



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: <input type="checkbox"/> Site Plans <input type="checkbox"/> Schematic floor plans <input type="checkbox"/> Building permit records of existing buildings <input type="checkbox"/> Variances, CUP, etc. from Planning <input type="checkbox"/> Order to comply <input type="checkbox"/> Other documents (specify) :																				
Name of applicant: Last:		Relationship to project:																					
First:	E-mail																						
Phone No:	Project description: (e.g. change of use, tenant improvement, new construction and addition)																						
Have you submitted your project for : <table style="width: 100%; margin-left: 20px;"> <tr> <td>LADBS Plan Check</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes:</td> <td>Application # :</td> </tr> <tr> <td>City Planning Entitlement Action</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes:</td> <td>Case Number :</td> </tr> <tr> <td>Environmental Health Department</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td>LAFD</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> </tr> <tr> <td>BOS (Industrial Waste Management Division)</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> <td>Public Works</td> <td><input type="checkbox"/> No</td> <td><input type="checkbox"/> Yes</td> </tr> </table>				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
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How did you find out about the services of the R&H Case Management Unit? You were referred by (please enter the name) : <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Mayor's Office</td> <td><input type="checkbox"/> Management :</td> <td><input type="checkbox"/> LADBS Website</td> </tr> <tr> <td><input type="checkbox"/> City Staff :</td> <td><input type="checkbox"/> Council Office :</td> <td><input type="checkbox"/> Other</td> </tr> </table>				<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														
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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.) <div style="text-align: right;">Attach additional sheet if necessary</div>																							
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