INSTRUCTIONS:

- For Restaurant and Bar projects, please complete the online RSBEP application by visiting the webpage: http://ladbs.org/services/core-services/inspection/inspection-special-assistance/restaurant-small-business-express-program
- Please see the DSCM Description of Services Matrix to see if your project qualifies for DSCM services.
- Completed application forms may be submitted online at the LADBS DSCM webpage at http://ladbs.org/services/special-assistance/dscm, via email at DevelopmentServices.CM@lacity.org, or fax at 213-482-6874.

A. APPLICANT INFORMATION

First Name: __________________________ Last Name: __________________________ Date: __________

Relationship to Project:  
- [ ] Owner  
- [ ] Agent for Owner  
- [ ] Architect  
- [ ] Engineer  
- [ ] Contractor  
- [ ] Other: __________________________

Phone No.: __________________________ Fax No.: __________________________

Email Address: __________________________

Referred By:  
- [ ] Planning Public Counter (Senior to Sign and Print Name): __________________________  
- [ ] The Small Business Source Center  
- [ ] Great Streets Program  
- [ ] Others: __________________________ Name: __________________________ Dept: __________________________ Phone No.: __________________________

B. PROJECT INFORMATION (Please complete ALL boxes)

Project Address: __________________________ Project Name: __________________________

Project Valuation: __________________________ No. of Stories: __________________________ No. of Dwelling Units: __________________________ Non-Residential Floor Area (New or Add’l Square Footage): __________________________

Project Description: __________________________

Please provide additional information regarding your project by answering ALL of the following questions. Detailed and specific information will help us better understand your project and determine the most suitable service available.

1. Please check the appropriate Project Type (check all that applies):

- [ ] New Construction  
- [ ] Addition to Existing Building  
- [ ] Alter/Repair  
- [ ] Tenant Improvement  
- [ ] Change of Use  

2. Please check the appropriate Proposed Use for your project (check all that applies):

- [ ] SFD/Duplex  
- [ ] Apartment  
- [ ] Affordable Housing  
- [ ] Charter School  
- [ ] Restaurant  
- [ ] Commercial  
- [ ] Industrial  
- [ ] Mixed Use Residential / Commercial  
- [ ] Other: __________________________

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.
3. a) Have you prepared working drawings/plans for this project?  
   - No  
   - Yes

   b) If Yes, have you submitted your plans for LADBS Plan Check?  
   - No  
   - Yes* – Application #:  
   *Please note that your request may be referred to the LADBS Plan Checking Section to best assist you

   c) Has your project been cited by LADBS Code Enforcement? (REQUIRED)  
   - No  
   - Yes (If Yes, please describe below in section #5)

4. Have you submitted for any City Planning Entitlement?  
   - No  
   - Yes – Case #:

5. (REQUIRED) Please provide a detailed list of questions or assistance needed. Also, if you have marked any of the boxes in section #6 below, please list your technical code questions here per discipline. Please note that our meetings are not intended for plan review for code compliance.

6. Do you have specific questions for any of the following disciplines? Please check all that apply and we will route your request based on the boxes checked below and the questions provided in section #5. Meetings may be held separately. There is a $208.00 fee for each section checked below, unless otherwise noted, plus a 3% Development Service Center Charge and 6% Systems Surcharge on the total amount. Each meeting is up to 1 ½ hours long.

   - Building/Zoning Code (Complete Section #7 Below)  
   - Land Subdivision (LADBS staff only)  
   - Signs  
   - Mechanical/ Plumbing/ Fire Sprinkler Systems  
   - Electrical  
   - Green building  
   - Disabled Access  
   - DWP – Transformer design, guidelines, equipment reservation, site review, service requirements (FEE $0)  
   - LADOT – Review of driveway dimensioning and siting, reservoir space requirements, transportation impact studies, transportation specific plan compliance, etc.  
   *Submittal of an architectural site plan with driveway/curb-cut location and dimensions are required. (FEE $0)  
   - City Planning – Joint meeting with Planning, typically to discuss deviations from the City of LA Zoning Code. (FEE $0)

   Initial Consultation Fee: 
   DSC Surcharge 3%: 
   Sys. Surcharge 6%: 
   Total Fees: 

7. We offer Building and Zoning Code Preliminary Plan Review Meetings at our Metro, Van Nuys and West LA Offices. Please indicate your preferred office:
   - Metro (201 N Figueroa St., Suite 1030, LA, CA 90012)  
   - Van Nuys (6262 Van Nuys Blvd, 2nd Floor, Room 251 Van Nuys, CA 91401)  
   - West LA (1828 Sawtelle Blvd, 2nd Floor, Los Angeles, CA 90025)  
   - First Available