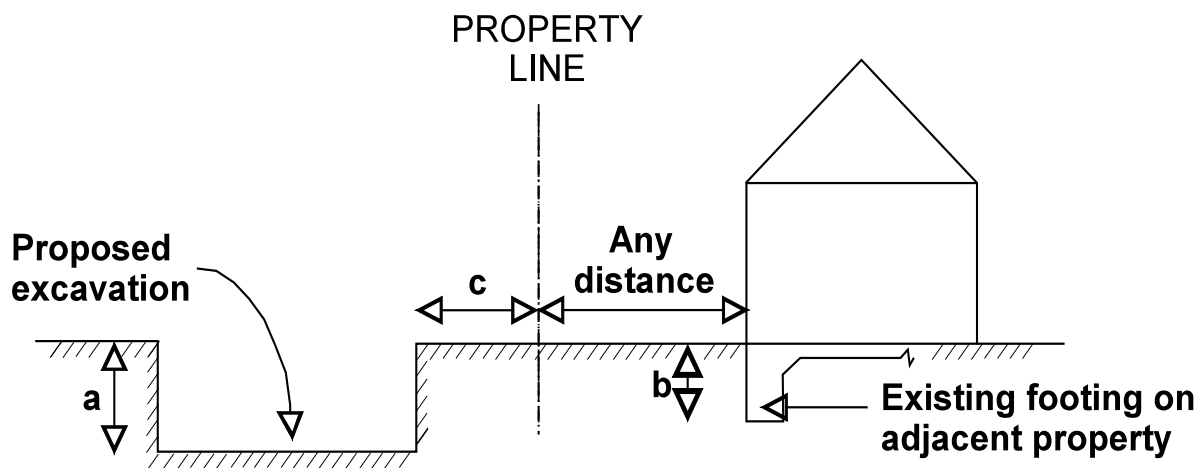


30-DAY NOTIFICATION OF INTENT TO EXCAVATE

Section 3307.1 of the Los Angeles Building Code requires property owners to provide the adjacent property owner(s) with a 30-day written notice of intent to excavate when the depth of the proposed excavation (a) is greater than both:

1. The depth of the wall or foundation (b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation (c). (See below)



The Department shall not issue any permit until evidence of the required notification is received. The procedure for providing proper notification shall be as follows:

1. The attached letter shall be used to provide the required notification. If you have questions regarding the completion of the form please contact your plan check engineer.
2. The name(s) and mailing address(es) of the adjacent owner(s) can be obtained at the following locations:

Bureau of Engineering
Land Records Section
201 N Figueroa St, Room 730
Los Angeles
(213) 482-0060

LA County Assessors Office
13800 Balboa Blvd
Sylmar
(818) 833-6000

LA County Assessors Office
6120 Bristol Parkway
Culver City
(310) 665-5300

LA County Assessors Office
500 W. Temple St
Los Angeles
(213) 974-3211

LA County Assessors Office
1401 E. Willow St
Signal Hill
(562) 256-1701

LA County Assessors Office
251 E Avenue K6
Lancaster
(661) 940-6700

3. The notification shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
4. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification. A copy of the ownership list from one of the above agencies shall also be provided to the plan check engineer.
5. The department will then note on the permit application the article number and delivery date of the certified mail return receipt as well as a statement indicating that there shall be no excavation prior to 30 days from the notification delivery date.

30-DAY NOTICE OF INTENT TO EXCAVATE

Date: _____
To: Owner of property located at _____
From: _____
Subject: **PROTECTION OF ADJOINING PROPERTY - ORDINANCE NO. 165,041
(LABC 3307.1)**
Job Address: _____
Legal Description: _____

I am applying for a permit with the Department of Building and Safety, City of Los Angeles for a _____
foot deep excavation located _____ feet away from our common property line, for the purpose of
_____.

The ordinance requires that I give adjacent property owner(s) 30 days written notice when the excavation
will be of greater depth than the adjoining building's or structure's foundation and when the excavation
is closer to the common property line than the depth of the excavation. The excavation is proposed to
commence on or after ____/____/____. Should you have any questions or concerns, I can be reached
at _____.

Print Name: _____
Signature: _____
Position: _____