



Case Management Service Request Form

RESTAURANT & HOSPITALITY EXPRESS PROGRAM

221 N. Figueroa Street, Room 400, Los Angeles, CA 90012

Phone: 213-482-0318 Fax: 213-482-0303

E-Mail: LADBS.RHEXPRESS@LACITY.ORG

Project Address:					
Restaurant Name:				Project Valuation:	Date:
No. of stories:	No. of units:	Floor area:		Documents available for review:	
Name of applicant: Last:		First:		Relationship to project:	
Phone No:		E-mail			
Project description: (e.g. change of use, tenant improvement, new construction and addition)					
Have you submitted your project for : LADBS Plan Check <input type="checkbox"/> No <input type="checkbox"/> Yes: Application # : City Planning Entitlement Action <input type="checkbox"/> No <input type="checkbox"/> Yes: Case Number : Environmental Health Department <input type="checkbox"/> No <input type="checkbox"/> Yes LAFD <input type="checkbox"/> No <input type="checkbox"/> Yes BOS (Industrial Waste Management Division) <input type="checkbox"/> No <input type="checkbox"/> Yes Public Works <input type="checkbox"/> No <input type="checkbox"/> Yes					
How did you find out about the services of the R&H Case Management Unit? You were referred by (please enter the name) :					
<input type="checkbox"/> Mayor's Office		<input type="checkbox"/> Management :		<input type="checkbox"/> LADBS Website	
<input type="checkbox"/> City Staff :		<input type="checkbox"/> Council Office :		<input type="checkbox"/> Other	
To ensure the best possible service, please provide a detailed list of questions: Life and Safety related questions: (e.g. occupancy classification, allowable floor area, exiting layout, type of construction, fire sprinkler, fire alarm, smoke evacuation...etc.) Zoning Code related questions: (e.g. allowable use, conditional use permit, projections, floor area ratio, open space, yard setbacks, density, specific plans, parking requirement and layout, T and Q conditions, subdivision...etc.) Other questions: (including questions pertaining to other Departments, e.g. LA County Environmental Health Dept., Bureau of Sanitation, (Industrial Waste Mgmt Div.), Public Works, Planning, & LA Fire Dept.)					
Attach additional sheet if necessary					
For Office Use Only:					
<input type="checkbox"/> Preliminary Plan Check Review		<input type="checkbox"/> Case Management Case		<input type="checkbox"/> Customer Assistance Case	

Once completed, submit your request via e-mail or in person and we will contact you