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**PROCESSING OF DOCUMENTS BY THE GRADING DIVISION  
DURING TEMPORARY OFFICE CLOSURE TO THE PUBLIC DUE TO  
THE COVID-19**

March 24, 2020

(Revised April 2, 2020)

(Revised April 14, 2020)

(Revised May 4, 2020)

(Revised April 7, 2021)

(Revised July 1, 2022)

(Revised May 5, 2023)

(Revised October 6, 2023)

**REF:** Submittal of documents to the Grading Division during temporary office closure to the public due to the Covid-19

*The April 2, 2020 Revised Memorandum added instructions on how to identify the District where the project is located (useful for submittals of compaction reports)*

*The April 14, 2020 Revised Memorandum provided a generalized email address for the Grading Division Administrative Support Staff*

*The May 4, 2020 Revised Memorandum modified GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS procedures*

*The April 7, 2021 Revised Memorandum updated the link for downloading a revised GPI Waiver form*

*The July 1, 2022 Revised Memorandum updates instructions on GPI Waiver Requests, GPI applications and bin drop location at the Metro office*

*The May, 5, 2023 Revised Memorandum added instructions on online submittal of reports*

*This October 6, 2023 Revised Memorandum specifies the requirement to provide the number of lots and acreage of the project to assess the report review fees in accordance with Table 1-C of the Los Angeles Building Code (LABC)*

**NOTE:** This document can be found in our website as follows:

- Go to labds.org
- Select the "Forms & Publications" tab
- From the drop down menu, select "Publications." This will open a new page.
- On the left side of the screen, select the "Misc Publications" tab
- The document will be found on this page. It is titled "LADBS Grading Division Memo (Rev. 10-6-2023)"

This Memorandum provides information on how the Los Angeles Building and Safety - Grading Division (LADBS-GD) will process documents during the temporary office closure. Please note that these procedures may be modified to suit specific conditions.

LADBS established “Drop-off/Pick up” areas at the Figueroa Plaza (Metro), Marvin Braude Building (Van Nuys), and the West Los Angeles office (Sawtelle). Soils, geology, and compaction reports; requests for modifications; and, Covenant & Agreements (Affidavits) will need to be dropped off at any of these locations. Tract Maps, Parcel Maps, Lot Line Adjustment, and Certificate of Compliance will need to be dropped off and picked up at the Figueroa Plaza location only.

**Please drop off these documents on the box with the sign “Soils/Geology Reports” located at the “Drop-off/Pick up” areas. Please note that the “Drop-off/Pick up” area at Metro was relocated from the lobby and it is currently at the entrance of our Grading Division office at 221 N. Figueroa Street on the 12th floor, Suite 1200.**

Instruction to process Grading plans can be found under Section “IV. Plan Check” in the document titled “Announcement No. 3, March 21, 2020”, available at the following link: <https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf>. This document can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Continuity of Operations for LADBS Services. [Click Here.](#)”, then on “Plan Check, Permitting, and Inspection Guidelines”.

## **SOILS, GEOLOGY, AND COMPACTION REPORTS**

Two methods are available for submittal of soils, geology, and compaction reports :

- Via Hard Copies (Drop-Off), or
- Via the Angeleno Account

### **Via Hard Copies (Drop-Off):**

1. Drop off hard copies of the geology and/or soils report or the compaction report, and the application.

The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).

The number of lots and the acreage of the site are required. The higher value of the lots for the existing or for the proposed site shall be provided. These values can be written in the application form above the project address. The number of lots and acreage of the project are needed to assess the report review fees in accordance with Table 1-C of the Los Angeles Building Code (LABC).

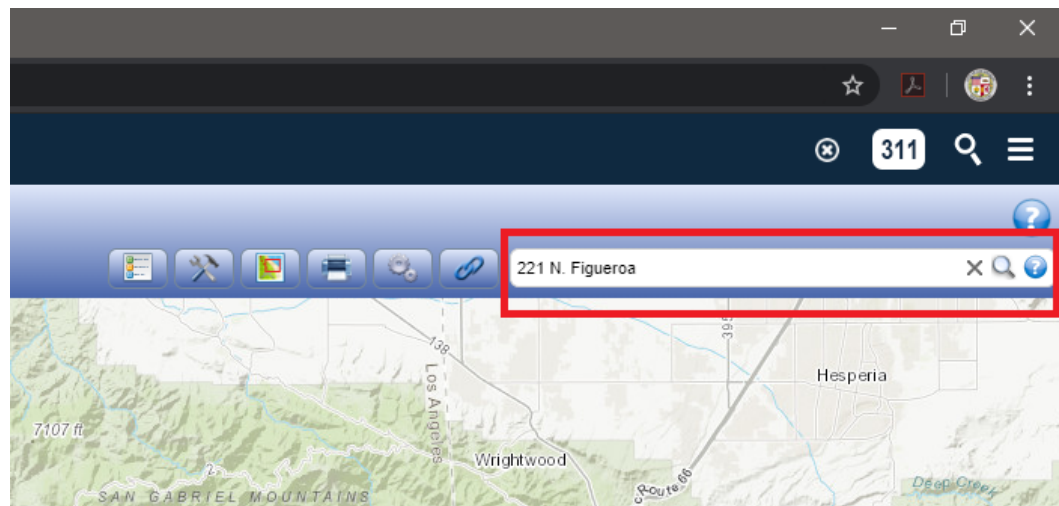
2. The LADBS-GD staff will email the customer with the required fees for review of the report.

The fees will be assessed in accordance with the fee schedule which can be obtained at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15>, or they can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Fee Schedule for Grading Report Reviews" (identified as "PC/GRAD/Fee.Sched.08-2014" on the left-hand side of the page).

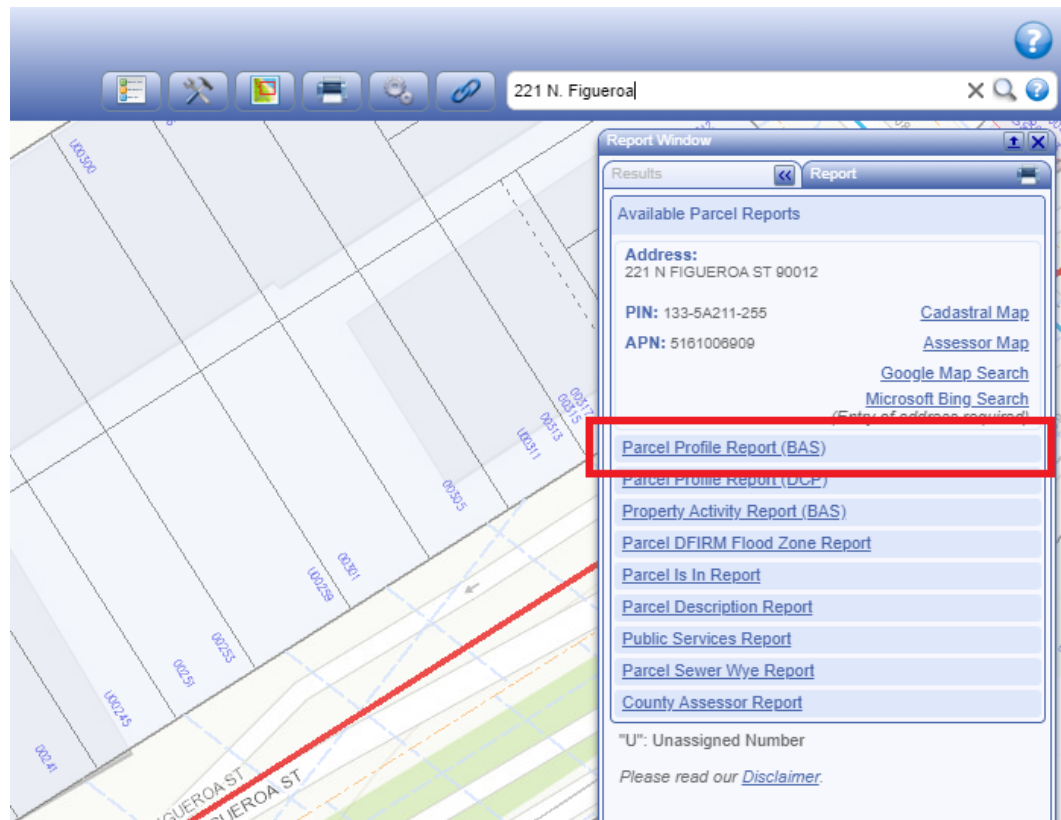
3. When ready to submit, customers may drop off two copies of the report, one copy of the report shall be wet stamped and signed by the licensed engineer and geologist, if applicable, a pdf-copy of the report in a flash drive, the application, and a check with the review fees payable to the Los Angeles Department of Building and Safety. Review fees can also be paid via an on-line Payment link, which is sent to the applicant's email address.

Please note that all geology and/or soils reports are reviewed by the geology and engineering staff located only at the Downtown Metro Office. Compaction reports are reviewed by the District Grading Inspector located at the Downtown Metro Office, Van Nuys Office, and West Los Angeles Office.

4. Geology, soils, and/or compaction reports may be submitted at Downtown Metro Office, Van Nuys Office, and West Los Angeles Office regardless of the location of the project. However, to minimize the transfer of reports between offices, and if convenient for the applicant, compaction reports may be submitted to the branch office where the project is located. Customers may identify the District where the project is located by using the City's Geographical Information System (GIS), NavigateLA. The steps needed to identify the District are presented below.
  - a. Access NavigateLA by using the following link <https://navigatela.lacity.org/>
  - b. Enter the project address (address number & street name) into the search field located at the upper right corner of the screen. Click the "Magnifying Glass" symbol to initiate the search.



- c. A “Report Window” will appear immediately below the search field. Click on the “Parcel Profile Report (BAS)” to generate the parcel profile report. A separate window or tab will appear with the report.



- d. Scroll down to section “3. Geographically Oriented Parcel Information” and look for “Building and Safety Branch Office”. The offices are identified as follows:
- LA: Downtown Metro Office (221 N. Figueroa Street)
  - VN: Van Nuys Office (6262 Van Nuys Boulevard)
  - WLA: West Los Angeles (1828 Sawtelle Boulevard)
  - SP: San Pedro. For the purposes of this memorandum, projects within the SP District will be processed by the WLA office.

**3. GEOGRAPHICALLY ORIENTED PARCEL INFORMATION:**

500 Foot School Zone:		NO
Airport Hazard Area:		NO
Alley:		NO
Building and Safety Branch Office:		LA
Building Line Setback:		NO
Census Tract:		2074.00

5. The LADBS-GD staff will email the customer the assigned log number for reference purposes.
6. After the report has been reviewed, LADBS-GD staff will email a pdf-copy of the Department Approval or Review letter to the applicant, and the consultant(s).

**Via the Angeleno account:**

NOTE: To create or log into your Angeleno account, click on the icon labeled “Submit Plans Online (ePlanLA)” on the landing page of our website ladbs.org.

Once logged into your Angeleno account, click on “Start New Application”. Then click on “Grading Report”. Subsequently, follow the instructions to upload your report. The report shall be saved and uploaded in a searchable pdf-file format.

The number of lots and the acreage of the site are required. The higher value of the lots for the existing or for the proposed site shall be provided. The number of lots and acreage of the project are needed to assess the report review fees in accordance with Table 1-C of the Los Angeles Building Code (LABC).

A hard copy shall be provided (i.e., dropped off) for subdivision projects. The Grading Division reserves the right to request a hard copy of the report for other projects, based on the complexity of the project, or where multiple oversized documents are part of the report.

ePlan will notify you of the status of the submittal, will send you a link for online payment of the review fees, and will keep you updated on the review status. After the review has been completed, ePlan will also notify you to download the Department letter.

**GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS**

Prior to submittal for a GPI waiver customers should start the permit application process with Plan Check to obtain a **Clearance Sheet**. Instructions to start your permit application process can be found under Section “IV. Plan Check” in the document titled “Announcement No. 3, March 21, 2020”, available at the following link:

<https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf>.

This document can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Continuity of Operations for LADBS Services. [Click Here.](#)”, then on “Plan Check, Permitting, and Inspection Guidelines”.

Two methods are available for GPI Waiver requests:

- Via Email, and
- Via the Angeleno Account

**Via Email:**

1. Once the clearance sheet has been obtained, customers shall email a pdf-copy of the site plan, the clearance sheet, and the GPI Waiver application to the Grading Division at [ladbs\\_gradingdivision@lacity.org](mailto:ladbs_gradingdivision@lacity.org).

The GPI Waiver application can be downloaded from the following link [https://www.ladbs.org/docs/default-source/forms/plan-check-2017/application-for-gpi-waiver.pdf?sfvrsn=5a25f853\\_14](https://www.ladbs.org/docs/default-source/forms/plan-check-2017/application-for-gpi-waiver.pdf?sfvrsn=5a25f853_14), or it can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for GPI Waiver” (identified as “PC/GRAD/App 21” on the left-hand side of the page).

2. The LADBS-GD staff will review if the GPI can be waived. In the event the GPI cannot be waived, LADBS-GD staff will inform the applicant to apply for a GPI. Instructions for applying for a GPI are presented in a subsequent section of this memorandum.

In the event the GPI can be waived:

- a. The LADBS-GD staff will email the customer notifying that the GPI can be waived.
- b. A payment link will be sent to the applicant. The GPI Waiver application fee is \$83.82.
- c. Once the fee is paid, the GPI will be waived in the system. The customer can verify that the GPI has been waived in the “Permit & Inspection Report” module, that can be accessed from the “Services” drop-down menu in our [www.ladbs.org](http://www.ladbs.org) website.

**Via the Angeleno account:**

1. Once the clearance sheet has been obtained, customers shall schedule an in-person appointment using the Angeleno account. A pdf-copy of the site plan, the clearance sheet, and the GPI Waiver application shall be uploaded to the appointment request.

Instructions for downloading the GPI Waiver application were provided above (see item 1 under the Via Email subheading).

2. The LADBS-GD staff will review if the GPI can be waived. In the event the GPI cannot be waived, LADBS-GD staff will inform the applicant to apply for a GPI. Instructions for applying for a GPI are presented in a subsequent section of this memorandum.



In the event the GPI can be waived:

- a. A payment link will be sent to the applicant. The GPI Waiver application fee is \$83.82.
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## **GRADING PRE-INSPECTION (GPI) REQUESTS**

**Grading Pre-Inspections (GPI) applications shall be submitted using your Angeleno account by scheduling an in-person appointment with Building Plan Check for new submittals. Please do not drop off new GPI applications at the Grading Division drop-off box.**

Customers shall provide the application, a set of plans, a copy of the soils and geology reports, if available, and a check with the fees drawn to the Los Angeles Department of Building and Safety at the appointment time.

1. The application can be downloaded at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2014/application-for-building-permit-or-grading-and-certificate-of-occupancy-pc-str-app01.pdf?sfvrsn=29>, or it can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Building Permit or Grading and Certificate of Occupancy” (identified as “PC/STR/App.001-2014” on the left-hand side of the page).

The fees can be obtained at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15>, or they can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Fee Schedule for Grading Report Reviews” (identified as “PC/GRAD/Fee.Sched.08-2014” on the left-hand side of the page).

2. The LADBS-GD inspector will visit the site and generate a report.
3. The LADBS-GD staff will email the GPI report to the applicant.

## **TRACT MAPS, PARCEL MAPS, LOT LINE ADJUSTMENT, AND CERTIFICATE OF COMPLIANCE**

1. To obtain a map stamp for the division of land, please call the LADBS-GD (Metro Office) at (213) 482-0480 and provide the following information based on the type of

map to be stamped. Your call will be directed to the appropriate staff member to process your request.

*Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA) or Certificate of Compliance (COC):*

- a. Your name, telephone number, and email address.
- Project site address and legal description (Lot, Block, and Tract).
- b. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
  - c. Complete Items #1 to #4 of the “Application for Review of Technical Reports” and sign at Item #10. The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).
  - d. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

*Tract Maps (VTT & TT) or Parcel Maps (PM):*

- a. Your name, telephone number, and email address.
- b. Project site address and legal description (Lot, Block, and Tract), the total number of lots for the subdivision, and the acreage for the subdivision.
- c. The LADBS-GD staff will determine whether a soils report or geology/soils report will be required for the map stamp process per information bulletin P/BC 2017-132.
- d. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
- e. Complete Items #1 to #9 of the “Application for Review of Technical Reports” and sign at Item #10. If reports are not required for the map stamp, please do not fill in Items #5 to #9. The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website [www.ladbs.org](http://www.ladbs.org), by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).
- f. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

*Restamp of Tract Maps (VTT & TT), Parcel Maps (PM), Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA), or Certificate of Compliance (COC):*

- a. Your name, telephone number, and email address.
- b. Project site address.



- c. The LADBS-GD staff will determine whether the maps had been previously stamped. No additional fees are required for the restamping of maps.
  - d. Drop-off the maps and a copy of prior application form showing payment at a drop-off box located at the Metro Office.
2. Drop-off Location & Retrieval of Completed Maps:
    - a. In front of the Grading Division Metro Office: 221 N. Figueroa Street, Suite 1200, Los Angeles, CA 90012.
    - b. The completed maps will be available for pick up at the Metro Office drop-off location.

## **REQUEST FOR MODIFICATIONS OF BUILDING ORDINANCE**

1. Customers may email a pdf-copy of the Request for Modification (RFM) to the Grading Division at [ladbs\\_gradingdivision@lacity.org](mailto:ladbs_gradingdivision@lacity.org).

The application can be downloaded at the following link: [http://ladbs.org/docs/default-source/forms/plan-check-2014/request-for-modification-of-building-ordinances-\(blank\).pdf?sfvrsn=10](http://ladbs.org/docs/default-source/forms/plan-check-2014/request-for-modification-of-building-ordinances-(blank).pdf?sfvrsn=10)

2. The LADBS-GD staff will email the customer a pdf-copy of the RFM with the required fees for review of the RFM, and further instructions, as appropriate.
3. When ready to submit, customers may drop off one copy of the RFM emailed by the LADBS-GD staff, and a check with the review fees drawn to the Los Angeles Department of Building and Safety.
4. After the RFM has been reviewed, LADBS-GD staff will email a pdf-copy of the processed RFM to the applicant.

## **COVENANTS AND AGREEMENTS (AFFIDAVITS)**

1. Customers may email a pdf-copy of the C&A to the Grading Division at [ladbs\\_gradingdivision@lacity.org](mailto:ladbs_gradingdivision@lacity.org). If there are questions regarding how to fill out the C&A, call the LADBS-GD (Metro Office) at (213) 482-0480 for assistance.
2. The LADBS-GD staff will review the C&A and will contact the applicant with comments or modifications, or to notify the customer to proceed with the next step.
3. The applicant will obtain notarized signature(s) of the owner(s) for the C&A.
4. Mail or drop off (at a Department drop-off box) the original, notarized C&A form back to the LADBS-GD (Metro Office).
5. LADBS-GD staff will sign the lower portion of the C&A, upon satisfactory review of the C&A, and will notify the applicant to pick up the form from the Metro Office drop-off location.

6. The applicant will take the C&A for recordation at the Los Angeles County Recorder's Office. Please note that the County Recorder's office may be temporarily closed to the public.
7. After the C&A has been recorded at the County Recorder's Office, **return the original document or a certified copy of the document** to the LADBS-GD (Metro Office) by mail or drop off the recorded C&A at a drop-off box.

**PLEASE PRINT CLEARLY ON THE APPLICATIONS AND PROVIDE ALL REQUESTED INFORMATION. The Department is not responsible for delays due to illegible and/or missing contact information.**

For further questions, please call (213) 482-0480.

LADBS - GRADING DIVISION