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:

Name of applicant: Last: First: | Relationship to project:

Phone No: | E-mail

Documents available for review:
- ☐ Site Plans
- ☐ Schematic floor plans
- ☐ Building permit records of existing buildings
- ☐ Variances, CUP, etc. from Planning
- ☐ Order to comply
- ☐ Other documents (specify) : _____

Project description: (e.g. change of use, tenant improvement, new construction and addition)

Have you submitted your project for :

LADBS Plan Check	☐ No	☐ Yes:	Application # :			
City Planning Entitlement Action	☐ No	☐ Yes:	Case Number :			
Environmental Health Department	☐ No	☐ Yes	LAFD	☐ No	☐ Yes	
BOS (Industrial Waste Management Division)	☐ No	☐ Yes	Public Works	☐ No	☐ Yes	

How did you find out about the services of the R&H Case Management Unit? You were referred by (please enter the name) :

☐ Mayor's Office	☐ Management :	☐ LADBS Website
☐ City Staff :	☐ Council Office :	☐ 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:

☐ Preliminary Plan Check Review ☐ Case Management Case ☐ Customer Assistance Case

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