



## Home Owner's Guide

# Permit and Inspection Process

## Prescriptive Provisions for Single Family Dwelling and Accessory Buildings



### PLAN SUBMITTAL AND PLAN CHECK PROCESS

Submit the package to the Department of Building and Safety. Plans will be reviewed for compliance with **ZC** and **LARC**. Instructions on how to obtain compliance will be provided on a correction list. **Clearances from City Departments may be required. They include (but are not limited to):**

#### Department of Water and Power

Work adjacent to or within 10' of DWP easement(s)

#### Department of Public Works

##### **Bureau of Engineering (BOE)**

Curb cuts, sewer connection, address approval, and/or site drainage

##### **Bureau of Street Services (BSS), Urban Forestry Division (UFD)**

Removal of trees in the parkway and/or onsite trees

##### **Bureau of Sanitation (SAN)**

Low Impact Development and Storm Water Pollution Mitigation

#### Department of City Planning

Historical Preservation Overlay Zone (HPOZ), Specific Plan, and/or front yard landscape

Once all corrections have been made and all clearances have been obtained, permit(s) will be issued, plans will be stamped approved, and construction can commence.

### CONSTRUCTION AND INSPECTION

Begin construction. Should the construction vary from the approved plans, please return to plan check for approval.

#### **To schedule an inspection,**

call **311**, **(866) 4LACITY**, or **(213) 473-3231**

go to the mobile app, **LADBS Go**  
go online, <http://ladbs.org>

#### **For each of the following stages of construction:**

- **Groundwork:** Reinforcing steel, forms, and groundwork plumbing and electrical installed but before concrete is poured.
- **Rough:** Uncovered framing work completed and plumbing, electrical wiring, and ducts installed.
- **Insulation:** Insulation installed.
- **Drywall/Panels:** Drywall/Panels installed.
- **Final:** Construction completed.
- **Certificate of Occupancy:** After final approval, a certificate of occupancy will be issued for additions, new buildings, and conversions. Remodels/repairs of existing building do not require a new certificate of occupancy.

## City of Los Angeles



### Development Services Centers

Call Center: 311 or 866 4LA CITY

Department of Building and Safety

Department of City Planning

Department of Public Works: BOE and SAN

201 N Figueroa St, start at 4th floor  
Los Angeles, CA 90012

6262 Van Nuys Blvd, start at 2nd floor  
Van Nuys, CA 91401

Department of Water and Power

221 N. Figueroa St. Suite 1600  
Los Angeles, CA 90012

Department of Building and Safety

(other locations)

638 S. Beacon St 1968 W. Adams Blvd  
San Pedro, CA 90731 Los Angeles, CA 90018

1828 Sawtelle Blvd, 2<sup>nd</sup> floor  
West Los Angeles, CA 90025

### OWNER-BUILDER

The owner of the property may act as their own general contractor on the job, and either has employees (subcontractors) working on the project or does the work themselves. The work site must be their principal place of residence that they have occupied for 12 months prior to completion of the work.

To find out more information and know the risks of Owner-Builder, visit California State, Department of Consumer Affairs:

[cslb.ca.gov/Consumers/Know\\_risks\\_of\\_owner\\_-\\_Builder](http://cslb.ca.gov/Consumers/Know_risks_of_owner_-_Builder)

### HIRING CONTRACTORS

Before hiring contractors, know the risk of hiring an unlicensed contractor and visit State of California Consumer Affairs:

[cslb.ca.gov/Consumers/Hire\\_A\\_Contractor](http://cslb.ca.gov/Consumers/Hire_A_Contractor)

### CONSTRUCTION HOURS

Monday - Friday 7:00am - 9:00pm\*  
Saturday\* 8:00am - 6:00pm

\*Under Hillside Construction Regulation:  
by 6pm on weekdays and Interior work only on Saturdays

## PURPOSE

The purpose of this pamphlet is to provide guidance through the process of obtaining permits and inspections for repair, remodel, addition, conversion, and/or new construction of a single family dwelling and/or its accessory, such as garage, recroom, or accessory dwelling unit (ADU) per the Los Angeles Residential Code (LARC) Wood Frame Prescriptive Provisions (simplified method). *Prescriptive provisions will not apply if the site has any adverse conditions.*

## PERMIT AND INSPECTION PROCESS

GET ZONING AND PROPERTY INFORMATION



DESIGN AND DRAW PLANS



PLANS SUBMITTAL AND PLAN CHECK



PERMIT ISSUED



CONSTRUCTION AND INSPECTION



CERTIFICATE OF OCCUPANCY ISSUED

## GET ZONING AND PROPERTY INFORMATION

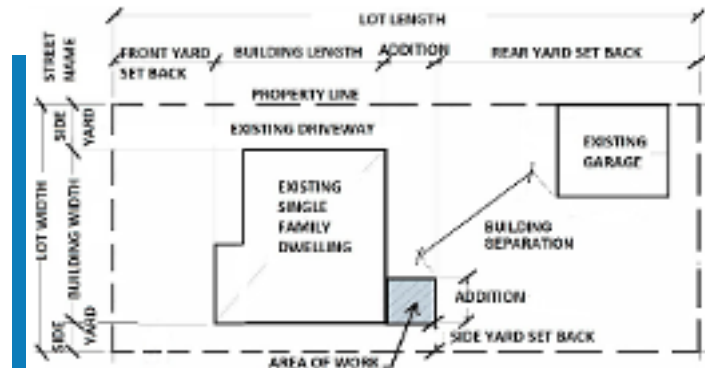
Each property has a Zoning designation that regulates the use, height, area, yards, and other specific regulations as dictated in the Los Angeles Zoning Code (ZC). To verify the feasibility of your project, visit one of the **Development Services Centers** or online at [ladbs.org/service/check-zoning/information-about-zoning](http://ladbs.org/service/check-zoning/information-about-zoning)

And consult with all pertinent City agencies that may affect the project, e.g. City Planning Department and Department of Water and Power.

## DESIGN AND DRAW PLANS

Create a submittal package with the following minimum requirements:

- **Plot Plan** - (to scale) show location of the street, street name, lot dimensions, existing buildings, area(s) of work, yard setbacks from the property lines and between buildings



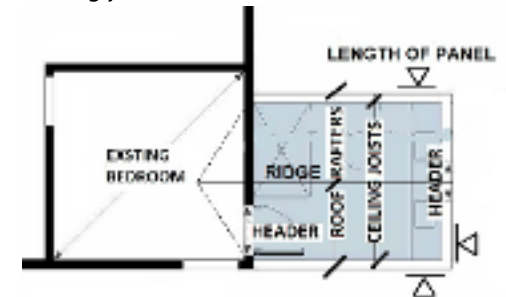
- **Floor Plan** - (to scale) show proposed work and adjacent room(s) (if applicable), door and window sizes and location



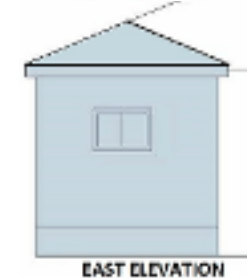
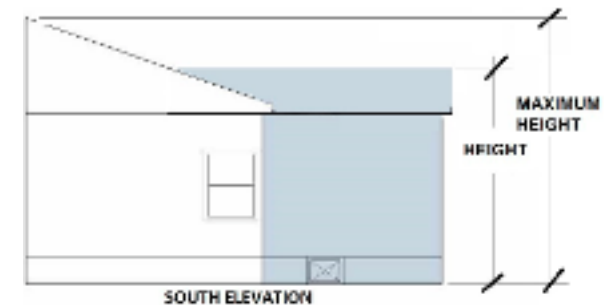
- **Foundation plan** - show foundation size and floor joists' direction and sizes (if applicable)



- **Roof Framing Plan** - show roof rafters and ceiling joists' direction and sizes



- **Elevations** - (to scale) show height of building



- **Energy conservation details** - Certificate of compliance (CFIR), [www.energy.ca.gov/title24](http://www.energy.ca.gov/title24)
- **Information Bulletin of Prescriptive Provisions** relating to one of the following scope of work:

[Wood Frame Prescriptive Provision for One Story Residential Construction](#)

[Accessory Dwelling Unit Conversion of Existing Detached Structure](#)

[Attached Carport or Patio Cover](#)

[Detached Carport or Patio Cover](#)

[6" Concrete Block Fence Wall](#)

To obtain a copy of the IB, visit <http://ladbs.org>