

# B



**APPLICATION FOR  
BUILDING PERMIT OR GRADING &  
CERTIFICATE OF OCCUPANCY**

**FOR OFFICE USE ONLY**

PCAM #: \_\_\_\_\_ Q-Matic #: \_\_\_\_\_

PCIS #: \_\_\_\_\_

**LADBS Express Permit may be  
obtained online at LADBS.ORG**

**PROJECT ADDRESS**

Number & Street Name \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Unit No. \_\_\_\_\_

**WORK DESCRIPTION** Briefly describe the scope of work:

\_\_\_\_\_

**USE OF BUILDING:**

**Existing Use:**

- Single Family Dwelling  Duplex  
 Apartment/Condo  Commercial  
 Other: \_\_\_\_\_

**Proposed Use:**

- Single Family Dwelling  Duplex  
 Apartment/Condo  Commercial  
 Other: \_\_\_\_\_

**PDPP:**

- Zoning  Life Safety  Structural  
 Other: \_\_\_\_\_

Number of Buildings on property and their use: \_\_\_\_\_

**PROJECT VALUATION:** \$ \_\_\_\_\_ ( \_\_\_\_\_ OF \_\_\_\_\_ )

**APPLICANT**

Name \_\_\_\_\_ Email \_\_\_\_\_

Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**Agent for Owner/Builder.** Original authorization letter and Owner-Builder Declaration will be required at the time the permit is issued.

**Agent for Contractor.** A current, original notarized authorization letter dated within the past year will be required at the time the permit is issued.

Architect  Contractor  Developer  Engineer  Owner  Owner-Builder  Tenant

**PROPERTY OWNER**

Name \_\_\_\_\_ Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_ Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

City of L.A. Business Tax Number \_\_\_\_\_ State License Number \_\_\_\_\_ Class \_\_\_\_\_ Waste Hauler \_\_\_\_\_

Worker's Compensation Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**ARCHITECT**

Name \_\_\_\_\_ State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number & Street \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**ENGINEER**

Name \_\_\_\_\_ State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Number & Street \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**TENANT**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

**GRADING PRE-INSPECTION INFORMATION**

Hillside Grading:  Yes  No

The site is accessible by the Department Inspector at all times.

The site is not accessible by the Department Inspector at all times (i.e. loose dogs, locked gates, etc.).

If not accessible, please provide the name and phone number of a contact person for grading Inspector to call to obtain access to the property:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the site larger than one acre:  Yes  No

PLEASE NOTE that a \$65.00 re-inspection fee will be charged if the inspector cannot access the site on the first visit and delays in the plan review may result.

**FOR OFFICE USE ONLY**

Single Family Dwelling/Duplex  
 Earthquake (Retrofit Only)

Apartment/Condo  
 Major Structure

Commercial

Building – New  
 Building – Addition  
 Building – Alter/Repair  
 Building – Demolition

Grading Permit  
 Sign Permit  
 Swimming – Pool/Spa  
 Non-Building – New

Non-Building – Addition  
 Non-Building – Alter/Repair  
 Non-Building – Demolition  
 Building – Use of Land

**DOCUMENT CHECKLIST:**

**Sets of Plans:**  Structural Plan Check  Disabled Access Plan  Zoning Plan Check  
 Grading Pre-Inspection (GPI)  Green Building (Mandatory) (Tier 1) (Tier 2)

Structural Calculation  
 Soil/Geology Report  
 Energy Calculation  
 Hillside Referral Form  
 Slope Band Analysis  
 Others: \_\_\_\_\_

Joint Referral Form  
 Mulholland Referral Form  
 City Planning Case(s)  
 GPI Report/Posting  
 Lateral Support Review Acknowledgment

Methane Report  
 LAHD Checklist  
 Modification(s)  
 TOC Application Form

**PROJECT VALUATION & FEE INFORMATION:**

**Fee Period:**  Submittal Fees  Submittal 2 Fees  
 Handicap Surcharge  Energy Surcharge  
 Green Building Fee

D A C AR AD AC RW G SP S X

REGULAR P.C.  ECPC  AB 2234: 25 units or less

EXPEDITE  OTC  AB 2234: 26 units or more

**Engineer:** \_\_\_\_\_ **Hours** \_\_\_\_\_

**Pre-Inspection Reports:**

DPI  SPI  GPI  
 Posting Required  Oak Tree (OTPI)

**For Cashier's Use Only**