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**APPLICATION FOR
BUILDING PERMIT OR GRADING &
CERTIFICATE OF OCCUPANCY**

FOR OFFICE USE ONLY

PCAM #: _____ Q-Matic #: _____

PCIS #: _____

**LADBS Express Permit may be
obtained online at LADBS.ORG**

PROJECT ADDRESS

Number & Street Name _____ City _____ Zip Code _____ Unit No. _____

WORK DESCRIPTION Briefly describe the scope of work:

Number of Buildings on property and their use: _____

USE OF BUILDING:

Existing Use:

- Single Family Dwelling Duplex
 Apartment/Condo Commercial
 Other: _____

Proposed Use:

- Single Family Dwelling Duplex
 Apartment/Condo Commercial
 Other: _____

PDPP:

- Zoning Life Safety Structural
 Other: _____

PROJECT VALUATION: \$ _____ (_____ OF _____)

APPLICANT

Name _____ Email _____ @ _____
 Number & Street Name _____ City & Zip Code _____ Phone Number _____

- Agent for Owner/Builder.** Original authorization letter and Owner-Builder Declaration will be required at the time the permit is issued.
 Agent for Contractor. A current, original notarized authorization letter dated within the past year will be required at the time the permit is issued.
 Architect Contractor Developer Engineer Owner Owner-Builder Tenant

PROPERTY OWNER

Name _____ Number & Street Name _____ City & Zip Code _____ Phone Number _____

CONTRACTOR

Name _____ Number & Street Name _____ City & Zip Code _____ Phone Number _____
 City of L.A. Business Tax Number _____ State License Number _____ Class _____ Waste Hauler _____
 Worker's Compensation Carrier _____ Policy Number _____ Expiration Date _____

ARCHITECT

Name _____ State License Number _____ Expiration Date _____
 Number & Street _____ City & Zip Code _____ Phone Number _____

ENGINEER

Name _____ State License Number _____ Expiration Date _____
 Number & Street _____ City & Zip Code _____ Phone Number _____

TENANT

Name _____ Phone Number _____

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

GRADING PRE-INSPECTION INFORMATION

Hillside Grading: Yes No

The site is accessible by the Department Inspector at all times.

The site is not accessible by the Department Inspector at all times (i.e. loose dogs, locked gates, etc.).

If not accessible, please provide the name and phone number of a contact person for grading Inspector to call to obtain access to the property:

Name: _____ Phone: _____

Is the site larger than one acre: Yes No

PLEASE NOTE that a \$65.00 re-inspection fee will be charged if the inspector cannot access the site on the first visit and delays in the plan review may result.

FOR OFFICE USE ONLY

Single Family Dwelling/Duplex

Apartment/Condo

Commercial

Earthquake (Retrofit Only)

Major Structure

Building – New

Grading Permit

Non-Building – Addition

Building – Addition

Sign Permit

Non-Building – Alter/Repair

Building – Alter/Repair

Swimming – Pool/Spa

Non-Building – Demolition

Building – Demolition

Non-Building – New

Building – Use of Land

DOCUMENT CHECKLIST:

Sets of Plans:

Structural Plan Check

Disabled Access Plan

Grading Pre-Inspection (GPI)

Green Building (Mandatory) (Tier 1) (Tier 2)

Structural Calculation

Joint Referral Form

Methane Report

Soil/Geology Report

Mulholland Referral Form

LAHD Checklist

Energy Calculation

City Planning Case(s)

Modification(s)

Hillside Referral Form

GPI Report/Posting

TOC Application Form

Slope Band Analysis

Lateral Support Review Acknowledgment

Others: _____

PROJECT VALUATION & FEE INFORMATION:

Fee Period:

Submittal Fees

Submittal 2 Fees

Handicap Surcharge

Energy Surcharge

Green Building Fee

D A C AR AD AC RW G SP S X

REGULAR P.C.

ECPC

OTC

EXPEDITE

APC

Engineer: _____

Hour

s: _____

Pre-Inspection Reports:

DPI

SPI

GPI

Posting Required

Oak Tree (OTPI)

For Cashier's Use Only