



**City of El Segundo
Planning and Building Safety Department**

HOW TO INSTALL, REPLACE OR REMOVE ROOFTOP OR FLOOR MOUNTED EQUIPMENT

A permit from the Planning and Building Safety Department is required when installing, replacing or removing rooftop/floor mounted equipment. This information sheet is intended to assist you through the permit process.

Permits are necessary to ensure the new equipment does not overload the building's existing structural system, have proper electrical connections, and complies with other applicable codes. Additionally, the review of mechanical equipment on rooftops promotes an attractive community image by avoiding the visual blight that comes from unsightly mechanical equipment.

The following items are required when applying for a permit:

- Roof plan and/or floor plan
- Elevation/Section plan
- Manufacturer's specification
- Description of the proposed screening of the mechanical equipment

Code Requirements

Screening:

City of El Segundo Municipal Code Section 15-2-8.C specifies that all mechanical equipment installed on rooftops shall be painted to match the building and screened from public view. The height of said screening shall be the maximum height of said equipment. The screening must be solid to comply. Structural plans may be required for the screening.

Structural:

ASCE 7-05 section 13.1.4 specifies that all equipment greater than 400 lbs, and greater than 4' in height need to provide structural calculations for lateral loads and plans stamped by a licensed engineer.

Inspection:

- Pre-demo (prior to removal of old equipment)
- Framing inspection (only if structural alteration is required)
- Final

