

PermitLA

User Manual

May 2016

TABLE OF CONTENTS

| | |
|--|----|
| 1. INTRODUCTION..... | 5 |
| 2. THE BASICS..... | 6 |
| 2.1 PERMITLA FEATURES..... | 6 |
| ONLINE PERMIT APPLICATION..... | 6 |
| PERMIT FEE APPLICATION..... | 6 |
| 2.2 SYSTEM REQUIREMENTS..... | 6 |
| COMPATIBILITY VIEW ERRORS..... | 6 |
| 2.3 CREDIT CARDS ACCEPTED..... | 6 |
| 2.4 ACCESSING PERMITLA..... | 7 |
| 3. REGISTRATION AND LOGIN..... | 8 |
| 3.1 LOGIN NAME..... | 8 |
| 3.2 PASSWORD..... | 8 |
| 3.3 REGISTRATION..... | 9 |
| USER PROFILE..... | 9 |
| REQUIREMENTS FOR A CONTRACTOR..... | 10 |
| REQUIREMENTS FOR A MAINTENANCE SUPERVISOR..... | 12 |
| 3.4 FIRST-TIME LOGIN..... | 13 |
| FORGOT PASSWORD..... | 13 |
| 4. SEARCHING ADDRESSES..... | 14 |
| 5. THE PERMIT PROCESS FOR CONTRACTORS..... | 15 |
| 5.1 BEGIN THE PERMIT PROCESS..... | 15 |
| SEARCH ADDRESS..... | 15 |
| APPLICANT INFORMATION..... | 16 |
| PROJECT SELECTION..... | 16 |
| PERMIT TYPE..... | 17 |
| 5.2 THE PERMIT PROCESS FOR BUILDING PERMITS..... | 17 |
| APPROVED HAULER..... | 17 |
| BUILDING – DESCRIPTION..... | 17 |
| BUILDING – SCOPE OF WORK..... | 18 |
| BUILDING – SCOPE OF WORK REVIEW..... | 18 |
| PERMIT FEES REVIEW..... | 18 |
| DECLARATION..... | 19 |
| PERMIT CART REVIEW..... | 20 |
| PERMIT PAYMENT..... | 20 |
| PERMIT PAYMENT CONFIRMATION..... | 20 |

| | |
|--|----|
| 5.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS | 21 |
| PERMIT WORK DESCRIPTION..... | 21 |
| QUESTIONNAIRE | 21 |
| PERMIT SCOPE OF WORK | 21 |
| PERMIT FEES REVIEW | 22 |
| DECLARATION..... | 22 |
| PERMIT CART REVIEW | 23 |
| PERMIT PAYMENT | 23 |
| PERMIT PAYMENT CONFIRMATION..... | 23 |
| 6. THE PERMIT PROCESS FOR OWNER BUILDERS | 24 |
| 6.1 BEGIN THE PERMIT PROCESS..... | 24 |
| SEARCH ADDRESS | 25 |
| APPLICANT INFORMATION..... | 25 |
| PROJECT SELECTION..... | 25 |
| PERMIT TYPE..... | 26 |
| 6.2 THE PERMIT PROCESS FOR BUILDING PERMITS..... | 26 |
| APPROVED HAULER..... | 26 |
| CERTIFY OWNERSHIP | 26 |
| BUILDING – DESCRIPTION | 27 |
| BUILDING – SCOPE OF WORK..... | 27 |
| BUILDING – SCOPE OF WORK REVIEW..... | 27 |
| PERMIT FEES REVIEW | 28 |
| DECLARATION..... | 28 |
| PERMIT CART REVIEW | 29 |
| PERMIT PAYMENT | 29 |
| PERMIT PAYMENT CONFIRMATION..... | 29 |
| 6.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS | 30 |
| CERTIFY OWNERSHIP | 30 |
| PERMIT WORK DESCRIPTION..... | 30 |
| QUESTIONNAIRE | 30 |
| PERMIT SCOPE OF WORK | 31 |
| PERMIT FEES REVIEW | 31 |
| DECLARATION..... | 32 |
| PERMIT CART REVIEW | 32 |
| PERMIT PAYMENT | 33 |
| PERMIT PAYMENT CONFIRMATION..... | 33 |
| 7. THE TEMPORARY SPECIAL EVENT (TSE) PERMIT PROCESS..... | 34 |
| SEARCH ADDRESS | 34 |
| EVENT ADDRESS/LOCATION INFORMATION..... | 35 |
| APPLICANT INFORMATION..... | 35 |

| | |
|--|-----------|
| PROJECT SELECTION..... | 36 |
| PERMIT TYPE..... | 36 |
| QUESTIONNAIRE | 36 |
| DEPARTMENT OF CITY PLANNING CLEARANCE | 37 |
| VIEW CLEARANCE APPLICATION | 37 |
| EVENT CONTACT INFORMATION | 38 |
| EVENT INFORMATION | 38 |
| SITE INFORMATION | 39 |
| TSE PUBLIC INFORMATION BULLETIN..... | 39 |
| PERMIT FEES REVIEW | 39 |
| DECLARATION..... | 39 |
| PERMIT CART REVIEW | 40 |
| PERMIT PAYMENT | 40 |
| PERMIT PAYMENT CONFIRMATION..... | 40 |
| 8. SOLAR PHOTOVOLTAIC PERMITS FOR SINGLE-FAMILY DWELLINGS..... | 41 |
| SEARCH FOR PROPERTY ADDRESS | 41 |
| APPLICANT INFORMATION..... | 41 |
| PROJECT SELECTION..... | 42 |
| PERMIT TYPE..... | 42 |
| PERMIT DESCRIPTION..... | 42 |
| SOLAR WORKSHEET..... | 42 |
| FOR C46 CONTRACTORS ONLY:..... | 43 |
| APPLY FOR AN ELECTRICAL PERMIT TO UPGRADE AN EXISTING SERVICE PANEL..... | 43 |
| SOLAR WORKSHEET REVIEW | 43 |
| SCOPE OF WORK – SOLAR PV PERMIT | 43 |
| SOLAR PERMIT FEES REVIEW..... | 43 |
| FOR C46 CONTRACTORS ONLY: SCOPE OF WORK – ELECTRICAL PERMIT..... | 44 |
| DECLARATION..... | 44 |
| PERMIT CART REVIEW | 44 |
| PERMIT PAYMENT | 45 |
| PERMIT PAYMENT CONFIRMATION..... | 45 |
| 9. ELECTRIC VEHICLE CHARGER PERMITS | 46 |
| SEARCH FOR PROPERTY ADDRESS | 46 |
| APPLICANT INFORMATION..... | 46 |
| PROJECT SELECTION..... | 47 |
| PERMIT TYPE..... | 47 |
| CERTIFY OWNERSHIP (FOR PROPERTY OWNERS ONLY) | 47 |
| PERMIT DESCRIPTION..... | 48 |
| QUESTIONNAIRE (ONLY FOR SINGLE-FAMILY DWELLING) | 48 |
| SCOPE OF WORK (FOR CONTRACTORS ONLY)..... | 48 |

| | |
|--|-----------|
| PERMIT FEES REVIEW | 49 |
| DECLARATION..... | 49 |
| PERMIT CART REVIEW | 49 |
| PERMIT PAYMENT | 50 |
| PERMIT PAYMENT CONFIRMATION..... | 50 |
| 10. MANAGING YOUR ACCOUNT WITH MY WORKBENCH | 51 |
| 10.1 MY ACCOUNT | 51 |
| CHANGE PASSWORD..... | 52 |
| EDIT MY PROFILE..... | 52 |
| MANAGE ADDRESSES | 53 |
| UPDATE SECURITY QUESTIONS | 53 |
| 10.2 MY PERMITS..... | 54 |
| 10.3 MY PROJECTS | 54 |
| 10.4 MY CART | 55 |

1. INTRODUCTION

PermitLA is the City of Los Angeles Department of Building and Safety (LADBS) application to obtain online permits* for small projects that do not require plan check.

For a list of these permits, click the link [Online Permits Informational Bulletin](#).

**The availability of online permits is dependent on several factors, including, but not limited to, complexity of the work, cost or valuation, contractor license, and type of address/building (e.g., historical address, historical building).*

2. THE BASICS

2.1 PERMITLA FEATURES

ONLINE PERMIT APPLICATION

- Apply for permits which do not require any plan checks.
 - Shopping Cart – Apply now and pay later.
 - My Projects and My Permits – Associate online permits with a project.
-

PERMIT FEE APPLICATION

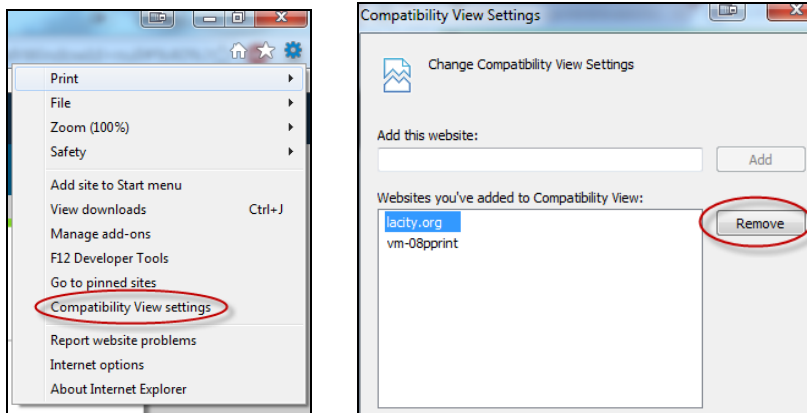
- Calculate fees for online permits prior to permit application.
-

2.2 SYSTEM REQUIREMENTS

- Enable Pop-Ups for PermitLA
 - Adobe Acrobat Reader
 - Minimum Browser Requirement -- Internet Explorer (IE) 7, Firefox 13, Chrome 20 or Safari 5
-

COMPATIBILITY VIEW ERRORS

If you are using IE 11 and the PermitLA website does not display correctly, you can fix this by changing the Compatibility View settings. Select the settings icon on the top right corner of your IE window. Choose **Compatibility View settings**, highlight **lacity.org** from the list, and click on **Remove**.

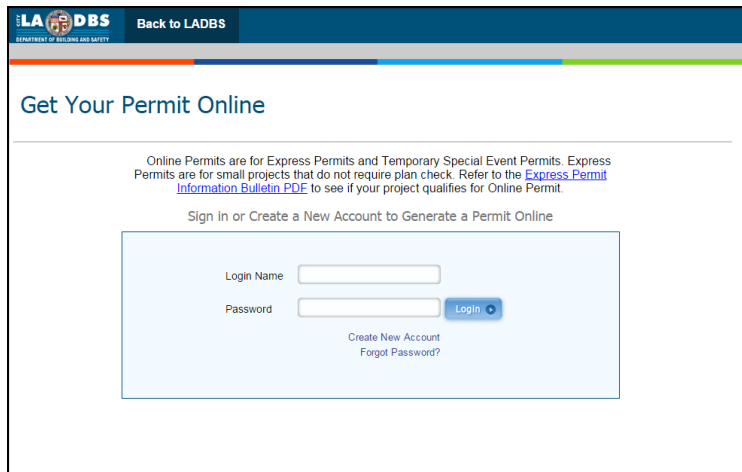


2.3 CREDIT CARDS ACCEPTED

- American Express
- Discover
- Mastercard
- Visa

2.4 ACCESSING PERMITLA

You can access PermitLA **directly** by navigating to www.buildla.lacity.org.



LA DBS Back to LADBS
DEPARTMENT OF BUILDING AND SAFETY

Get Your Permit Online

Online Permits are for Express Permits and Temporary Special Event Permits. Express Permits are for small projects that do not require plan check. Refer to the [Express Permit Information Bulletin PDE](#) to see if your project qualifies for Online Permit.

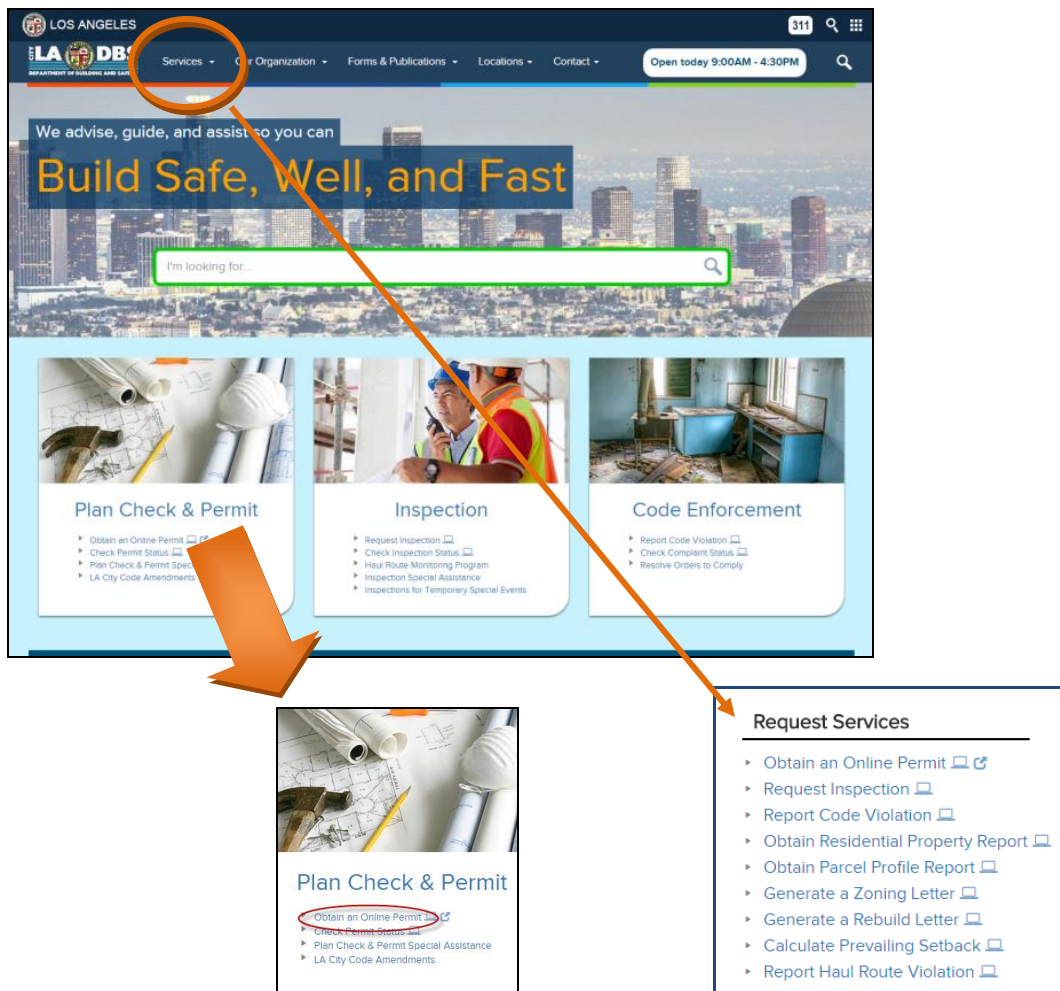
Sign in or Create a New Account to Generate a Permit Online

Login Name

Password

[Create New Account](#)
[Forgot Password?](#)

You can also access PermitLA from the LADBS website at ladbs.org through the **Plan Check & Permit** menu or the **Request Services** options. Clicking on **Obtain an Online Permit** will direct you to the PermitLA login screen.



LOS ANGELES
LA DBS
DEPARTMENT OF BUILDING AND SAFETY

Services | Our Organization | Forms & Publications | Locations | Contact | Open today 9:00AM - 4:30PM

We advise, guide, and assist so you can
Build Safe, Well, and Fast

I'm looking for...

Plan Check & Permit

- Obtain an Online Permit
- Check Permit Status
- Plan Check & Permit Special Assistance
- LA City Code Amendments

Inspection

- Request Inspection
- Check Inspection Status
- Haul Route Monitoring Program
- Inspection Special Assistance
- Inspections for Temporary Special Events

Code Enforcement

- Report Code Violation
- Check Complaint Status
- Resolve Orders to Comply

Request Services

- Obtain an Online Permit
- Request Inspection
- Report Code Violation
- Obtain Residential Property Report
- Obtain Parcel Profile Report
- Generate a Zoning Letter
- Generate a Rebuild Letter
- Calculate Prevailing Setback
- Report Haul Route Violation

Plan Check & Permit

- Obtain an Online Permit
- Check Permit Status
- Plan Check & Permit Special Assistance
- LA City Code Amendments

3. REGISTRATION AND LOGIN

If you were already a registered user in the old LADBS e-Permit system, your information has been transferred to PermitLA and a notification sent to your email address on-file containing your temporary password and a link to the PermitLA website. All users who are new to the City's online permitting service must register to use the site (see Section 3.3).

3.1 LOGIN NAME

- PermitLA uses your registered email address as your Login Name.
 - **PermitLA Login Name = Email Address**
- Login Name is not case sensitive.
- For users of the "old" permitting system, e-Permit: It is important to note that the Login Name changed from the customer-defined username to the customer-registered email address. To reiterate, your Login Name in PermitLA is **NOT** your previous login name (or user name) from e-Permit.
 - **PermitLA Login Name ≠ e-Permit Login Name**
- For users of the "old" permitting system, e-Permit: If your email address has changed from the one that LADBS has on file, you must re-register in PermitLA using your current email address.
- Due to LADBS record management and security policies, PermitLA currently restricts users from changing the email address associated with their account. Once you have registered for an account in PermitLA with one e-mail address, you will **NOT BE ALLOWED** to reset your email address for that account, you must, instead, create a completely new account for the new email address.

3.2 PASSWORD


- Password rules:
 - Length: 6 – 8 characters
 - Must begin with a letter
 - Must contain at least one number
 - Must not contain spaces and special characters (e.g., @, #, >, /)
 - Passwords ARE case-sensitive
 - Examples of valid password:
 - LogM3in
 - logmein8
 - logME2

3.3 REGISTRATION

To register as a new user, click the **Create New Account** link.

USER PROFILE

When the registration screen opens, fill in the required fields for **Personal Information**, then click the **Address Information** button.

- Required fields are indicated by a blue asterisk (*).
- Click on the blue information icon, , for more information.
- The **Address Information** has three tabs – Profile Address, Mailing Address, and Billing Address. Begin by filling in the **Profile Address**. Click **Next** to go to the next tab.

Under **Mailing Address**, you are given the “Same as Profile Address” check box:

 Same as Profile Address

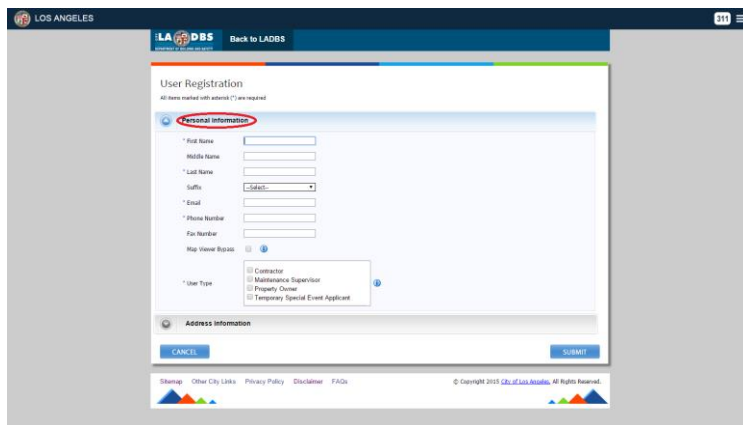
Under **Billing Address**, you are given the “Same as Mailing Address” check box:

 Same as Mailing Address

- User Type -- There are currently four user types:
 1. Contractor
 2. Maintenance Supervisor
 3. Property Owner
 4. Temporary Special Event Applicant
- A customer can have more than one user type.
-

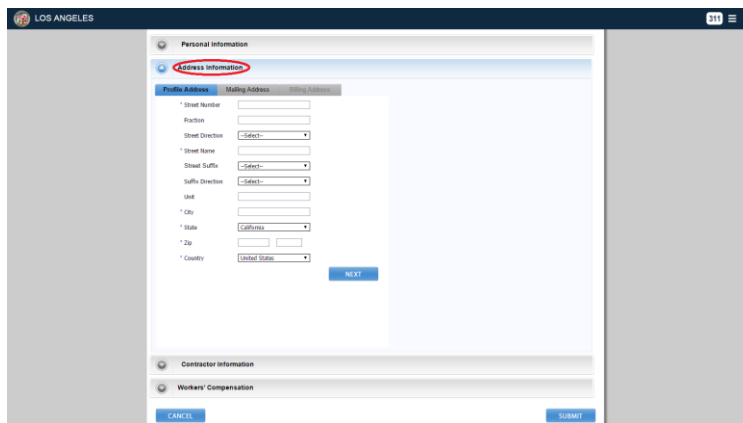
REQUIREMENTS FOR A CONTRACTOR

a. Personal Information



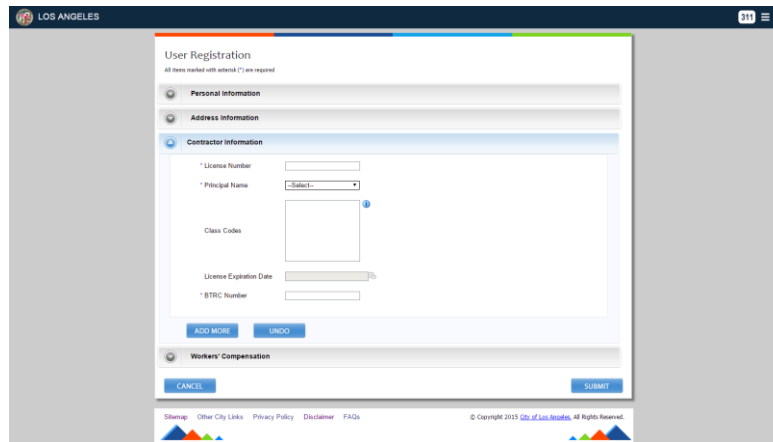
The screenshot shows the 'User Registration' form in the PermitLA system. The 'Personal Information' section is highlighted with a red circle. It includes fields for First Name, Middle Name, Last Name, Suffix (with a dropdown menu), Email, and Phone Number. Below these fields is a 'User Type' section with radio buttons for Contractor, Maintenance Supervisor, Property Owner, and Temporary Special Event Applicant. The 'Address Information' section is partially visible below.

b. Address Information



The screenshot shows the 'Address Information' section of the form. It includes tabs for Profile Address, Mailing Address, and Billing Address. The 'Profile Address' tab is active. It contains fields for Street Number, Fraction, Street Direction (dropdown), Street Name, Street Suffix, Suffix Direction (dropdown), Unit, City, State (dropdown), Zip, and Country (dropdown). A 'NEXT' button is located at the bottom right of the form.

c. Contractor Information



The screenshot shows a web browser window with the City of Los Angeles logo in the top left. The page title is "User Registration" and a note says "All items marked with asterisk (*) are required". The form is divided into sections: "Personal Information", "Address Information", "Contractor Information", and "Workers' Compensation". The "Contractor Information" section is active and contains the following fields: "License Number" (text input), "Principal Name" (dropdown menu), "Class Codes" (text area), "License Expiration Date" (calendar picker), and "BTRC Number" (text input). Below these fields are "ADD MORE" and "UNDO" buttons. At the bottom of the form are "CANCEL" and "SUBMIT" buttons. The footer of the page includes "Skip to", "Other City Links", "Privacy Policy", "Disclaimer", "FAQs", and "© Copyright 2015 City of Los Angeles. All Rights Reserved."

A contractor must have:

- A valid and active contractor license issued by the California Contractor State License Board.
 - Enter the license number then hit the Enter key. The license class code(s) and expiration date will be automatically populated.
 - Principal Name – The name is displayed when there is only one principal name associated with the license. If there is more than one, you are required to select a name from the drop-down list.
- A valid and active Business Tax Registration Certificate (BTRC) issued by the City of Los Angeles.
 - Enter the first ten (10) digits of your BTRC number, including any leading zeros, e.g., 0000011001. The system validates the BTRC number against data from the City of Los Angeles Office of Finance.
- A valid Workers' Compensation policy, unless otherwise exempt.
 - Workers' Compensation information is automatically pre-populated after the contractor license number is typed in. Check the "I am exempt" box if exempt.

REQUIREMENTS FOR A MAINTENANCE SUPERVISOR

Maintenance Supervisors

* License Number

Trades

* License Expiration Date

I am licensed to work for following property(s)

* Street Number

Fraction

Street Direction

* Street Name

Street Suffix

Suffix Direction

Unit

* City

* State

* Zip

* Country

- A maintenance supervisor must have:
- A valid and active maintenance supervisor license issued by the City of Los Angeles Department of Building and Safety.
 - Enter the trade license number then hit the Enter key. The applicable trade(s) and license expiration date will be automatically populated.
 - Property Associated with Trade License – Enter the address of the property for which you are licensed to complete work. Click **Add More** to enter additional properties tied to the license.
 - Complete the Registration

When you have completed the registration process, click on **Submit**. The User Registration Confirmation page is displayed with a message stating that your login credentials will be sent to your registered email address. The email will contain your **Temporary Password** and a link to log into PermitLA.

3.4 FIRST-TIME LOGIN

The first time you login, you will be asked to:

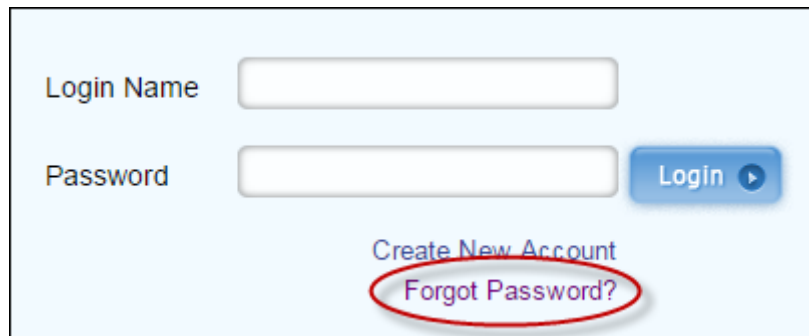
- 1) Enter the temporary password that was sent to your registered e-mail address.
- 2) Enter a permanent password.
- 3) Select three (3) security questions and enter their corresponding answers. The answers provided to the security questions will be used to retrieve your password should you forget it.

Important Security Note:

PermitLA locks your account after five (5) consecutive incorrect login attempts. In case your account gets locked, wait ten (10) minutes then try again. A message to this effect is displayed to the user immediately after the account is locked. If the issue persists, click the “Forgot Password?” link and follow the on-screen instructions.

FORGOT PASSWORD

In the event you do not remember your password, select the **Forgot Password** link located on the login page.



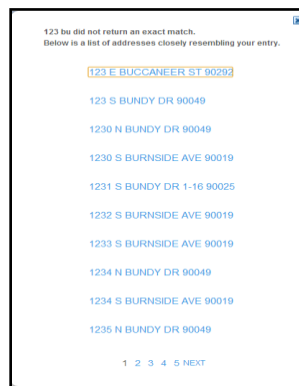
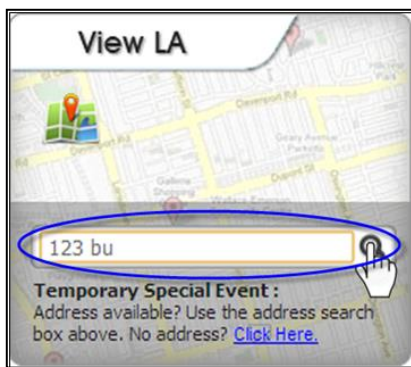
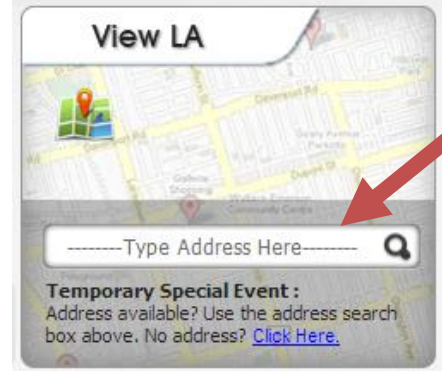
The image shows a login form with two input fields: "Login Name" and "Password". To the right of the "Password" field is a blue "Login" button with a right-pointing arrow. Below the "Password" field, there are two links: "Create New Account" and "Forgot Password?". The "Forgot Password?" link is circled in red.

4. SEARCHING ADDRESSES

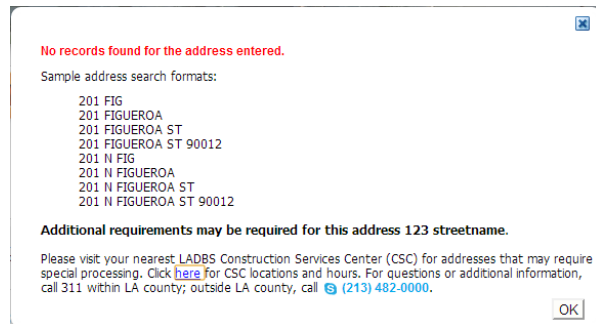
Whether you are applying for a permit or researching a property, **View LA** is the tool you use to search for the property. Enter the address at the address search box, “Type Address Here”.

Click the magnifying glass or Enter on your keyboard to initiate the search.

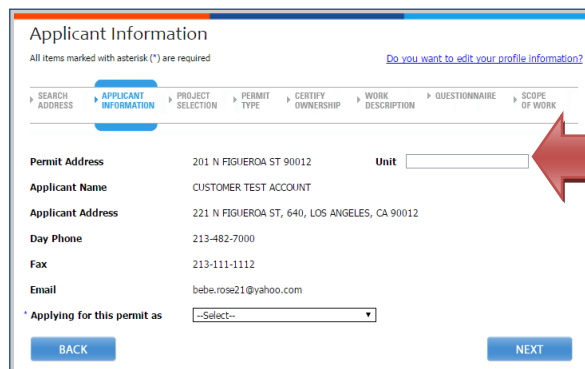
To optimize your search, just enter the house number and the street name (or type in a minimum number of characters), and let **View LA** locate the address for you. When the search is complete, select your address from the list.



If an address cannot be found, it may be outside of the City of Los Angeles’ jurisdiction, or it may require special processing (e.g., the structure on the lot is a historical building). In this case, the address is ineligible for an online permit, and you will have to visit one of our [Construction Service Centers](#) to process a permit for this property.



If the address has a unit, e.g., ‘Suite A1’, type in the information on the **UNIT** field located across the **PERMIT ADDRESS** on the **Application Information** page.

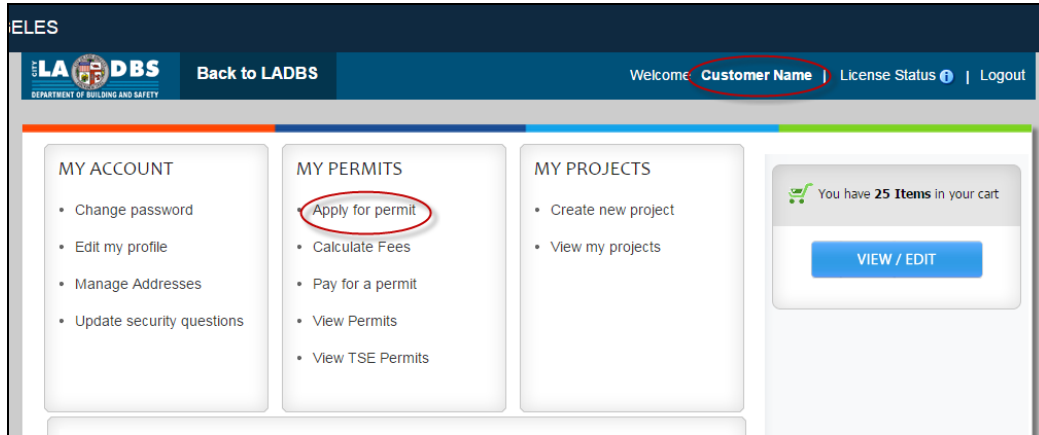


5. THE PERMIT PROCESS FOR CONTRACTORS

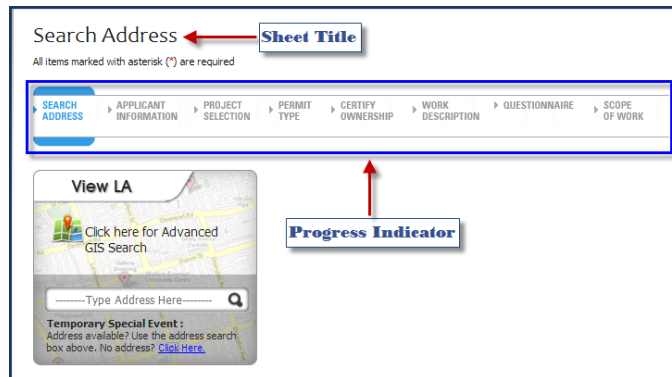
To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications.

5.1 BEGIN THE PERMIT PROCESS

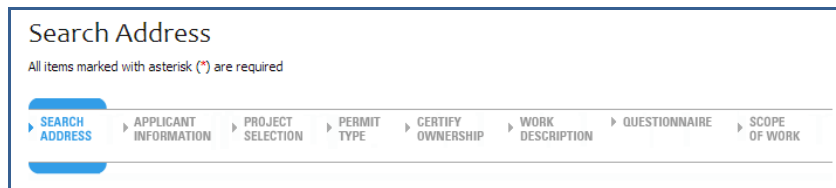
After registering as a contractor, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click **Apply for a permit** under **MY PERMITS** to begin.



As you progress through the permit process, each sheet (or page) has a **Title** and a **Progress Indicator** to indicate where you are in the permit application process.



SEARCH ADDRESS



Begin the process by searching for the permit address. If you need help with this, please see the section on **Searching Addresses** above.

APPLICANT INFORMATION

Applicant Information

All items marked with asterisk (*) are required [Do you want to edit your profile information?](#)

SEARCH ADDRESS **APPLICANT INFORMATION** PROJECT SELECTION PERMIT TYPE CERTIFY OWNERSHIP WORK DESCRIPTION QUESTIONNAIRE SCOPE OF WORK

On the **Applicant Information** sheet, verify that the information on the page is correct and that **Contractor** is selected in the 'Applying for this permit as' field.

LOS ANGELES 311

Applicant Information

All items marked with asterisk (*) are required [Do you want to edit your profile information?](#)

SEARCH ADDRESS **APPLICANT INFORMATION** PROJECT SELECTION PERMIT TYPE CERTIFY OWNERSHIP WORK DESCRIPTION QUESTIONNAIRE SCOPE OF WORK

You have No Items in your cart [VIEW / EDIT](#)

Permit Address 201 N FIGUEROA ST 90012

Applicant Name

Applicant Address

Day Phone

Fax

Email

*Applying for this permit as Contractor

*License Number --Select--

BACK NEXT

PROJECT SELECTION

Project Selection

All items marked with asterisk (*) are required

SEARCH ADDRESS APPLICANT INFORMATION **PROJECT SELECTION** PERMIT TYPE CERTIFY OWNERSHIP WORK DESCRIPTION QUESTIONNAIRE SCOPE OF WORK

Permit for 655 W 31ST ST 90731

* Would you like to apply for a permit for a

New Project Existing Project [?](#)

Project Information

* Project Name [SUBMIT](#)

Please note that the projects created here will display in the My Project list dropdown. This dropdown will be visible after selecting Existing Project radio button above.

BACK

The **Project Selection** sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The **Project Name** is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on **Submit**.

PERMIT TYPE

Permit Application Project Name : **Apple Cart**

All items marked with asterisk (*) are required

SEARCH ADDRESS ▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ **PERMIT TYPE** ▶ CERTIFY OWNERSHIP ▶ WORK DESCRIPTION ▶ QUESTIONNAIRE ▶ SCOPE OF WORK

On the **Permit Application** sheet, select a **Permit Type** from the dropdown list. Click **Next**. (Note: “Certify Ownership” is skipped when the applicant is a contractor.)

5.2 THE PERMIT PROCESS FOR BUILDING PERMITS

APPROVED HAULER

Approved Hauler

All items marked with asterisk (*) are required

SEARCH ADDRESS ▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ PERMIT TYPE ▶ **APPROVED HAULER** ▶ CERTIFY OWNERSHIP ▶ BUILDING DESCRIPTION ▶ SCOPE OF WORK

If you selected **Bldg-Alter/Repair** as the permit type, you will be asked to supply either the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information that you provide against the Bureau of Sanitation’s (BOS) permitted waste hauler data. For more details, click the link [BOS Solid Resources](#).

BUILDING – DESCRIPTION

LOS ANGELES **LA DBS** [Back to LADBS](#) Welcome [User] | My Workbench | Logout

Building - Description Project Name : PROJECT

All items marked with asterisk (*) are required

PROJECT SELECTION ▶ PERMIT TYPE ▶ APPROVED HAULER ▶ **BUILDING DESCRIPTION** ▶ SCOPE OF WORK ▶ SCOPE OF WORK REVIEW ▶ PERMIT FEES

* Select Building Type: * Total number of stories:

* Select Use:

* Select Type of Work (Up to 4 maximum)

| | |
|---|--|
| <input type="checkbox"/> Reroofing | <input type="checkbox"/> Replace door(s) |
| <input type="checkbox"/> Replace window(s) | <input type="checkbox"/> Drywall or plaster |
| <input type="checkbox"/> New stucco or re-Stucco | <input type="checkbox"/> Kitchen remodel/repair |
| <input type="checkbox"/> Bathroom remodel/repair | <input type="checkbox"/> Anchor bolting/bracing foundation |
| <input type="checkbox"/> Replace damaged wood framing | <input type="checkbox"/> Chimney repair |
| <input type="checkbox"/> Security bars | |

You have **No Items** in your cart

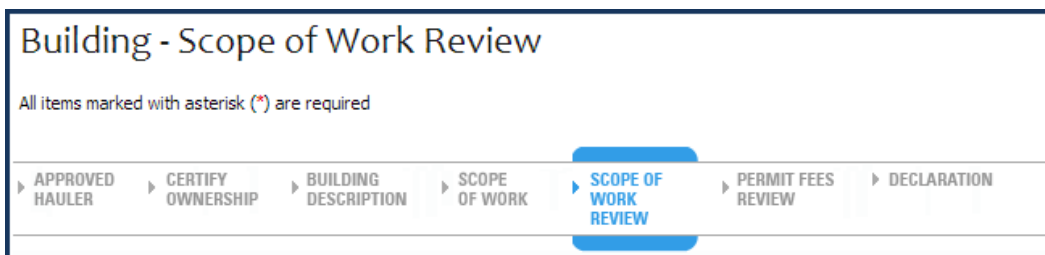
Fill out the information on the **Building Description** page and click on **Next**. Select the **Building Type**, **Building Use**, and **Total Number of Stories** from the dropdown lists and then select the **Type of Work** for your permit.

BUILDING – SCOPE OF WORK



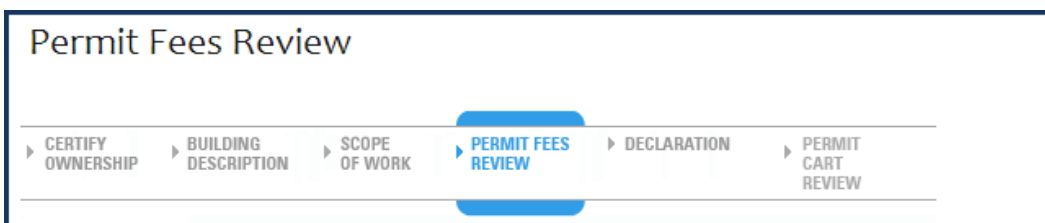
On the **Building – Scope of Work** screen, complete the detailed information based on your selection(s) for the Type of Work.

BUILDING – SCOPE OF WORK REVIEW



The **Building – Scope of Work Review** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.

PERMIT FEES REVIEW



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You have the capability to go back and make any changes.

DECLARATION

Declaration

All items marked with asterisk (*) are required

▶ BUILDING DESCRIPTION ▶ QUESTIONNAIRE ▶ SCOPE OF WORK ▶ PERMIT FEES REVIEW ▶ **DECLARATION** ▶ PERMIT CART REVIEW ▶ PERMIT PAYMENT

PERMIT EXPIRATION

This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under the provisions of [Chapter 9 \(commencing with Section 7000\) of Division 3 of the Business and Professions Code](#), and my license is in full force and effect. The following applies to B contractors only: I understand the limitations of [Section 7057 of the Business and Professional Code](#) related to my ability to take prime contracts or subcontracts involving specialty trades

License Class : B
License Number : 92
Contractor : SWINERTON BUILDERS

WORKERS' COMPENSATION DECLARATION

* I hereby affirm, under penalty of perjury, one of the following declarations:

I have and will maintain a certificate of consent to self insure for workers' compensation, as provided for by [Section 3700 of the Labor Code](#), for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by [Section 3700 of the Labor Code](#), for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier:
Policy Number:

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of [Section 3700 of the Labor Code](#), I shall forthwith comply with those provisions.

ASBESTOS REMOVAL DECLARATION / LEAD HAZARD WARNING

I certify that notification of asbestos removal is either not applicable or has been submitted to the AQMD or EPA as per [Section 19827.5 of the Health and Safety Code](#). Information is available at (909) 396-2336 and the notification form at <http://www.aqmd.gov>. Lead safe construction practices are required when doing repairs that disturb paint in pre-1978 buildings due to the presence of lead per [section 6716](#) and [section 6717](#) of the Labor Code. Information is available at Health Services for LA County at (800) 524-5323 or the State of California at (800) 597-5323 or <http://www.dhs.ca.gov/childlead>

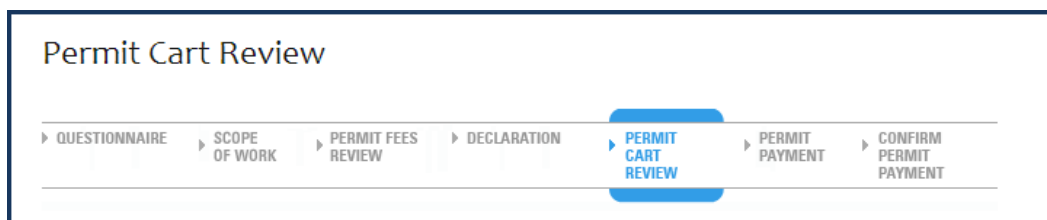
CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for

Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your Workers' Compensation option and review the rest of the declarations.

Once you have agreed to the declarations, click **Accept and Add to Cart**.

PERMIT CART REVIEW



Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

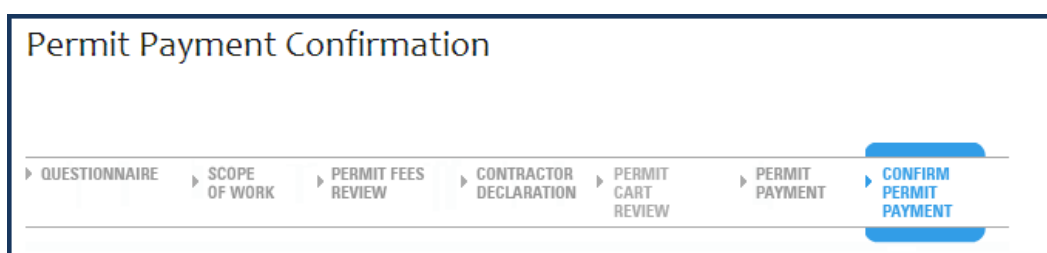
If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit. *Note: **The Billing Address stored in your profile must match the credit card billing address.*** If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION



The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

5.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from **Permit Type** to **Work Description**.

PERMIT WORK DESCRIPTION

The screenshot shows a progress indicator titled "Permit Description". Below the title, it states "All items marked with asterisk (*) are required". A horizontal bar contains eight steps: APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, SCOPE OF WORK, and PERMIT FEES REVIEW. The "WORK DESCRIPTION" step is highlighted with a blue bar and a blue arrow pointing to it.

Complete the required information on the **Work Description** page and click **Next** to continue.

QUESTIONNAIRE

The screenshot shows a progress indicator titled "Plan Check Questionnaire". Below the title, it states "All items marked with asterisk (*) are required". A horizontal bar contains eight steps: PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, SCOPE OF WORK, PERMIT FEES REVIEW, and DECLARATION. The "QUESTIONNAIRE" step is highlighted with a blue bar and a blue arrow pointing to it.

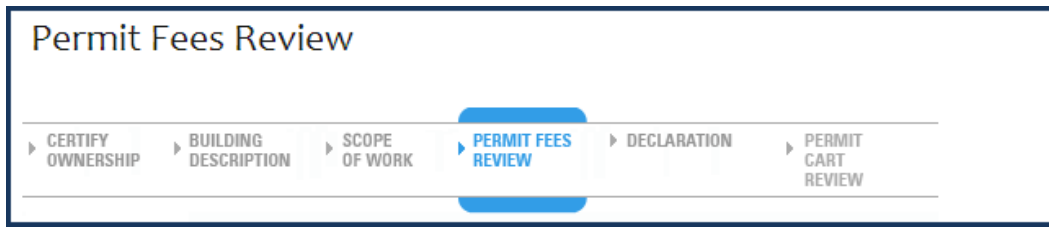
The type of permit that you selected will determine if you need to complete the **Questionnaire** sheet. Your responses to the questions will determine if you can continue with the online permit application.

PERMIT SCOPE OF WORK

The screenshot shows a progress indicator titled "HVAC - Scope of Work". Below the title, it states "All items marked with asterisk (*) are required". A horizontal bar contains seven steps: PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, SCOPE OF WORK, PERMIT FEES REVIEW, and DECLARATION. The "SCOPE OF WORK" step is highlighted with a blue bar and a blue arrow pointing to it.

Select the details for your permit on the **Scope of Work** sheet. Click **Next** to continue.

PERMIT FEES REVIEW



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You have the capability to go back and make any changes.

DECLARATION

Declaration

All items marked with asterisk (*) are required

▶ BUILDING DESCRIPTION ▶ QUESTIONNAIRE ▶ SCOPE OF WORK ▶ PERMIT FEES REVIEW ▶ **DECLARATION** ▶ PERMIT CART REVIEW ▶ PERMIT PAYMENT

PERMIT EXPIRATION
This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)

LICENSED CONTRACTOR'S DECLARATION
I hereby affirm under penalty of perjury that I am licensed under the provisions of [Chapter 9 \(commencing with Section 7000\) of Division 3 of the Business and Professions Code](#), and my license is in full force and effect. The following applies to B contractors only; I understand the limitations of [Section 7057 of the Business and Professional Code](#) related to my ability to take prime contracts or subcontracts involving specialty trades

License Class : B
License Number : 92
Contractor : SWINERTON BUILDERS

WORKERS' COMPENSATION DECLARATION
* I hereby affirm, under penalty of perjury, one of the following declarations:
 I have and will maintain a certificate of consent to self insure for workers' compensation, as provided for by [Section 3700 of the Labor Code](#), for the performance of the work for which this permit is issued.
 I have and will maintain workers' compensation insurance, as required by [Section 3700 of the Labor Code](#), for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
Carrier:
Policy Number:
 I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of [Section 3700 of the Labor Code](#), I shall forthwith comply with those provisions.

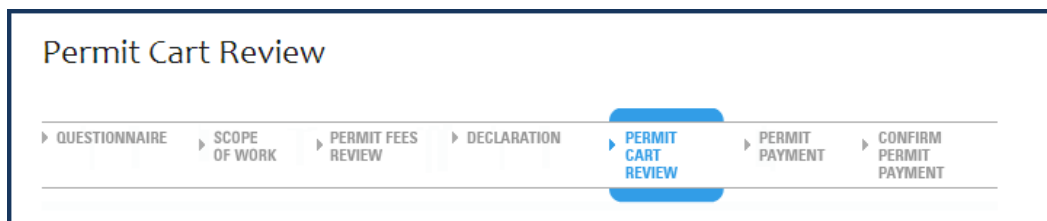
ASBESTOS REMOVAL DECLARATION / LEAD HAZARD WARNING
I certify that notification of asbestos removal is either not applicable or has been submitted to the AQMD or EPA as per [Section 19827.5 of the Health and Safety Code](#). Information is available at (909) 396-2336 and the notification form at <http://www.aqmd.gov>. Lead safe construction practices are required when doing repairs that disturb paint in pre-1978 buildings due to the presence of lead per [section 6716](#) and [section 6717](#) of the Labor Code. Information is available at Health Services for LA County at (800) 524-5323 or the State of California at (800) 597-5323 or <http://www.dhs.ca.gov/childlead>

CONSTRUCTION LENDING AGENCY
I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for

Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your Workers' Compensation option and review the rest of the declarations.

Once you have agreed to the declarations, click **Accept and Add to Cart**.

PERMIT CART REVIEW



Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

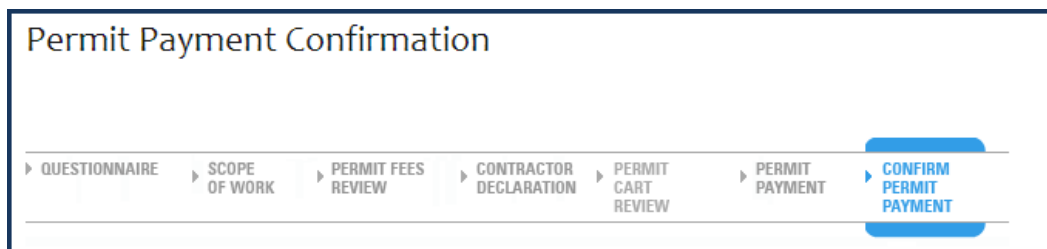
If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit. *Note: **The Billing Address stored in your profile must match the credit card billing address.*** If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION



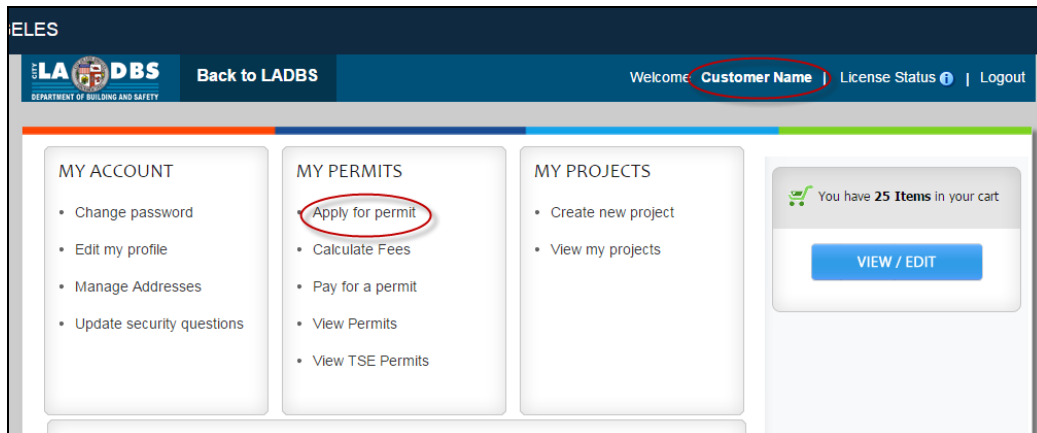
The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

6. THE PERMIT PROCESS FOR OWNER BUILDERS

To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of permit applications.

6.1 BEGIN THE PERMIT PROCESS

After registering as an owner-builder, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click ***Apply for a permit*** under **MY PERMITS** to begin.



As you progress through the permit process, each sheet (page) has a ***Title*** and a ***Progress Indicator*** to indicate where you are in the process.



SEARCH ADDRESS

The screenshot shows a navigation bar for the 'Search Address' step. The bar contains eight items: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'SEARCH ADDRESS' item is highlighted with a blue background and a white arrow pointing right.

Begin the process by searching for the permit address. If you need help with this, please see the section on **Searching Addresses** above.

APPLICANT INFORMATION

The screenshot shows a navigation bar for the 'Applicant Information' step. The bar contains eight items: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'APPLICANT INFORMATION' item is highlighted with a blue background and a white arrow pointing right. A link 'Do you want to edit your profile information?' is visible in the top right corner.

On the **Applicant Information** sheet, verify that the information on the page is correct and that **Property Owner** is selected in the 'Applying for this permit as' field.

PROJECT SELECTION

The screenshot shows the 'Project Selection' form. At the top, there is a navigation bar with eight items: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'PROJECT SELECTION' item is highlighted with a blue background and a white arrow pointing right. Below the navigation bar, the form contains the following fields and controls:

- Permit for** test
- * Would you like to apply for a permit for a
 - New Project
 - Existing Project
- Project Information**
- * Project Name
- Please note that the projects created here will display in the My Project list dropdown. This dropdown will be visible after selecting Existing Project radio button above.
-

The **Project Selection** sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The **Project Name** is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on **Submit**.

PERMIT TYPE

Building - Description

All items marked with asterisk (*) are required

SEARCH ADDRESS PERMIT TYPE APPROVED HAULER CERTIFY OWNERSHIP **BUILDING DESCRIPTION** SCOPE OF WORK SCOPE OF WORK REVIEW PERMIT FEES REVIEW

On the *Permit Application* sheet, select a *Permit Type* from the dropdown list. Click *Next*.

6.2 THE PERMIT PROCESS FOR BUILDING PERMITS

APPROVED HAULER

Approved Hauler

All items marked with asterisk (*) are required

SEARCH ADDRESS APPLICANT INFORMATION PROJECT SELECTION PERMIT TYPE **APPROVED HAULER** CERTIFY OWNERSHIP BUILDING DESCRIPTION SCOPE OF WORK

If you selected *Bldg-Alter/Repair* as the permit type, you will be asked for the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information you provide against Bureau of Sanitation’s permitted waste hauler data. For more details, click the link [BOS Solid Resources](#). As a *Property Owner*, you can choose the *Exempt* option. Click *Next* to continue.

CERTIFY OWNERSHIP

Certify Ownership

All items marked with asterisk (*) are required

SEARCH ADDRESS APPLICANT INFORMATION PROJECT SELECTION PERMIT TYPE APPROVED HAULER **CERTIFY OWNERSHIP** BUILDING DESCRIPTION SCOPE OF WORK

In *Certify Ownership*, check the box to certify that you are the property owner. Click *Next*.

BUILDING – DESCRIPTION

The screenshot shows the 'Building - Description' form in the PermitLA system. The form is titled 'Building - Description' and includes a breadcrumb trail: PROJECT SELECTION > PERMIT TYPE > APPROVED HAULER > BUILDING DESCRIPTION > SCOPE OF WORK > SCOPE OF WORK REVIEW > PERMIT FEES REVIEW. The 'BUILDING DESCRIPTION' step is currently active. The form contains several sections: 'Select Building Type' with a dropdown menu set to 'Apartment/Condominium Building'; 'Select Use' with a dropdown menu set to '-Select-'; 'Select Type of Work Up to 4 maximum' with a list of checkboxes and radio buttons for various work types such as 'Reroofing', 'Replace window(s)', 'New stucco or re-Stucco', 'Bathroom remodel/repair', 'Replace damaged wood framing', 'Security bars', 'Replace door(s)', 'Drywall or plaster', 'Kitchen remodel/repair', 'Anchor bolting/bracing foundation', and 'Chimney repair'. A 'Total number of stories' dropdown is set to '1'. There are 'BACK' and 'NEXT' buttons at the bottom. A sidebar on the right indicates 'You have No Items in your cart' with a 'VIEW / EDIT' button.

Under **Building Description**, select the Building Type and Use from the dropdown lists and select the Type of Work for your permit. Click **Next** to continue.

BUILDING – SCOPE OF WORK

The screenshot shows the 'Building - Scope of Work' form. It features a breadcrumb trail: PERMIT TYPE > APPROVED HAULER > CERTIFY OWNERSHIP > BUILDING DESCRIPTION > SCOPE OF WORK > SCOPE OF WORK REVIEW > PERMIT FEES REVIEW > DECLARATION. The 'SCOPE OF WORK' step is highlighted in blue. Below the breadcrumb trail, there is a section for 'All items marked with asterisk (*) are required'.

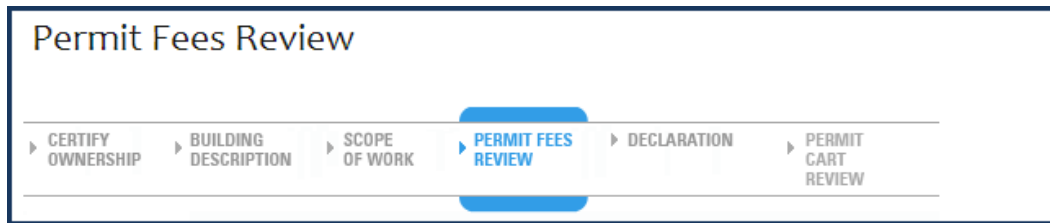
On the **Building – Scope of Work** screen, complete the detailed information based on your selection(s) for the Type of Work.

BUILDING – SCOPE OF WORK REVIEW

The screenshot shows the 'Building - Scope of Work Review' form. It features a breadcrumb trail: APPROVED HAULER > CERTIFY OWNERSHIP > BUILDING DESCRIPTION > SCOPE OF WORK > SCOPE OF WORK REVIEW > PERMIT FEES REVIEW > DECLARATION. The 'SCOPE OF WORK REVIEW' step is highlighted in blue. Below the breadcrumb trail, there is a section for 'All items marked with asterisk (*) are required'.

The **Building – Scope of Work Review** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.

PERMIT FEES REVIEW



Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can go back and make any changes.

DECLARATION

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an **Owner-Builder**, there are two pages of declarations.

Declaration

All items marked with asterisk (*) are required

BUILDING DESCRIPTION QUESTIONNAIRE SCOPE OF WORK PERMIT FEES REVIEW **DECLARATION** PERMIT CART REVIEW PERMIT PAYMENT

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION
OWNER-BUILDER DECLARATION

DIRECTIONS: Read and check each statement below to signify you understand or verify this information.

- 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation, disability insurance, and contribute to

Declaration

All items marked with asterisk (*) are required

BUILDING DESCRIPTION QUESTIONNAIRE SCOPE OF WORK PERMIT FEES REVIEW **DECLARATION** PERMIT CART REVIEW PERMIT PAYMENT

PERMIT EXPIRATION

This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)

OWNER-BUILDER DECLARATION

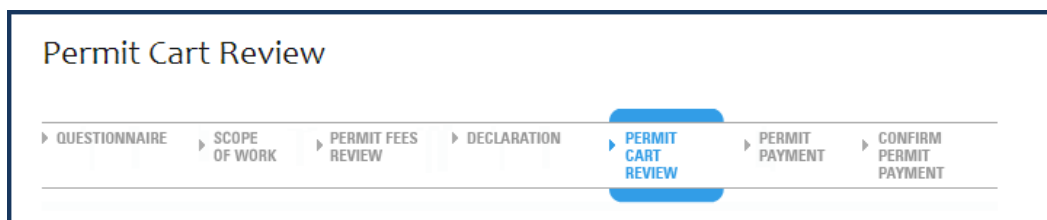
I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason ([Section 7031.5, Business and Professions Code](#): Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law ([Chapter 9 commencing with Section 7000](#)) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of [Section 7031.5](#), by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale ([Sec.7044, Business & Professions Code](#): The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year from completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.

You are required to read and agree to the rest of the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW



Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

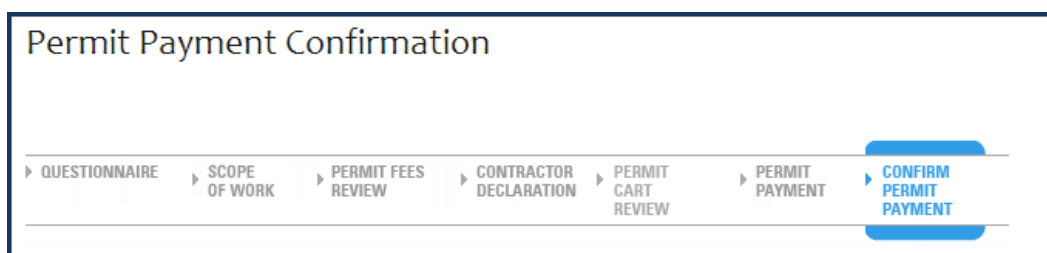
If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit. *Note: **The Billing Address stored in your profile must match the credit card billing address.*** If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

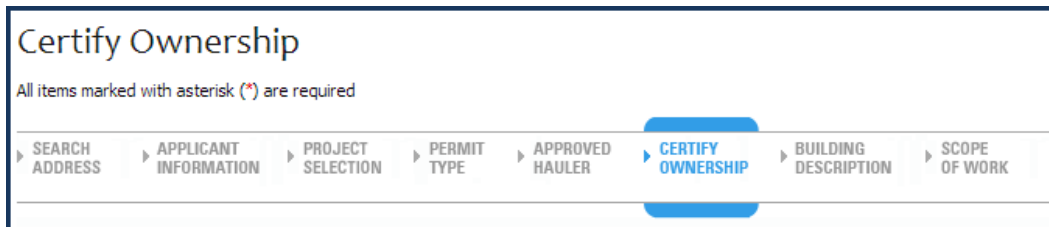


The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

6.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from Permit Type to Certify Ownership.

CERTIFY OWNERSHIP



The screenshot shows a progress indicator titled "Certify Ownership". Below the title, it states "All items marked with asterisk (*) are required". A horizontal progress bar contains eight steps: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, APPROVED HAULER, CERTIFY OWNERSHIP, BUILDING DESCRIPTION, and SCOPE OF WORK. The "CERTIFY OWNERSHIP" step is highlighted with a blue bar and a blue arrow pointing to it.

In ***Certify Ownership***, check the boxes to certify ownership and occupancy. Click ***Next***.

PERMIT WORK DESCRIPTION



The screenshot shows a progress indicator titled "Permit Description". Below the title, it states "All items marked with asterisk (*) are required". A horizontal progress bar contains eight steps: APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, SCOPE OF WORK, and PERMIT FEES REVIEW. The "WORK DESCRIPTION" step is highlighted with a blue bar and a blue arrow pointing to it.

Complete the required information on the ***Work Description*** page and click ***Next*** to continue.

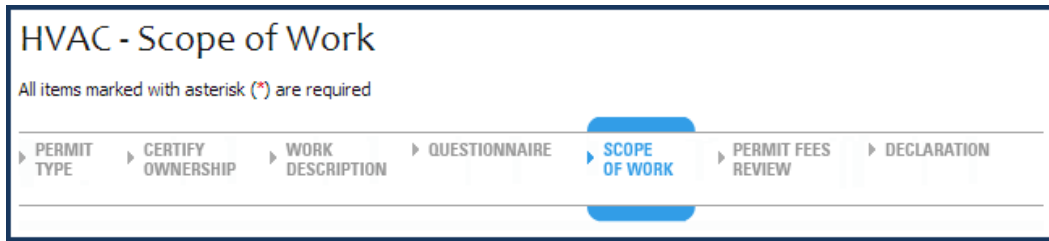
QUESTIONNAIRE



The screenshot shows a progress indicator titled "Plan Check Questionnaire". Below the title, it states "All items marked with asterisk (*) are required". A horizontal progress bar contains eight steps: PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, SCOPE OF WORK, PERMIT FEES REVIEW, and DECLARATION. The "QUESTIONNAIRE" step is highlighted with a blue bar and a blue arrow pointing to it.

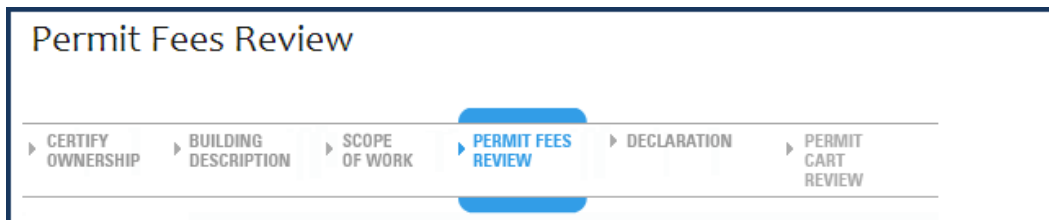
The type of permit that you chose will determine if you need to complete the ***Questionnaire***. Your responses will determine if you can continue with the online permit application.

PERMIT SCOPE OF WORK



Select the details for your permit on the *Scope of Work* sheet. Click *Next* to continue.

PERMIT FEES REVIEW



Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the *Permit Fees Review* screen. You have the capability to go back and make any changes.

DECLARATION

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an **Owner-Builder**, there are two pages of declarations.

Declaration

All items marked with asterisk (*) are required

BUILDING DESCRIPTION QUESTIONNAIRE SCOPE OF WORK PERMIT FEES REVIEW **DECLARATION** PERMIT CART REVIEW PERMIT PAYMENT

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION
OWNER-BUILDER DECLARATION

DIRECTIONS: Read and check each statement below to signify you understand or verify this information.

- 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and Federal law.
- 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal governments, withhold payroll taxes, provide workers' compensation, disability insurance, and contribute to

Declaration

All items marked with asterisk (*) are required

BUILDING DESCRIPTION QUESTIONNAIRE SCOPE OF WORK PERMIT FEES REVIEW **DECLARATION** PERMIT CART REVIEW PERMIT PAYMENT

PERMIT EXPIRATION

This permit expires two years after the date of the permit issuance. This permit will also expire if no construction work is performed for a continuous period of 180 days (Sec. 98.0602 LAMC)

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Section 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec 7044, Business & Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year from completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.

You are required to read and agree to the rest of the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW

Permit Cart Review

QUESTIONNAIRE SCOPE OF WORK PERMIT FEES REVIEW DECLARATION **PERMIT CART REVIEW** PERMIT PAYMENT CONFIRM PERMIT PAYMENT

Your permit is now in the "Shopping Cart", which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

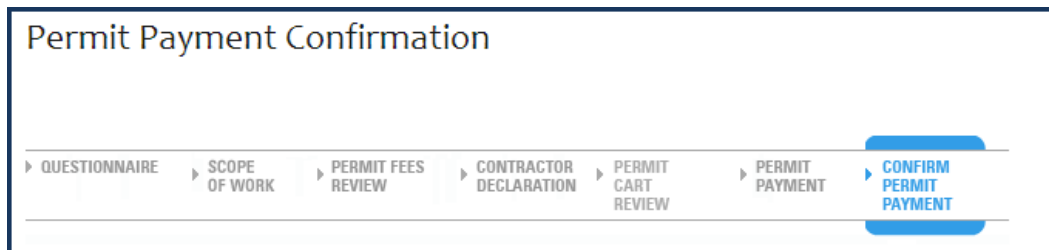
If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit. *Note:* **The Billing Address stored in your profile must match the credit card billing address.** If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

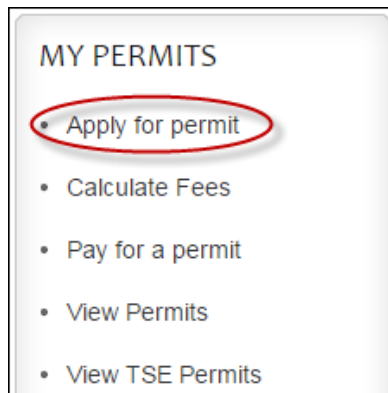


The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

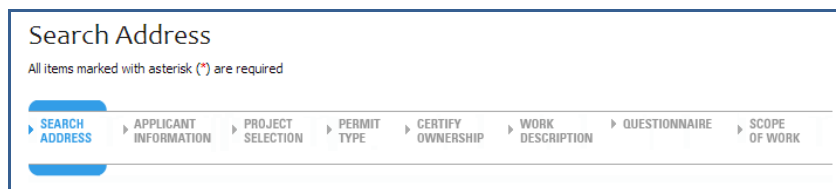
7. THE TEMPORARY SPECIAL EVENT (TSE) PERMIT PROCESS

To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications. If clearances are required, you will be prompted to go through the **Planning Clearance Application** process after filling out the questionnaire.

Begin by logging into PermitLA and select **Apply for a permit** under **MY PERMITS**.

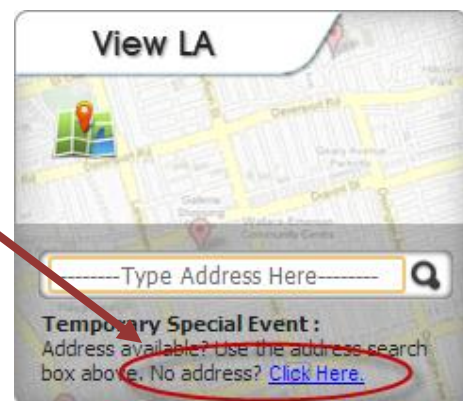


SEARCH ADDRESS



Begin the process by searching for the permit address. If you need help with this, please see the section on **Searching Addresses** above.

If there is no address associated with the venue for the temporary special event, click on the "Click Here" link inside ViewLA.



EVENT ADDRESS/LOCATION INFORMATION

Temporary Special Event - Event Address / Location Information

All items marked with asterisk (*) are required

EVENT ADDRESS INFORMATION | APPLICANT INFORMATION | PROJECT SELECTION | PERMIT TYPE | CERTIFY OWNERSHIP | WORK DESCRIPTION | QUESTIONNAIRE

On the **Event Address / Location Information** screen, enter a description for the event location (e.g., Northeast corner of La Cienega Ave and Pico Blvd).

APPLICANT INFORMATION

Applicant Information

All items marked with asterisk (*) are required [Do you want to edit your profile information?](#)

SEARCH ADDRESS | APPLICANT INFORMATION | PROJECT SELECTION | PERMIT TYPE | CERTIFY OWNERSHIP | WORK DESCRIPTION | QUESTIONNAIRE | SCOPE OF WORK

On the **Applicant Information** sheet, verify that the information on the page is correct. You can apply for a temporary special event as a property owner, contractor, or temporary special event applicant.

LOS ANGELES 311

Applicant Information

All items marked with asterisk (*) are required [Do you want to edit your profile information?](#)

SEARCH ADDRESS | APPLICANT INFORMATION | PROJECT SELECTION | PERMIT TYPE | CERTIFY OWNERSHIP | WORK DESCRIPTION | QUESTIONNAIRE | SCOPE OF WORK

You have No Items in your cart [VIEW / EDIT](#)

Permit Address 201 N FIGUEROA ST 90012

Applicant Name

Applicant Address

Day Phone

Fax

Email

Applying for this permit as Contractor

License Number --Select--

BACK NEXT

PROJECT SELECTION

The screenshot shows the 'Project Selection' form. At the top, a progress bar includes steps: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION (highlighted), PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. Below the progress bar, the text reads 'All items marked with asterisk (*) are required'. The 'Permit for' field contains '655 W 31ST ST 90731'. A question asks 'Would you like to apply for a permit for a' with radio buttons for 'New Project' (selected) and 'Existing Project'. The 'Project Information' section has a 'Project Name' field with 'New Service' entered and a 'SUBMIT' button. A red note states: 'Please note that the projects created here will display in the My Project list dropdown. This dropdown will be visible after selecting Existing Project radio button above.' A 'BACK' button is at the bottom left.

Select whether this is a **New Project** and give it a name that you will recognize later, or select an existing project name from the list of **Existing Projects** and click **Next**.

PERMIT TYPE

The screenshot shows the 'Permit Application' form. The progress bar includes steps: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE (highlighted), CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'Project Name' field is set to 'Apple Cart'. The text 'All items marked with asterisk (*) are required' is present.

On the **Permit Application** sheet, select a **Permit Type** from the dropdown list. Click **Next**. (Note: "Certify Ownership" is skipped.)

QUESTIONNAIRE

The screenshot shows the 'Temporary Special Event - Questionnaire' form. The progress bar includes steps: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, QUESTIONNAIRE (highlighted), EVENT CONTACT INFORMATION, and EVENT INFORMATION. The 'Project Name' field is set to 'Cascades'. The text 'All items marked with asterisk (*) are required' is present.

Your response to each question will determine any additional questions as you proceed through the questionnaire.

DEPARTMENT OF CITY PLANNING CLEARANCE

Temporary Special Event - Planning clearance application

Project Name : **Cascades**

All items marked with asterisk (*) are required

SEARCH ADDRESS ▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ PERMIT TYPE ▶ QUESTIONNAIRE ▶ **PLANNING CLEARANCE** ▶ CONFIRMATION

Depending on the information you provided in the questionnaire, you may have to submit a **Clearance Application** to the Department of City Planning and answer additional questions regarding clearances from other departments. You will automatically be presented with this application, if required. Once you have filled out the **Clearance Application**, click **Submit Questionnaire**. You will receive a confirmation email with a printable copy of your **Planning Clearance Application**.

When the **Clearance Application** is submitted, it will be reviewed by the department(s) requiring clearance. When the **Review Process** is complete, you will receive an email notifying you of the status. The status will be one of the following –

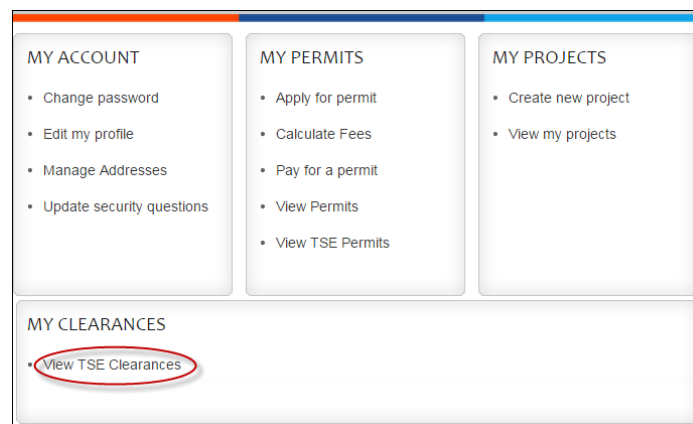
- Clearance Application Approved
- Clearance Application Denied
- Clearance Application Approved with Conditions
- Clearance Application On Hold

The email will include instructions on how to proceed.

VIEW CLEARANCE APPLICATION



Log into PermitLA and click on **My Workbench** in the upper right corner.



Click the **View TSE Clearances** in the **My Clearances** section.

View My TSE Clearance Applications

Filter Applications By:

Submitted Date From: To:

You have 26 Items in your cart

| Application # | Date Submitted | Event Address | Applicant Name | Application Status | Actions |
|---------------|----------------|-------------------------|-----------------------|--------------------------------------|--|
| 187 | 04/15/2014 | test1 | Customer Test Account | Application approved | <input type="button" value="View Details"/> |
| 424 | 07/10/2014 | test1 | Customer Test Account | Application approved | <input type="button" value="Continue Permit Application"/> |
| 1279 | 02/18/2016 | 221 N FIGUEROA ST 90012 | Customer Test Account | Application approved with conditions | <input type="button" value="Continue Permit Application"/> |
| 1280 | 02/18/2016 | 201 N FIGUEROA ST 90012 | Customer Test Account | Application approved | <input type="button" value="View Details"/> |
| 1281 | 02/18/2016 | 201 N FIGUEROA ST 90012 | Customer Test Account | Application approved | <input type="button" value="Continue Permit Application"/> |

Page No. 1 Viewing 1 - 8 of 8 results 1

Locate your **Clearance Application** and click **Continue Permit Application**.

EVENT CONTACT INFORMATION

Temporary Special Event - Event Contact Information Project Name : Cascades

All items marked with asterisk (*) are required

The **Event Contact Information** page displays:

- Once clearances have been approved by the Department of City Planning, or
- After you completed the **original questionnaire** and no clearances were required.

At this point, you may enter the contact information of the person coordinating or responsible for the event.

EVENT INFORMATION

Temporary Special Event - Event Information Project Name : Cascades

All items marked with asterisk (*) are required

Enter additional Event information such as Event Name, Event Date, and Preferred Inspection Date and Time.

SITE INFORMATION

Temporary Special Event - Site Information Project Name : Cascades

All items marked with asterisk (*) are required

PROJECT SELECTION ▶ PERMIT TYPE ▶ QUESTIONNAIRE ▶ EVENT CONTACT INFORMATION ▶ EVENT INFORMATION ▶ **SITE INFORMATION** ▶ PERMIT FEES REVIEW

Enter your work description and additional information such as use of tents, total square footage for the tents, and so forth.

TSE PUBLIC INFORMATION BULLETIN

I have read and understood the LADBS Temporary Special Events Public Information [Bulletin](#)

Cancel Accept

Click the **TSE Public Information Bulletin** hyperlink and then click the **Accept** button.

PERMIT FEES REVIEW

Permit Fees Review

QUESTIONNAIRE ▶ EVENT CONTACT INFORMATION ▶ EVENT INFORMATION ▶ SITE INFORMATION ▶ **PERMIT FEES REVIEW** ▶ DECLARATION ▶ PERMIT CART REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can go back and make any changes.

DECLARATION

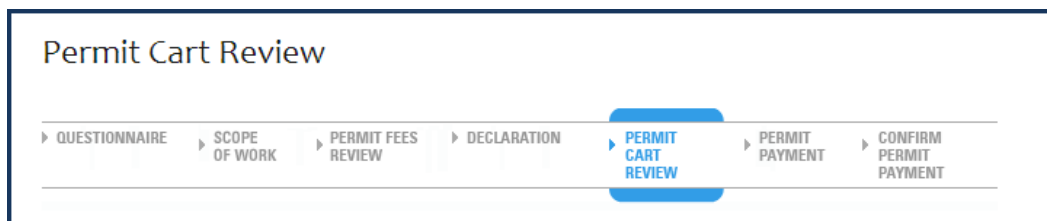
Declaration

All items marked with asterisk (*) are required

WORK DESCRIPTION ▶ QUESTIONNAIRE ▶ SCOPE OF WORK ▶ PERMIT FEES REVIEW ▶ **DECLARATION** ▶ PERMIT CART REVIEW ▶ PERMIT PAYMENT

You are required to read and agree to the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW



Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

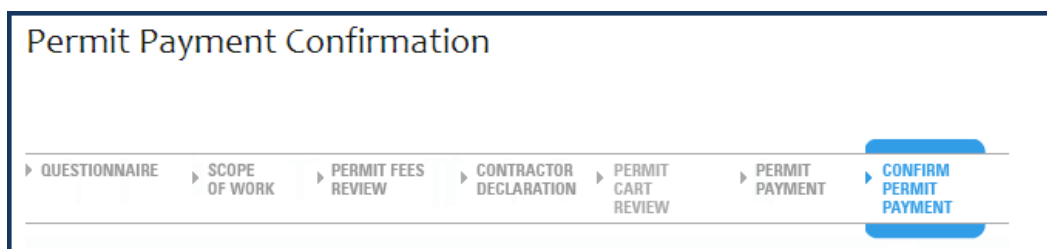
PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit.

Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION



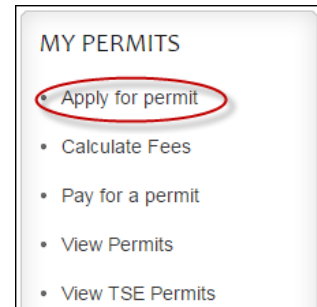
The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

8. SOLAR PHOTOVOLTAIC PERMITS FOR SINGLE-FAMILY DWELLINGS

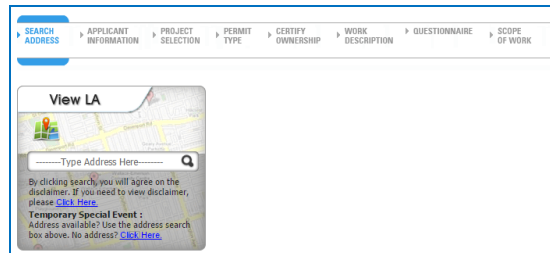
In August 2014, PermitLA expanded to accommodate the permitting of solar power energy systems** for single family dwellings. By accessing PermitLA, licensed contractors will be able to conveniently secure the documentation needed to legally – and safely – install such systems. Solar photovoltaic (“PV”) permits constitute a special type of electrical permits and are available to Class 10, Class 46 and B License contractors.

****Solar photovoltaic permit applications for apartment or commercial buildings may be obtained through the electrical permit application route (see section above on “The Permit Process for Other Than Building Permits”).**

As with all online permits secured through the website, begin by logging into PermitLA and select **Apply for a permit** under **MY PERMITS**.

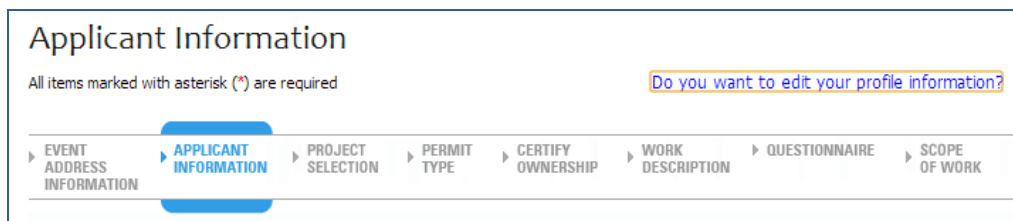


SEARCH FOR PROPERTY ADDRESS



Begin the process by searching for the permit address. If you need help with this, please see the section on **Searching Addresses** above.

APPLICANT INFORMATION



Verify the applicant information. Applicants can only apply for a solar PV permit if they are contractors with a valid C10, C46, or B license. To add a license or make revisions to an existing license, navigate to **Edit My Profile** within **My Workbench**.

PROJECT SELECTION

The screenshot shows a progress bar for the 'Project Selection' step. The progress bar consists of eight steps: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'PROJECT SELECTION' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Project Selection' and 'All items marked with asterisk (*) are required'.

Select whether this is a **New Project** and give it a name that you will recognize later or select an existing project name from the list of **Existing Projects** and click **Next**.

PERMIT TYPE

The screenshot shows a progress bar for the 'Permit Type' step. The progress bar consists of eight steps: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'PERMIT TYPE' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Permit Application' and 'Project Name : Cascades'. Below the progress bar, the text reads 'All items marked with asterisk (*) are required'.

Select **Solar PV - Electrical** as the permit type. Click **Next**.

PERMIT DESCRIPTION

The screenshot shows a progress bar for the 'Permit Description' step. The progress bar consists of nine steps: APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, WORK DESCRIPTION, SOLAR WORKSHEET, SOLAR WORKSHEET REVIEW, SCOPE OF WORK, PERMIT FEES REVIEW, and DECLARATION. The 'WORK DESCRIPTION' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Permit Description' and 'Project Name : Solar Panels on Roof'. Below the progress bar, the text reads 'All items marked with asterisk (*) are required'.

Within this page, the permit sub-type will always default to House/Duplex while the Work Description will remain non-editable. Make a selection to describe the anticipated solar panel system as either using a Central Inverter or a Microinverter, and as either being Grounded or Ungrounded. Review the installation and LAFD requirements and confirm having read and agreeing to the Terms & Conditions. Click **Next**.

SOLAR WORKSHEET

The screenshot shows a progress bar for the 'Solar Standard Plan Worksheet' step. The progress bar consists of nine steps: APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, WORK DESCRIPTION, SOLAR WORKSHEET, SOLAR WORKSHEET REVIEW, SCOPE OF WORK, PERMIT FEES REVIEW, and DECLARATION. The 'SOLAR WORKSHEET' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Solar Standard Plan Worksheet' and 'Project Name : test'. Below the progress bar, the text reads 'All items marked with asterisk (*) are required'.

Complete the online worksheet as you would a paper-based version (which can be downloaded in PDF form from ladbs.org). Please contact the LADBS Engineering Bureau for specific questions or comments related to technical aspects of the solar system intended for installation.

**FOR C46 CONTRACTORS ONLY:
APPLY FOR AN ELECTRICAL PERMIT TO UPGRADE AN EXISTING SERVICE PANEL**

For C46 Contractor Only:

Are you upgrading the existing service panel? Yes No

For C46 Contractors Only: A C46 contractor can apply for an electrical permit through the solar photovoltaic permit application process. The electrical permit is only for upgrading an existing service panel to energize the solar photovoltaic system installation. The option to apply for a service panel upgrade will appear at the end of the solar worksheet. The user selection (yes or no answer) is included in the solar worksheet review page.

If **Yes** is selected, users will have to fill out the Scope of Work information for the electrical permit they will apply for. This form will appear after the Solar Permit Fees Review page.

SOLAR WORKSHEET REVIEW

Project Name : test

All items marked with asterisk (*) are required

▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ PERMIT TYPE ▶ WORK DESCRIPTION ▶ **SOLAR WORKSHEET** ▶ SOLAR WORKSHEET REVIEW ▶ SCOPE OF WORK ▶ PERMIT FEES REVIEW ▶ DECLARATION

Review the information inputted for accuracy. Click **Back** to make revisions.

SCOPE OF WORK – SOLAR PV PERMIT

Project Name :

All items marked with asterisk (*) are required

▶ PERMIT TYPE ▶ APPROVED HAULER ▶ CERTIFY OWNERSHIP ▶ BUILDING DESCRIPTION ▶ **SCOPE OF WORK** ▶ SCOPE OF WORK REVIEW ▶ PERMIT FEES REVIEW ▶ DECLARATION

This page contains a list of equipment that will appear on the issued permit. Click **Next** to continue.

SOLAR PERMIT FEES REVIEW

Permit Fees Review

▶ QUESTIONNAIRE ▶ EVENT CONTACT INFORMATION ▶ EVENT INFORMATION ▶ SITE INFORMATION ▶ **PERMIT FEES REVIEW** ▶ DECLARATION ▶ PERMIT CART REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can select **Back** to make any changes. Select **Next** to continue.

FOR C46 CONTRACTORS ONLY: SCOPE OF WORK – ELECTRICAL PERMIT

Electrical - Scope of Work Project Name : 12345

All items marked with asterisk (*) are required

PERMIT TYPE | **SCOPE OF WORK** | PERMIT FEES REVIEW | DECLARATION | PERMIT CART REVIEW

Enter the applicable items to be included on this permit within each of the designated boxes.
Leave boxes blank that are not applicable. If you are not sure which boxes are applicable, please call our customer Call Center at one of the following numbers:
Within Los Angeles County, dial 311
Outside Los Angeles County, dial (213) 473-3231

Service Panel Upgrade

| | | |
|--------------------------|------------|----------------------|
| <input type="checkbox"/> | 0 - 200A | <input type="text"/> |
| <input type="checkbox"/> | 201 - 225A | <input type="text"/> |

Check the applicable item(s) then select **Next**. The application will display the Permit Fees Review page for the electrical permit. Click **Next to continue**.

DECLARATION

Declaration

All items marked with asterisk (*) are required

WORK DESCRIPTION | QUESTIONNAIRE | SCOPE OF WORK | PERMIT FEES REVIEW | **DECLARATION** | PERMIT CART REVIEW | PERMIT PAYMENT

You are required to read and agree to the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW

Permit Cart Review

QUESTIONNAIRE | SCOPE OF WORK | PERMIT FEES REVIEW | DECLARATION | **PERMIT CART REVIEW** | PERMIT PAYMENT | CONFIRM PERMIT PAYMENT

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

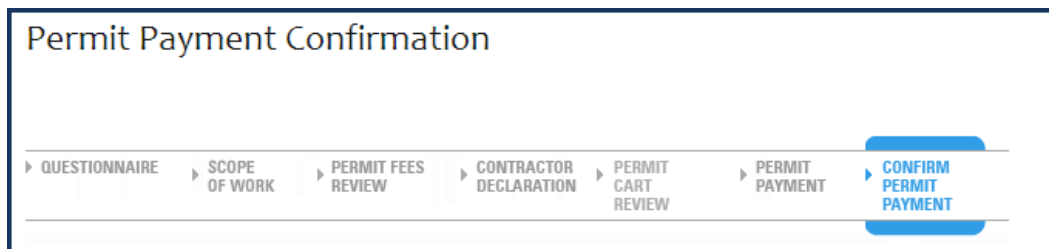
PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit.

Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

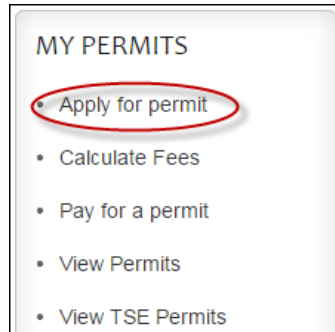


The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

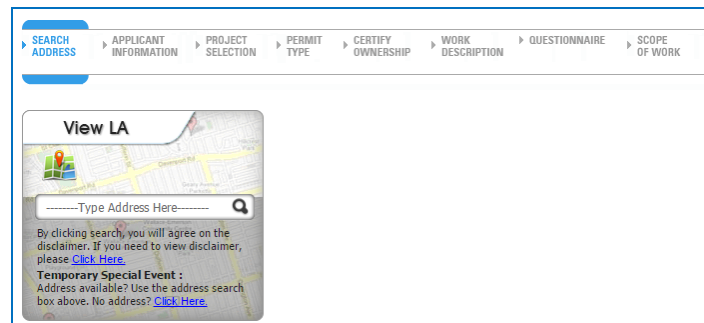
9. ELECTRIC VEHICLE CHARGER PERMITS

Online Electric Vehicle (“EV”) Charger permits are available to property owners (single-family dwelling), C10 contractors, and B contractors.

As with all online permits secured through the website, begin by logging into PermitLA and select **Apply for a permit** under **MY PERMITS**.

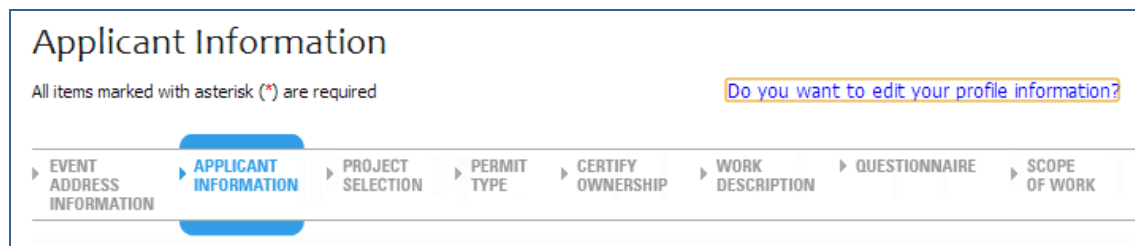


SEARCH FOR PROPERTY ADDRESS



Begin the process by searching for the permit address. If you need help with this, please see the section on **Searching Addresses** above.

APPLICANT INFORMATION



Verify the applicant information. The online Electric Vehicle Charger permit will be offered to property owners, and contractors with a valid B or C10 license. To add a license or make revisions to an existing license, navigate to **Edit My Profile** within **My Workbench**.

PROJECT SELECTION

The screenshot shows a progress bar for the 'Project Selection' step. The progress bar consists of eight steps: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'PROJECT SELECTION' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Project Selection' and 'All items marked with asterisk (*) are required'.

Select whether this is a **New Project** and give it a name that you will recognize later or select an existing project name from the list of **Existing Projects** and click **Next**.

PERMIT TYPE

The screenshot shows a progress bar for the 'Permit Type' step. The progress bar consists of eight steps: EVENT ADDRESS INFORMATION, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, CERTIFY OWNERSHIP, WORK DESCRIPTION, QUESTIONNAIRE, and SCOPE OF WORK. The 'PERMIT TYPE' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Permit Application' and 'All items marked with asterisk (*) are required'. In the top right corner, the text reads 'Project Name : Cascades'.

Select the applicable permit type, **Electric Vehicle Charge-Single Family** or **Electric Vehicle Charger-All Others**, and click **Next**.

CERTIFY OWNERSHIP (FOR PROPERTY OWNERS ONLY)

The screenshot shows a progress bar for the 'Certify Ownership' step. The progress bar consists of eight steps: SEARCH ADDRESS, APPLICANT INFORMATION, PROJECT SELECTION, PERMIT TYPE, APPROVED HAULER, CERTIFY OWNERSHIP, BUILDING DESCRIPTION, and SCOPE OF WORK. The 'CERTIFY OWNERSHIP' step is highlighted with a blue bar and a blue arrow pointing to it. Above the progress bar, the text reads 'Certify Ownership' and 'All items marked with asterisk (*) are required'.

In **Certify Ownership**, check the boxes to certify that you are the property owner. Click **Next**.

PERMIT DESCRIPTION

Permit Description Project Name :

All items marked with asterisk (*) are required

▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ PERMIT TYPE ▶ **WORK DESCRIPTION** ▶ SOLAR WORKSHEET ▶ SOLAR WORKSHEET REVIEW ▶ SCOPE OF WORK ▶ PERMIT FEES REVIEW ▶ DECLARATION

For “Electric Vehicle Charger-Single Family”, the permit sub-type will always default to Single-Family Dwelling while the Work Description will remain non-editable.

For “Electric Vehicle Charger-All Others”, choose the applicable permit sub-type from the drop-down list, and type in the Work Description.

Review “Load Calculation” and “Plan Check” statements, and confirm having read and agreeing to the Terms & Conditions before clicking **Next**.

Note: Click on “Load Calculation” to download a copy of the load calculation form.

QUESTIONNAIRE (ONLY FOR SINGLE-FAMILY DWELLING)

EV Questionnaire Project Name :

All items marked with asterisk (*) are required

▶ APPLICANT INFORMATION ▶ PROJECT SELECTION ▶ PERMIT TYPE ▶ WORK DESCRIPTION ▶ **QUESTIONNAIRE** ▶ PERMIT FEES REVIEW ▶ DECLARATION

Complete the EV questionnaire. Click **Next**.

SCOPE OF WORK (FOR CONTRACTORS ONLY)

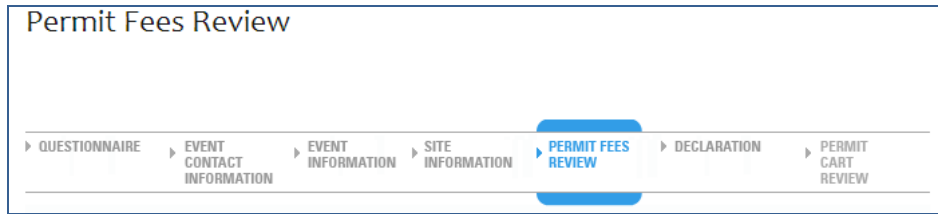
Electrical - Scope of Work Project Name :

All items marked with asterisk (*) are required

▶ PERMIT TYPE ▶ WORK DESCRIPTION ▶ **SCOPE OF WORK** ▶ PERMIT FEES REVIEW ▶ DECLARATION ▶ PERMIT CART REVIEW

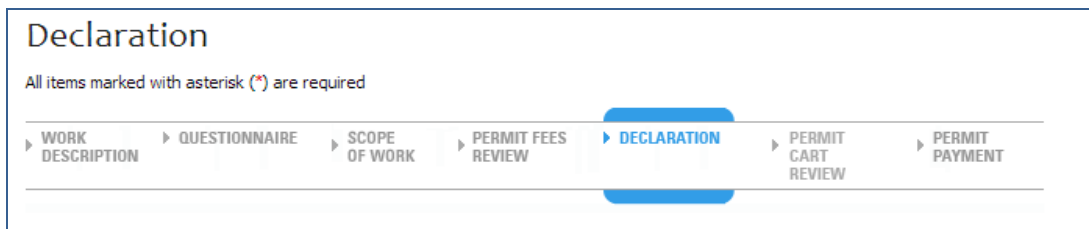
This page contains a list of equipment that will appear on the issued permit. Click **Next** to continue.

PERMIT FEES REVIEW



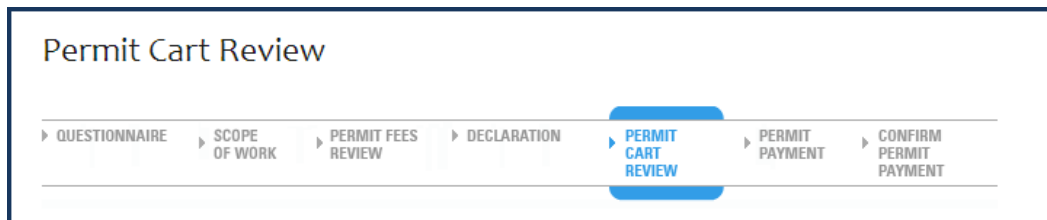
Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can go back and make any changes.

DECLARATION



You are required to read and agree to the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW



Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.

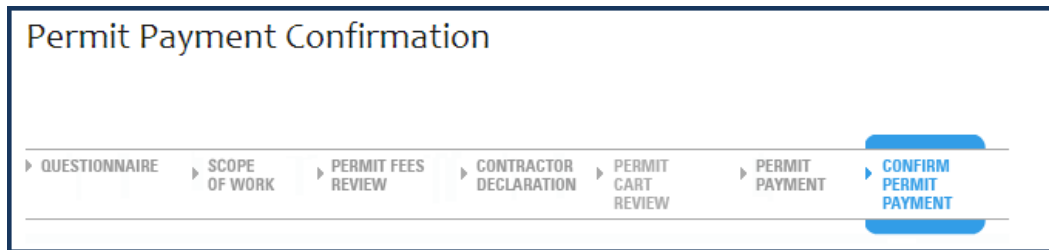
PERMIT PAYMENT



Enter your payment information on the **Permit Payment** screen and click Submit.

Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the **update billing address link** on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

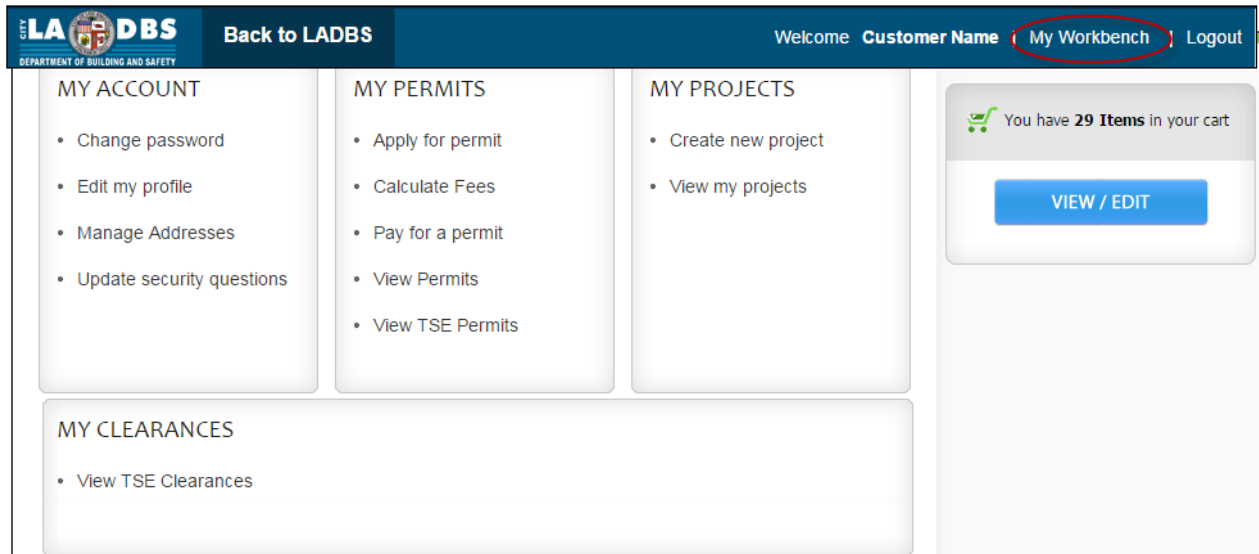


The **Permit Payment Confirmation** page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the **Permit Payment Confirmation** screen you can Request an Inspection, or Apply for Another Permit.

10. MANAGING YOUR ACCOUNT WITH MY WORKBENCH

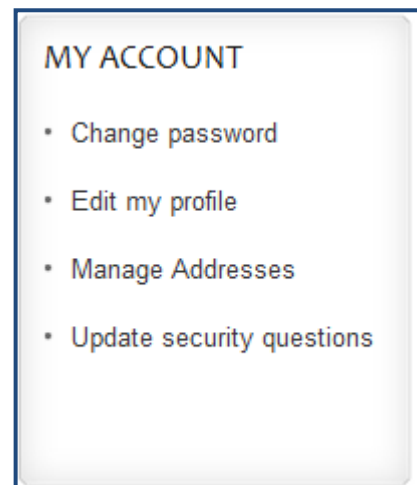
You can use **My Workbench** (home page) in PermitLA to manage account settings, view permits previously obtained online, and edit permit applications that are still in the shopping cart. To access **My Workbench**, begin by logging in to PermitLA. Click the **My Workbench** link located at the upper right corner of your screen.

At this point, you will be presented with a screen similar to the one below.



10.1 MY ACCOUNT

The **My Account** section provides you with the ability to change your password, edit information pertaining to your addresses on file, or update your license/trade credentials (for contractors and maintenance supervisors). You can also revise your security questions and answers within this section. To make a selection, simply click on the appropriate heading and revise your information as necessary.



CHANGE PASSWORD

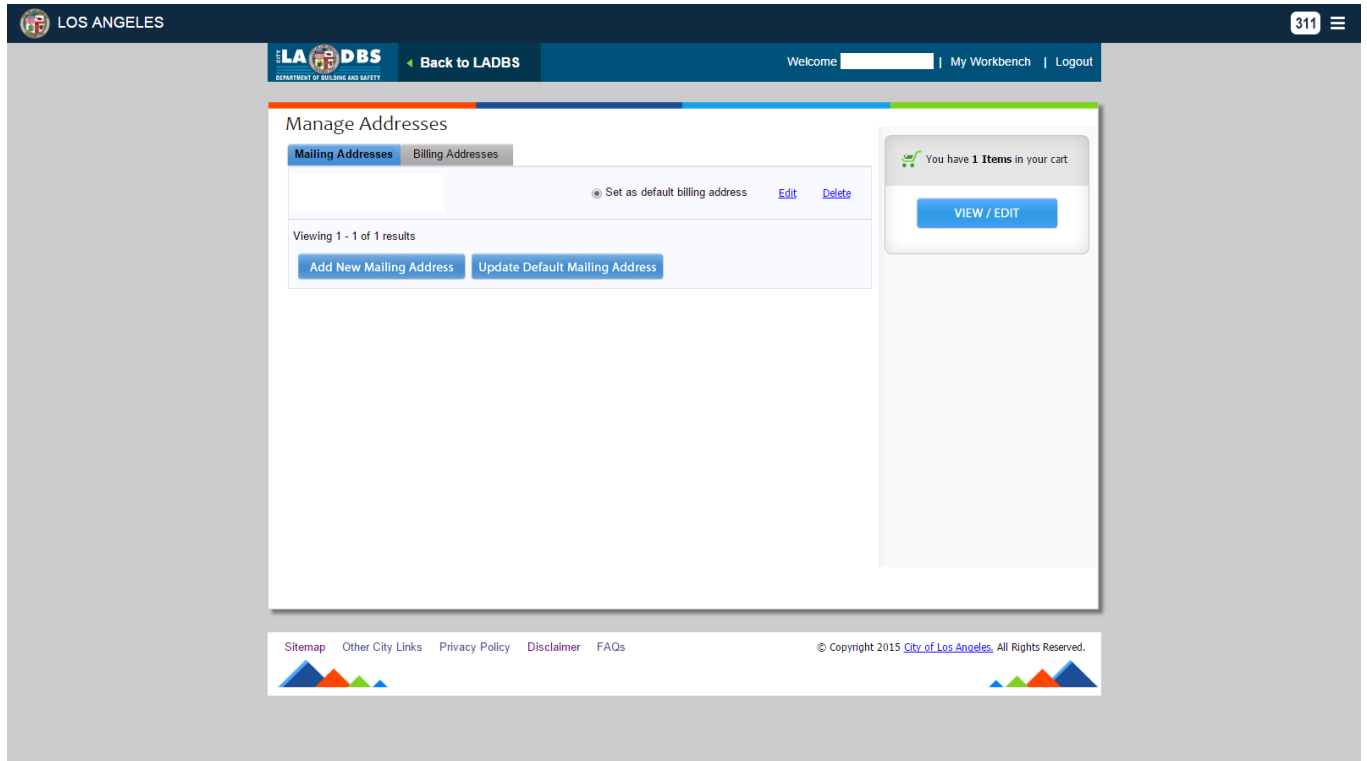
Update the password used to access your PermitLA account.

EDIT MY PROFILE

Revise your profile address, default mailing address and default billing address, or update your professional credentials (e.g., Contractor license information, BTRC Number, Worker's Comp).

Note: When adding a new BTRC number (or updating an existing one), it **must** be 10 digits. (i.e., if your BTRC number is 1234567, it must be entered as 0001234567).

MANAGE ADDRESSES



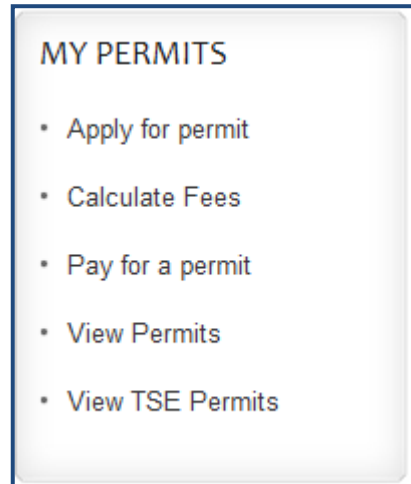
Users who have a need for maintaining multiple mailing and billing addresses can add and remove addresses in this section.

UPDATE SECURITY QUESTIONS

Update security questions: Answering these questions correctly is imperative when retrieving a forgotten password. Use this section to review and/or update your security questions as well as the answers to those questions.

10.2 MY PERMITS

In **My Permits**, you can apply for a new permit, calculate fees for a hypothetical permit for which you may wish or need to apply for, pay for a permit still sitting in the shopping cart, and view permits that you have obtained online. Please note that the functionality provided by the **View Permits** and **View TSE Permits** can only be accessed through **My Workbench**. These two selections are particularly helpful if you need to recall the permit number, permit application submittal date, or project address for a previously obtained permit.



A screenshot of a "View Permits" table. The table has a white background and a blue border. It contains the following data:

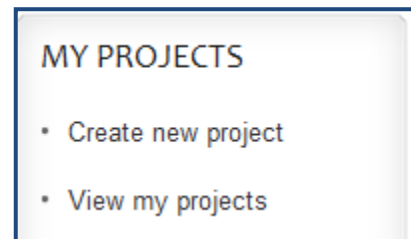
| Permit Number | Permit Type | Address | PIN | Date Submitted |
|-------------------|-------------------------|-------------------------|--------------|---------------------|
| 16041-90000-00053 | Solar PV - Electrical | 4017 S BLUFF PL 90731 | 003B201 5 | 02/10/2016 10:12:54 |
| 16410-90000-00018 | Temporary Special Event | 655 W 31ST ST 90731 | 006B197 18 | 02/09/2016 16:16:12 |
| 16042-90000-00032 | Plumbing | 655 W 31ST ST 90731 | 006B197 18 | 02/09/2016 13:41:56 |
| 16041-90000-00049 | Solar PV - Electrical | 110 S MAIN ST 90012 | 130-5A213 47 | 02/02/2016 15:09:47 |
| 16041-90000-00048 | Electrical | 300 N VERMONT AVE 90004 | 138B197 310 | 02/02/2016 14:54:42 |
| 16042-90000-00030 | Plumbing | 300 N VERMONT AVE | 138B197 310 | 02/02/2016 14:54:41 |

10.3 MY PROJECTS

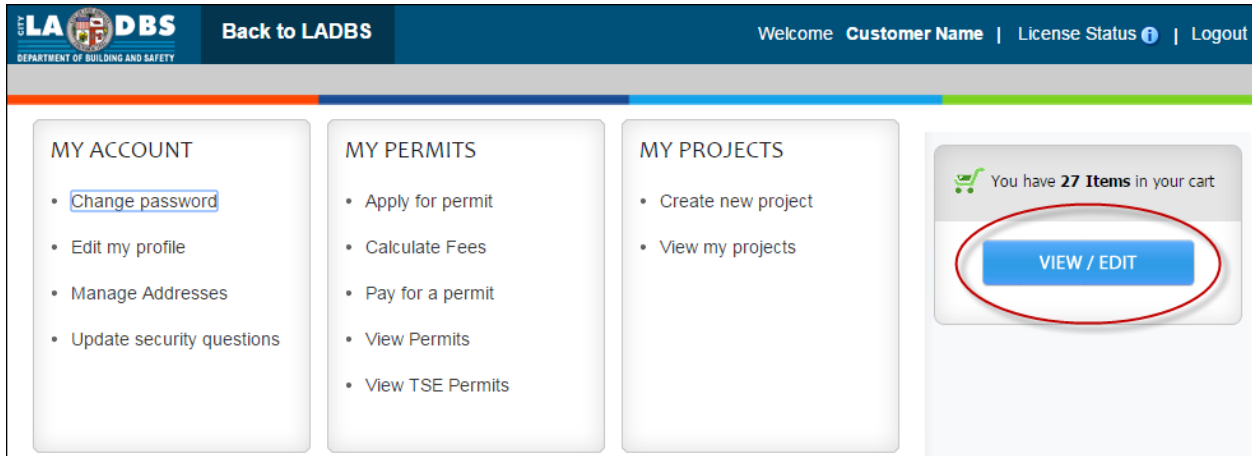
Whenever you apply for an online permit, PermitLA prompts you to assign the permit to a new or existing project. To create a new project or view past/existing projects, navigate to the **My Projects** section within **My Workbench**.

Create new project: Click this selection to create a new project name to which you will assign a new Express Permit.

View my projects: This selection allows you to view all of the projects that you have saved in PermitLA. You can view the permit(s) associated with each project, rename projects or permanently delete them from this page.



10.4 MY CART



My Cart allows you to view, edit, and pay for any online permit applications with pending payment.

Once you have clicked **VIEW / EDIT**, you may edit, pay for, or delete any online permit applications that you have initiated.

Please note that you have the ability to simultaneously pay for multiple permit applications by clicking the box appearing to the left of each permit in your list of applications.

However, you can only edit or delete these permits individually.

