



# INSTRUCTIONS FOR GRADING SUMP PUMP BUILDING CODE MODIFICATION

REV.: 07/01/2015 CLJ

GGI -20

A modification to the building code is required for a sump pump when a property is too low to drain to the street. The forms below can be obtained online at [www.ladbs.org](http://www.ladbs.org) or from Grading Counter 15 on the 3<sup>rd</sup> Floor of 201 N. Figueroa Street.

1. **Applicant Review:** Review LADBS Information Bulletin P/BC 2015-103 or latest edition to determine if a modification to the building code is required for your sump pump and whether a back-up dispersal wall or natural gas/propane powered electrical generator are required.
2. **Plot Plan:** Obtain and attach a scaled plot plan (Labeled “Exhibit A”) showing the location of the sump pump and discharge pipe to the street. The plot plan should be on a maximum page size of 8½ by 11 inches for recording purposes; include a legal description and site address; and, depict a north arrow, lot boundaries, and building perimeter. If the sump pump is to pump any roof or surface drainage, verify that the limits of the drainage area to be pumped are clearly depicted on the plot plan; and show elevations of the area to be drained and of the street at the outlet. Any proposed retaining walls, buildings, or grading should also be shown on the plot plan.
3. **Request for Modification of Building Ordinances (Form PC-GRAD-Req.Mod.20)**
  - a. **Page 1:** Complete a “Request for Modification of Building Ordinances” application form (PC-GRAD-Req.Mod.20) that is partially completed for sump pumps. The following information is required:
    - i. Permit Application Number (For Building Permit if multiple permits);
    - ii. Job Address (Must be on file in NavigateLA or verify the current legal description and addresses with the Address Section of the Bureau of Engineering located on the 3rd Floor of the 201 N Figueroa Street, City of Los Angeles offices.);
    - iii. Legal Description: Tract, Block, Lot, Map Book number and pages;
    - iv. Owner and Petitioner Address and Phone Number.
  - b. **Page 2:**
    - i. Complete Permit Application Number and Job Address Sections.
    - ii. Under Condition 2, Identify all sources of water that the sump pump will discharge as shown on the Plot Plan, Exhibit A (pad; roof; deck; subdrains; surface runoff from slope, driveway, ramp, etc.).
    - iii. Complete Condition 8 if a back-up dispersal wall is proposed for the site.
4. **Affidavits:** The affidavit used for your Building Modification will be determined by whether or not a back-up natural gas/propane powered electrical generator is required and proposed for the project. If unsure which affidavit to use ask at Grading Counter 15 (get a customer number from the 4<sup>th</sup> floor START HERE counter and take your plot plan to Grading Counter 15), 3<sup>rd</sup> Floor of 201 N. Figueroa Street. Complete either the:
  - a. **Maintenance Affidavit for Sump Pump (PC-GRAD-Aff.09),** or
  - b. **Maintenance Affidavit for Sump Pumps & Natural Gas/Propane-Powered “Back-Up” Generator System (PC-GRAD-Aff.09A).**

Complete the Legal Description, Map Book – pages (Available on Parcel Profile Report as Map Reference. The Map Book – pages is not the APN number or Thomas Brother’s Map Book pages),

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and Address. Leave the Request for Modification of Building Ordinance File Number and date blank for completion by LADBS personnel.

5. **Notarized Owner Signature:** After completing the items in No. 5, the Owner(s) or Corporate Officers will provide a notarized signature on the affidavit.
6. **LADBS Review:** Bring the completed application form, owner signed affidavit, and Exhibit A Plot Plan for LADBS review. Get a customer number from the 4<sup>th</sup> floor START HERE counter and take your documents to Grading Counter 15, 3<sup>rd</sup> Floor of 201 N. Figueroa Street. LADBS Grading staff will review the documents, and if acceptable, have you pay the required fee, assign the modification number and sign the bottom of the approved affidavit for recordation.
7. **Recordation:** Take the original affidavit with Exhibit A Plot Plan plus 2 or more copies and record them at the Los Angeles County Recorder's Office. Ask the Recorder to provide at least two sets of certified copies with certified stamped plot plans as evidence of recordation.
8. **Submit Recorded Affidavit:** Return to the Grading Counter of LADBS with the certified stamped affidavit and plot plan to complete the application.
9. **Approved Building Code Modification:** Take your granted building code modification to the building official (plan checker, inspector, etc.) requesting the modification to be processed.

Example Plot Plan

