

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
ENVIRONMENTAL PROGRAMS DIVISION**

**Gas Hazard Mitigation Plan Submittal Requirements  
Checklist**

Effective January 1, 2019, the following items must be submitted to this office **electronically** for all plan check reviews:

- All document submittals and communications must be submitted via email to [METHANE@PW.LACOUNTY.GOV](mailto:METHANE@PW.LACOUNTY.GOV).

- Plans shall be uploaded to: <https://www.dropbox.com/request/1pC0nos2AIZEHkEuKC9X>

After clicking the link, users will be given instructions for uploading a file and providing their name and email address.

- Copy of methane gas mitigation plans, wet stamped and signed by a California licensed Engineering or Design professional, shall be submitted digitally for review and approval.
- A copy of the paid Building and Safety fees must be submitted for the review process to commence. Lastly, any electrical plans for the project must be included with the submittal to our division and will also be reviewed by the Building and Safety Division, Electrical Section.
- Additionally, a copy of wet stamped architectural and structural plans must be submitted online jointly with methane gas plans. This requires only the submittal of the cover sheet of the architectural and structural plans, with a note referencing to the methane gas plans, acknowledging the presence of a gas control system. This note should be easily detected (i.e. - bold print, cap lettering, bigger font, etc.) The following notes should be stated on the respective plans:

*"The undersigned project structural engineer acknowledges the presence of a methane gas protection system under the structure. Said system has been designed by "enter structural firm name here" and reviewed and approved by the County of Los Angeles. No coring, cutting, drilling or other penetrations of the structure shall be done without the prior written approval of the Building Official of the County of Los Angeles."*

*"The undersigned project architect acknowledges the presence of a methane gas protection system under the structure. Said system has been designed by "enter architect firm name here" and reviewed and approved by the County of Los Angeles. No coring, cutting, drilling or other penetrations of the structure shall be done without the prior written approval of the Building Official of the County of Los Angeles."*

- Upon approval of the design plans, a recorded covenant and agreement must be filed with County of Los Angeles Registrar-Recorder's Office for each detached dwelling unit and/or building unit. A copy of such document must be submitted to Public Works.

For all methane gas protection systems, final approval will be granted by the Environmental Programs Division. For all electrical installations, including soil classification, the Building and Safety Division, Electrical Section will grant final approval.

The County of Los Angeles has approved the following methane gas protection membrane barrier materials:

- **Liquid Boot (100 dry mils)**
- **Liquid Boot PLUS (60 dry mils plus 20 mils LLDPE, 80 mils total)**
- **Geo-Seal (80 dry mils)**
- **HDPE (80 dry mils)**
- **Tremco Vapor Lock-M**
- **EPRO**

If you have any questions on this matter, please contact Mr. Gerald Ley at (626) 458-3546, Mr. Hossein Torabzadeh at (626) 458-2193 or Mr. Iheanacho Ofo at (626) 458-3512.