



Restaurant and Small Business Express Program

The Department of Building and Safety has created the complimentary **Restaurant and Small Business Express Program (RSBEP)** to assist restaurants and the small business community located in the City of Los Angeles.

Our goal is to efficiently guide our customers through the plan check and inspection process. Small businesses such as nail salons, barbershops, breweries, and retail stores that are undertaking a construction project with a permit valuation under \$1,000,000, may apply to the program. Restaurants, bars and outdoor dining (Al Fresco) projects, as well as studio and soundstage projects (Studio Concierge Program), may apply to the program regardless of permit valuation.

A **Case Manager (CM)** is assigned to the project once the application is received, reviewed and approved. The CM will evaluate the specific needs of the customer, and will provide assistance by:

- Acting as a guide to our customers who are unfamiliar with the permitting and inspection process.
- Assisting in contacting appropriate agencies to answer specific questions.
- Advising on the current code information, forms, and permit applications needed for a successful plan check submittal.
- Maintaining communication with the plan check engineers and the construction inspection staff.
- Providing information on plan check and inspection results.
- Helping coordinate the advancement of inspections and final approvals.

You may apply to this free program at any stage of your project, and have a Case Manager assigned to your project by contacting the **Restaurant and Small Business Express Program** at

(213) 202-9963

or, apply online at <http://ladbsservices1.lacity.org/ICMS/OnlineApplication>.

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.

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The RSBEP Service at a Glance:

RSBEP Application	<ul style="list-style-type: none">• Customer fills out the RSBEP application on LADBS.org.• Once approved, a CM is assigned to the project.• CM contacts customer and schedules initial meeting.
Case Manager Meeting	<ul style="list-style-type: none">• Review proposed project and current status.• Discuss what documents will be required for the Permit.• Questions answered and the next steps reviewed.
Efficient Plan Submittal	<ul style="list-style-type: none">• Review the different types of plan check submittal.• Guidance with the Corrections and Clearances.• Verifications and the Ready To Issue (RTI) document.
Permit	<ul style="list-style-type: none">• Assists with preparing Documents, identifying fees and other requirements for Permit issuance.
Construction	<ul style="list-style-type: none">• Provide assistance with coordinating Inspections.• Provide assistance with coordinating Supplemental Permits as required.
Completion	<ul style="list-style-type: none">• Provide assistance in processing a Temporary Certificate of Occupancy, including renewals.• Assists with the Certificate of Occupancy process.

The **Restaurant & Small Business Express Program** is based out of our Downtown offices, located at:

221 N. Figueroa St., Suite #800
Los Angeles, CA 90012
(Figueroa Plaza)
(213) 202-9963

Metered parking is available around the area of Figueroa Plaza.

Case Managers are available between the hours of 7:30 am and 4:00 pm, Monday through Friday.

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