



LOS ANGELES BASIN CHAPTER

INTERNATIONAL CODE COUNCIL

Established 1957
www.icclabc.org

P.O. Box 1099
 Alhambra CA 91802



ADMINISTRATION COMMITTEE MEETING MINUTES

May 28, 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.

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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	
Cheryl	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 May 14, 2013. Chris second the motion. Meeting minutes approved.

3.0 COMMUNICATION
 3.1 Jesse reiterated that Beverly Hills will be hold a training information session on electronic plan review system for the public and committee members. This will be on May 30th.
 3.2 Truong recapped previous discussion from May 14th meeting regarding e-plan review. Cheryl clarified that Santa Monica allows design professionals to use their own naming convention for the file names when submitting. Where there are discrepancies, staff manually renames the files. Staff had several negative experiences with customers when trying to correct the naming format. Mark suggested that minimum we should recommend a standard and generic naming convention such as A =



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architectural, S = structural, E = electrical, etc. Jesse added that Beverly Hills was not strict with the naming conventions unless the files submitted are large, typically in the range of 50 or more sheets.

4.0 EXISTING BUSINESS

4.1 Electronic Plan Review. Continuation of discussion from May 14, 2013.

4.1.1 Software Currently Available – DONE.

4.1.2 File Type for Submission – DONE.

4.1.3 Approval Stamp/Content/Location – DONE.

4.1.4 Number of Files to Upload for Submittal (replaces former title “Method of File Uploading”) – DONE.

4.1.5 Naming Convention for Uploaded Files (replaces former title “Uploading of Files for Submittal”) – DONE.

4.1.6 Payment for Plan Submission – Jesse indicated that Beverly Hills use a vendor, authorize.net, for online payment to collect their fees. Once online payment is collected, plans can be uploaded separated afterwards. Applicant completes an application, staff then generates fees based upon the information provided, a notice is then emailed to applicant to start the uploading process. Chris and Cheryl indicated that the same is true for Santa Monica, with the exception that they use velocityhall.com as their vendor. The process is the same. Jesse recommends based upon their experience that the permit system or e-plan system not mandate an automated process as it would prohibit individual decision making due to case by case issue, particular if it is a “hot” project. Truong raised a question on how one determines the date of formal plan submission for purpose of locking in the applicable codes. Jesse indicated that it is either the date of payment or submittal, whichever is the later date. Chris/Cheryl indicated that it was payment date, unless submittal was incomplete and then date would be evaluated on a case by case basis. Neville indicated it would be by payment date. Truong indicated the same.

4.1.7 Method of Approving Electronic Plans – Jesse indicated that Beverly Hills uses one electronic approval stamp for all city agencies. Chris indicated the same is true with Santa Monica. Truong indicated it is currently a mixed approval process and no decision has been made yet on standardizing to one stamp for all agencies. Neville indicated that the approved set are printed, then stamped at the city’s request, and stamped plans are mailed back to the city. The issue of protecting the city’s electronic stamp from unpermitted copying was raised by Mark. Jesse responded by indicating there was a verification process than can be followed to confirm is an illegal stamp had occurred by checking for the time stamp in the e-plan review system. Chris concurred. Truong followed up and asked if either Beverly Hills or Santa Monica has experience an unpermitted or illegal use of their stamp. Both indicated no.

4.1.8 Procedure for Plan Revisions – Jesse indicated that the assigned plan check staff must make a determination depending on the changes as to whether electronic plan submittal is necessary for minor revisions or if it can be approved and later scanned by staff into the e-plan review system. If not the assigned plan check staff, then counter staff. Chris indicated that



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permit technician staff make the first assessment and then plan check staff if needed. If simple, staff review changes, and if approved, stamp plans. One set would be retained and scanned into the e-plan review system. If more complex, then applicant will be requested to upload the revised plans for plan check staff to review, and subsequently, approve.

4.1.9 The following topics have yet to be discussed:

- 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
- 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 June 11, 2013 at 10:00 am to 11:30 am.

7 ADJOURNMENT

7.1 Meeting adjourned at 11:22 am.