMMUNICATION

- 3.1 Jesse indicated that he could provide a training overview of Beverly Hills electronic plan review system for the committee members; and if so desired, the chapter members. This would tentatively be on May 30th in Beverly Hills. More to follow from Jesse.

4.0 EXISTING BUSINESS

- 4.1 Electronic Plan Review. Continuation of discussion from April 9, 2013.



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- 4.1.1 Software Currently Available – Previously discussed on April 9, 2013. Jesse added to this discussion that Beverly Hills use ProjectDox.
- 4.1.2 File Type for Submission – Previously discussed on April 9, 2013. Jesse added to this discussion that pdf was the preferred file of choice for submission.
- 4.1.3 Approval Stamp/Content/Location – Previously discussed on April 9, 2013. Jesse added to this discussion that after much research by Beverly Hills with feedback from AIA and other customers, more than 50% preferred to use the top right area just left of the title block for the sheet. This would be appropriate on standard sheet size of 24"x36". Other sheet sizes that are smaller may result in having their standard city approval stamp that list all approving agencies' name may not fit. Standard size for their approval stamp is 3"x5", and may be longer if more agencies approvals are required. Similar to Santa Monica, there is only one official city approval stamp for all approving agencies.
- 4.1.4 Number of Files to Upload for Submittal (replaces former title "Method of File Uploading") – Jesse indicated that files are uploaded by the customers. Sometimes for smaller projects that are performed over the counter, including detail changes, it may be perform by staff after approval is given. ProjectDox requires each plan sheet to be uploaded as a separate file. Thus multiple files are required to be uploaded, not a single file that contains multiple plan sheets. Also, where separate review are required for subtrades (e.g., electrical, mechanical, plumbing, etc.), this would necessitate separate file uploading for those subtrade reviews. Truong indicated that files are uploaded by the customers as well during their trial testing of ePlanSoft, and sometimes by staff when difficulty occurred. This was more a result of lacking instruction or handout to cover the process for customers to follow. There was no concern with other documents such as soils report or structural calculation being uploaded as a single file.
- 4.1.5 Naming Convention for Uploaded Files (replaces former title "Uploading of Files for Submittal) – Jesse indicated that they have instructions to their customers that the preferred naming convention should match the name of the plan sheet. Example: A-1 = A-001, A-2 = A-002, A-3 = A-003, etc. A descriptor can be added following the sheet name. Example: A-001 Cover Sheet, A-002 General Notes, A-003 Floor Plan, etc. Due to the way ProjectDox organizes the uploaded files, this method would assure that files are organized in a logical and consistent way based upon character name. That said, there is the occasional incorrect naming of the file. On resubmittal, it is recommended to use the exact same file name as the original. There is a maximum character count on the file name but Jesse did not recall how long it can be. ProjectDox will create a versioning to differentiate between the original and revised file. Truong indicated that they have not developed a practice on the naming convention but agreed that it be consistent with what Beverly Hills and Santa Monica does. Naming of other documents such as soils report or structural calculation are up to the designer to determine so long as it is clear that it is a soils report or structural calucations.



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4.1.6 The following topics have yet to be discussed:

- 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 NEW BUSINESS. None.

6 ESTABLISH NEXT MEETING

6.1 It was agreed that the next teleconference meeting will be held on May 28, 2013 at 10:00 am to 11:30 am.

7 ADJOURNMENT

7.1 Meeting adjourned at 11:30 am.