

OBTAINING PERMITS TO RESOLVE ORDERS

Follow this guide when you receive a *Notice to Comply*, a *Notice of Substandard Conditions*, or an *Order to Comply* (Order) from the City of Los Angeles Housing Department (LAHD), or Department of Building and Safety (LADBS). The current property owner is responsible for complying with the Order, even if previous owners or tenants have performed the un-permitted work or created the violation.

Read the order carefully to identify which items require a permit. Contact the inspector or inspector's supervisor for clarification of the order. Correct the violation(s) in the order that do not require permits, such as: removing un-permitted construction and restoring the building to its approved condition prior to the un-permitted construction (when such restoration does not affect the structural integrity of the building).

For those items in the Order that require permits, construction may not be commenced until the permits are obtained. To obtain permits, adhere to the following guidelines:

1. **Obtain property records from the Metro or Van Nuys Records Counter.** Building Permits, plot plans and Certificates of Occupancies provide acceptable proof that buildings or uses were legally established.
2. **Obtain Zoning Information from any LADBS Office.** Obtaining a permit for some work may not be possible due to zoning regulations which pertain to parking, height, dwelling unit density, use, and building setbacks. Some projects may require approval from the Department of City Planning.
3. **Determine if your work is eligible for Express Permits (Plans not required). See Information Bulletin No. P/GI 2014-003. Examples include:**
 - General rehabilitation for residential buildings (non-structural changes, less than 10% of replacement cost of building).
 - Window and door change-out (same size & type) for residential buildings.
 - Kitchens/bathroom remodel for residential buildings (no structural changes).
 - New stucco, re-stucco, replace drywall. (no new walls added) for residential buildings only.
 - Re-roof with Class A or B material weighing less than 6 pounds per sq. ft.
 - Installation of security bars for dwellings/apartments. Quick release required in bedrooms per California Building Code Part 12, Chapter 12-3.
 - Christmas and pumpkin lots.
 - Wet Sandblasting (permit is required only in Fire Districts 1).

- Complete work done under previously expired permit. (Minimum 75% percent completed as determined by inspection).
- Change of ownership/contractor.
- Add sill plate anchor bolts and cripple wall plywood per LA City Standard Plan#1; no foundation replacement (Earthquake hazard reduction per Chapter 92 of the Los Angeles Building Code). (Houses, residential buildings up to 3 stories and up to 4 units).
- Add sill plate anchor bolts, cripple wall plywood and replace foundation per L.A. City Standard Plan #1 (Earthquake hazard reduction per Chapter 92 of the Los Angeles Building Code). (Houses, residential buildings up to 3 stories and up to 4 units).
- Chimney repair for residential buildings (per City standard details).
- Replacement of damaged framing members (less than 10% of replacement cost of building) for houses and duplexes (not including decks).
- Repair of water, dry-rot or termite damaged stairs in residential buildings (less than 10% of replacement cost of stairs).
- Termite damage/ dry rot repair less than 10% of replacement cost of residential building.
- Fire damage repair for residential building only (maximum 10% of replacement cost of building).
- Replace existing pre-fabricated fireplace with the same size and in the same location. Installation shall be as per manufacturer's recommendations. A HVAC permit is required.
- Re-plaster existing swimming pool (a separate express mechanical permit for new skimmer(s) and a separate express electrical permit for new pool luminaire is required, when applicable, except for one and two family dwelling).
- (Vinyl) (Wood)(Fiber Cement) (others:) siding over solid sheathing with an approved water-resistive barrier per valid ICC Evaluation Report# _____ on exterior walls at 5 feet or more from property lines for residential buildings. (Applicant to provide a copy of the report to inspector).
- Apply cool roof product labeled and certified by cool roof rating council (CRRC).

4. Have plans prepared for all other projects that do not qualify for Express Permits including:

- New buildings, additions, structural work, and major repairs.
- Change of use or occupancy; create/remove dwelling units, and basement/garage conversions.
- Change size/type of windows/doors re-framing walls, floors, or roofs; and adding or removing walls.
- See Information Bulletins P/GI 2014-008 and P/GI 2014-020 for plan requirements.

Visit an LADBS office to submit plans or obtain permits. Forms, bulletins, E-Permits, and other resources can be obtained at our website at www.ladbs.org. For telephone inquiries call 311, or 213-473-3231 for calls originating from outside of the Los Angeles City.

Metro 201 N. Figueroa Street, 4 th Floor Los Angeles, CA 90012	Van Nuys 6262 Van Nuys Blvd, Rm. 251 Van Nuys, CA 91401	West Los Angeles 1828 Sawtelle Blvd., 2 nd Floor Los Angeles, CA 90025
San Pedro 638 S. Beacon Street, Rm. 238 San Pedro, CA 90731	South Los Angeles 8475 S. Vermont Ave. Los Angeles, CA 90044	