

OBTAINING PERMITS TO RESOLVE ORDERS

Follow this guide when you receive a *Notice to Comply*, a *Notice of Substandard Conditions*, or an *Order to Comply* (Order) from the City of Los Angeles Housing Department (LAHD), or Department of Building and Safety (LADBS). The current property owner is responsible for complying with the Order even if previous owners or tenants have performed the un-permitted work or created the violation.

Read the order carefully to identify which items require a permit. Contact the inspector or inspector's supervisor for clarification of the order. Correct the violation(s) in the order that do not require permits such as; removing un-permitted construction and restoring the building to its approved condition prior to the un-permitted construction (when such restoration does not affect the structural integrity of the building).

For those items in the Order that require permits, construction may not be commenced until the permits are obtained. To obtain permits, adhere to the following guidelines:

1. **Obtain property records from the Metro or Van Nuys Records Counter.** Building Permits and Certificates of Occupancies provide acceptable proof that buildings or uses were legally established.
2. **Obtain Zoning Information from any LADBS office.** Obtaining a permit for some work may not be possible due to zoning regulations which pertain to parking, height, dwelling unit density, use and building setbacks. Some projects may require a Zoning Variance from the Department of City Planning.
3. **Determine if your work is eligible for Express Permits(Plans not required). See Information Bulletin No. P/GI 2002-003. Examples include:**
 - Minor electrical, plumbing, and HVAC work. These projects require licensed contractors in the specific trade to obtain the permits. Owners may obtain permits for owner-occupied single family dwellings only.
 - General rehabilitation(No alteration/structural changes, less than 10% of building's replacement cost).
 - Residential window and door change-out with the same size & type.
 - Residential kitchen and bathroom remodel with no structural changes.
 - New stucco, re-stucco, or replace drywall with no new walls added.
 - Re-roof with Class A or B material weighing less than 6 pounds per sq. ft.
 - Installation of security bars for dwellings and apartments.
 - Add sill plate anchor bolts and cripple wall plywood per LA City Standard Plan#1.
 - Chimney repair for residential buildings per LA City standard details.
 - Residential repair of water, dry-rot or termite-damaged stairs, less than 10% of the replacement cost of the stair.
 - Termite damage or dry-rot repair, less than 10% of the replacement cost of the building.

- Residential fire damage repair, less than 10% of the replacement cost of the building.
- 4. Have plans prepared for all other projects that do not qualify for Express Permits including:**
- New buildings, additions, structural work, and major repairs.
 - Change of use or occupancy, create/remove dwelling units, and basement/garage conversions.
 - Change size/type of windows/doors; re-framing walls, floors, or roofs; and adding or removing walls.
- See Information Bulletins P/GI 2002-008 and P/GI 2002-020 for plan requirements.
- 5. Visit an LADBS office to submit plans or obtain permits. Forms, bulletins, E-Permits, and other resources can be obtained at our website at www.ladbs.org .**

<p>Metro 201 N. Figueroa Street, 4th Floor Los Angeles, CA 90012 888-524-2845</p>	<p>Van Nuys 6262 Van Nuys Blvd, Rm. 251 Van Nuys, CA 91401 888-524-2845</p>	<p>West Los Angeles 1828 Sawtelle Blvd., 2nd Floor Los Angeles, CA 90025 888-524-2845</p>
<p>San Pedro 638 S. Beacon Street, Rm. 238 San Pedro, CA 90731 888-524-2845</p>	<p>South Los Angeles 8475 S. Vermont Ave. Los Angeles, CA 90044 888-524-2845</p>	