CITY OF LONG BEACH

Community Development Department
Building and Safety Bureau
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INFORMATION BULLETIN

IB-058

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Express Permit Service

This Information Bulletin (IB) provides an overview of the Express Permit Service for simple construction projects. The Express Permit Service offer applicants the convenience of a more expeditious issuance of a permit application. An “Express Permit” is a permit that the Building and Safety Bureau has determined does not require the submittal of construction documents (e.g., plans, calculations, reports, etc.) for plan review due to the relatively simple nature or small cost of the construction work. An Express Permit can be issued for different types of simple construction projects except for those projects that are located within a Coastal Zone or a Historic District or on a qualified historical building. While plan review is not required, the issuance of an Express Permit does not permit the violation of any regulations of the Long Beach Municipal Code, California Building Standards Code and/or other local ordinances or state laws if identified during required city inspection.

The following is a standardized list of simple construction projects and the associated building type that MAY QUALIFY it for the Express Permit Service:

Description Number	EXPRESS BUILDING PERMIT	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
B1	**Window.** Replace existing window(s) with the same size, opening type, and location as the existing window(s). (Note: For window area > 75 sf, max. U-factor = 0.30 and max. SHGC = 0.23. For window area = 75 sf or less, max. U-factor = 0.40 and max. SHGC = 0.35”. Window(s) serving habitable room(s) shall comply with IB-006.)	√	√	√	√
B2	**Door.** Replace existing door(s) with the same size, type and location as the existing door(s). (Note: Work does not include glass doors. Exterior door shall have a max. U-factor = 0.20.)	√	√		
B3	**Kitchen.** Repair and/or replace existing kitchen cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s) with the same location with the same size and type. No change(s) in wall(s) or opening(s) is(are) permitted. No change to the floor or kitchen layout. No penetration or relocation for new plumbing or electrical fixture(s), equipment or outlet(s) into existing wall(s) is(are) allowed.	√	√		

B4	**Bathroom.** Repair and/or replace existing bathroom cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s) only. No change in wall(s) or opening(s) is(are) permitted and no penetration of new plumbing or electrical fixture(s) into existing wall(s) is(are) allowed. (Note: Comply with IB-056.)	√	√		
B5	**Drywall/Plaster.** Repair and/or replace existing interior drywall or plaster for non-structural purpose only. Limit total area of repair/replacement to a max. 10% of the existing building's interior wall(s)/ceiling(s).	√	√		
B6	**Foundation Seismic Retrofit.** Voluntary seismic retrofit of existing wood-framed building. Install cripple wall, anchor bolting/bracing, etc. per LADBS Standard Plan #1, Standard Plan A, Engineered Plan, CEBC Chapter 3A, FEMA P-1100 Standard Plan, or other recognized plan.	√	√		
B7	**Security Bar.** Install security bar(s), grill(s), grate(s), security roll down shutter(s) or similar device(s) over/at window and/or door. (Note: Cannot be installed over emergency escape window or door in sleeping room.)	√	√		
B8	**Repair/Replace Damaged Wood Framing.** Repair/Replace damaged wood framing in floor, wall, ceiling, and/or roof. New wood framing must be the same size, spacing and location with the same or better lumber grade. Damaged repair/replacement shall not exceed 10% of the existing wood framing.	√	√		
B9	**Re-Roof with Asphalt/Fiberglass Composition Shingles.** Composition shingles to be installed over solid sheathing or a max. of 1 existing layer of composition shingles that were installed over solid sheathing. Max. weight of shingles shall be 6 psf or less.	√	√	√	√
B10	**Re-Roof with Built-Up Roofing.** Built-up roofing with Class A or B material to be installed over solid sheathing or a max. of 1 existing layer of built-up roofing that was installed over a solid sheathing.	√	√	√	√
B11	**New Stucco or Re-Stucco.** Install new stucco over existing wood siding or wet sandblast and re-stucco. 2 layers of Grade D weather-resistive paper required with a min. 7/8" thick layer of stucco.	√	√	√	√
B12	**Change of Ownership or Contractor.** Change existing owner or contactor of record with a new individual on a permit.	√	√	√	√
B13	**Complete Work Under Expired Permit.** Complete remaining work under an expired permit. Previous work completed as determined by an inspection.	√	√	√	√
B14	**Change of Address.** Change the address on a permit.	√	√	√	√

Description Number	EXPRESS ELECTRICAL PERMIT [1]	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
E1	**Existing Electrical Service.** Alter, upgrade, repair or replace existing one- or two-family dwelling service (maximum of 200A permitted) with same number of wires, phase, and location (one service drop per building). No change in connected load. Service load calculations required at time of inspection. For multi-family dwellings, only like-for-like replacement with a maximum of 400A is permitted.	√	√	√	
E2	**Existing Electrical Service.** Alter, repair or replace existing electrical service with same ampere rating, number of wires, phase, type and location of existing service. (Note: Max. 600V or max. 400A. Does not cover upgrades, work at hazardous locations, or work within H occupancy buildings.)				√
E3	**Existing Electrical Wiring.** Alter, repair or replace existing electrical wiring of the same size, number, type and location or proximity.	√	√	√	
E4	**Existing Electrical Wiring.** Alter, repair or replace existing electrical wiring of the same size, number, type and location or proximity. Exclude wiring that support lighting fixture(s) or control system(s).				√
E5	**Existing Lighting Fixture(s)/Receptacle(s).** Alter, repair or replace existing lighting fixture(s)/receptacle(s) with the same fixture/receptacle type, voltage and wattage at the same location or proximity. No penetration(s) into fire-rated assembly.	√	√	√	
E6	**Existing Lighting Fixture(s)/Receptacle(s).** Alter, repair or replace existing lighting fixture(s)/receptacle(s), less than 10% of total fixtures in an enclosed space, with the same fixture/receptacle type, voltage and wattage at the same location or proximity. No penetration(s) into fire-rated assembly.				√
E7	**Low Voltage Electrical Wiring.** Install new or alter, repair or replace existing low voltage electrical wiring. Max. 120V. No penetration(s) into fire-rated assembly.	√	√	√	√
E8	**Meter Re-Connection or Reset.**	√	√	√	√
E9	**Temporary Power.** Install temporary power to a distribution panel. (Note: Max. 200A.)	√	√	√	
E10	**Replace Electrical Subpanel.** Alter, repair, or replace existing subpanel(s) with same ampere rating, number of wires, phase, and location. Maximum of four panels with a maximum bus rating of 225A each permitted. No change in connected load.	√	√	√	
E11	**New Electrical Vehicle Charging Station and Supply Equipment.** Install one or two EVCS with Level 1 or Level 2, 15A to 50A rated EVSE. May include a panel upgrade per E1. Comply with IB-049 and FORM-019.	√	√		

E12	**New Electrical Vehicle Charging Station and Supply Equipment.** Install one or two EVCS with Level 1 or Level 2, 15A to 50A rated EVSE. Comply with IB-049 and FORM-037 or FORM-038. Where a panel upgrade occurs, Over-the-Counter Plan Review Service per IB-002 will be required.			√	√
E13	**New Rooftop Mounted Solar PV System.** Install PV module(s), micro-inverter(s), and/or combiner box(es). May include a panel upgrade and/or an energy storage system. Comply with IB-023 and FORM-016.	√	√		

FOOTNOTE:

1. *Comply with all mandatory feature energy requirement contained in the 2022 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).*

Description Number	EXPRESS PLUMBING PERMIT [1, 2]	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
P1	**New or Re-Pipe Domestic Water.** Install new or re-piping of domestic water line with approved piping material.	√	√		
P2	**New or Adding Plumbing Fixture(s).** Install new or add plumbing fixture(s).	√	√		
P3	**Alteration of Plumbing Fixture(s).** Remove or replace existing plumbing fixture(s) of the same size, type, and location.	√	√		
P4	**Low-pressure steel gas piping system.** Install low-pressure steel gas piping system not to exceed 5 outlets.	√	√		
P5	**Drain System(s).** Alter, repair or replace existing gravity drainage system for building drain.	√	√		
P6	**Sewer Cap Installation.** Install sewer cap(s) to the end of the building drain.	√	√	√	√
P7	**Sub-Meter(s) Installation.** Install sub-meter(s) for domestic water line.	√	√	√	√
P8	**Water Heater Installation.** Replace existing water heater(s) in the same location, with the same size and type. (Note: Max. 200,000 btu/hr.)	√	√	√	√
P9	**Sewer Alteration.** Alter, repair or replace existing sewer line.	√	√	√	√
P10	**Seismic Shut-Off Valve(s).** Install seismic shut-off valve(s) to match the size of the existing gas main.	√	√	√	√
P11	**Meter Reset.** Witness test for gas meter(s) reset.	√	√	√	√
P12	**Swimming Pool Repair.** Replace and/or repair existing pool/spa piping (i.e. return lines, suction lines, and drains). Comply with IB-022.	√	√		

FOOTNOTES:

1. *Comply with all mandatory feature energy requirement contained in the 2022 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).*
2. *Plumbing fixtures and faucets provided shall comply with water-conserving requirement contained in the 2022 Edition of the California Plumbing Code.*

Description Number	EXPRESS MECHANICAL PERMIT [1, 2, 3]	One-Family Dwelling	Two-Family Dwellings	Multi-Family Dwellings	Nonresidential Buildings
M1	**HVAC Replace.** Replace existing HVAC unit(s) with the same size and type (like for like). Comply with FORM-027. (Note: Total aggregate btu/hr of all units shall not exceed 33,000 btu/hr.)	√	√	√	√
M2	**HVAC Addition/Relocation.** Add or relocate HVAC unit(s. Comply with FORM-027. (Note: Total aggregate btu/hr of all units shall not exceed 33,000 btu/hr.)	√	√	√	√
M3	**Environmental Fan Repair/Replace.** Repair or replace existing environmental fan(s) with the same cfm and static pressure rating (like for like).	√	√	√	√
M4	**Environmental Duct Alteration/Addition.** Alter or add environmental duct(s) within existing building. (Note: Does not include work related to a smoke control system OR penetrate(s) existing fire and/or smoke rated assemblies. Max. 2,000 cfm.)			√	√
M5	**Environmental Duct Alteration/Addition.** Alter or add environmental duct(s) within the existing dwelling unit(s). (Note: Max. 2,000 cfm.)	√	√	√	
M6	**Gas Heater(s)/Furnace(s) Addition/Replacement.** Install or replace single-unit gas heater and/or vented gas furnace within an enclosure or the attic. (Note: Location of heater/furnace shall not obstruct or diminish min. parking stall requirement OR be within or open into a sleeping room.)	√	√		

FOOTNOTES:

1. *Comply with all mandatory feature energy requirement contained in the 2022 Edition of the California Building Energy Efficiency Standards, CCR Title 24, Part 6 (a.k.a., California Energy Code).*
2. *HERS verification will be required for all heating, AC or HVAC equipment change outs, or more than 40 linear ft. ductwork new or replaced. Computer generated CF-1R will be required before any HERS verification may be performed.*
3. *For final city inspection, all required compliance documents and forms shall be registered with the California Energy Commission, where a data repository exists, and a copy left on site.*

Where the proposed scope of work combines two or more of the items noted above and constructed or installed within a 12-month period, additional plan review MAY be required. If a simple construction project does not qualify for the Express Permit Service, it will be necessary to submit the construction documents for plan review through the Over-the-Counter Plan Review Service or the Submitted Regular Plan Review process. Refer to longbeach.gov/lbcd/building/plan-review-service for additional information.

Application(s) and/or form(s) can be obtained at longbeach.gov/lbcd/forms.

Information Bulletins can be obtained at longbeach.gov/lbcd/building/inspection/ib.

Appointment for services can be scheduled at longbeach.gov/appointment/permit-center.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.