Case Management Service Request Form

221 N Figueroa Street, Room 180 Ground Floor
Los Angeles, CA 90012 Phone: (213) 482-6864 Fax: (213) 482-6874

A supervisor will determine what type of service best suits your request based upon the **completeness** of information provided.
You will be notified shortly. Thank you.

Project Address:			Project Valuation:	Date:
No. of stories:	No. of units:	Floor area:	Documents available for review: ☐ Site Plans ☐ Schematic floor plans ☐ Building permit records of existing buildings ☐ Variances, project permits…etc. from Planning ☐ Order to comply ☐ Other documents (specify) :	
Name of applicant: Last: First:		Relationship to project:		
Phone No:	E-mail			

Project description: (e.g. change of use, legalize units, tenant improvement, new construction…etc.)

Have you submitted your project for :
LADBS plan check? ☐No ☐Yes: Application Number :
City Planning entitlement action? ☐No ☐Yes: Case Number :

How did you find out about the services of the Case Management Unit? You are referred by (please enter the name) :
☐ Mayor's Office : ☐ Management :
☐ City Staff : ☐ Council Office : ☐ Walk-in Customer

To ensure the best possible service, please provide a **detailed** list of questions**:**

Life and Safety related questions: (e.g. occupancy classification, allowable floor area, exiting layout, allowable height, type of construction, allowable No. of stories, fire sprinkler, fire alarm, smoke evacuation…etc.)

Zoning Code related questions: (e.g. allowable use, conditional use permit, projections, allowable height, floor area ratio, open space, yard setbacks, density, specific plans, parking requirement and layout, T and Q conditions, subdivision…etc.)

Other questions: (including questions pertaining to other Departments, e.g. Public Works, Transportation…etc.)

Attach additional sheet if necessary 08/08

For Office Use Only:

☐ Preliminary Plan Check Review
☐ Complex Zoning/Building Code Issues
☐ Entitlement Issues
☐ Inter-departmental Issues
☐ Departmental Inspection Issues
☐ Jurisdictional Issues
☐ CA _____

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