30-DAY NOTIFICATION OF INTENT TO EXCAVATE

Section 3307.1 of the Los Angeles Building Code requires property owners to provide the adjacent property owner(s) with a 30-day written notice of intent to excavate when the depth of the proposed excavation (a) is greater than both:

1. The depth of the wall or foundation (b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation (c). (See below)

The Department shall not issue any permit until evidence of the required notification is received. The procedure for providing proper notification shall be as follows:

1. The attached letter shall be used to provide the required notification. If you have questions regarding the completion of the form please contact your plan check engineer.

2. The name(s) and mailing address(es) of the adjacent owner(s) can be obtained at the following locations:
3. The notification shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.

4. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification. A copy of the ownership list from one of the above agencies shall also be provided to the plan check engineer.

5. The department will then note on the permit application the article number and delivery date of the certified mail return receipt as well as a statement indicating that there shall be no excavation prior to 30 days from the notification delivery date.
30-DAY NOTICE OF INTENT TO EXCAVATE

Date: ______________________

To: Owner of property located at _________________________________________

From: _______________________________________

Subject: PROTECTION OF ADJOINING PROPERTY - ORDINANCE NO. 165,041 (LABC 3307.1)

Job Address: _____________________________

Legal Description: _____________________________

I am applying for a permit with the Department of Building and Safety, City of Los Angeles for a _____ foot deep excavation located _____ feet away from our common property line, for the purpose of _____________________________________________.

The ordinance requires that I give adjacent property owner(s) 30 days written notice when the excavation will be of greater depth than the adjoining building’s or structure’s foundation and when the excavation is closer to the common property line than the depth of the excavation. The excavation is proposed to commence on or after ____/____/____. Should you have any questions or concerns, I can be reached at _________________________________________.

Print Name: ______________________________________

Signature: _______________________________________

Position: _______________________________________