

# B



**APPLICATION FOR  
 BUILDING PERMIT OR GRADING &  
 CERTIFICATE OF OCCUPANCY**

**FOR OFFICE USE ONLY**

PCAM #: \_\_\_\_\_ Q-Matic #: \_\_\_\_\_

PCIS #: \_\_\_\_\_

**LADBS Express Permit may be  
 obtained online at LADBS.ORG**

**PROJECT ADDRESS**

Number & Street Name \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Unit No. \_\_\_\_\_

**WORK DESCRIPTION** Briefly describe the scope of work:

\_\_\_\_\_

Number of Buildings on property and their use: \_\_\_\_\_

**USE OF BUILDING:**

**Existing Use:**

- Single Family Dwelling  Duplex  
 Apartment/Condo  Commercial  
 Other: \_\_\_\_\_

**Proposed Use:**

- Single Family Dwelling  Duplex  
 Apartment/Condo  Commercial  
 Other: \_\_\_\_\_

**PDPP:**

- Zoning  Life Safety  Structural  
 Other: \_\_\_\_\_

**PROJECT VALUATION:** \$ \_\_\_\_\_ ( \_\_\_\_\_ OF \_\_\_\_\_ )

**APPLICANT**

Name \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_  
 Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

- Agent for Owner/Builder.** Original authorization letter and Owner-Builder Declaration will be required at the time the permit is issued.  
 **Agent for Contractor.** A current, original notarized authorization letter dated within the past year will be required at the time the permit is issued.  
 Architect  Contractor  Developer  Engineer  Owner  Owner-Builder  Tenant

**PROPERTY OWNER**

Name \_\_\_\_\_ Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_ Number & Street Name \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
 City of L.A. Business Tax Number \_\_\_\_\_ State License Number \_\_\_\_\_ Class \_\_\_\_\_ Waste Hauler \_\_\_\_\_  
 Worker's Compensation Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**ARCHITECT**

Name \_\_\_\_\_ State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**ENGINEER**

Name \_\_\_\_\_ State License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Number & Street \_\_\_\_\_ City & Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

**TENANT**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

**GRADING PRE-INSPECTION INFORMATION**

Hillside Grading:  Yes  No

The site is accessible by the Department Inspector at all times.

The site is not accessible by the Department Inspector at all times (i.e. loose dogs, locked gates, etc.).

If not accessible, please provide the name and phone number of a contact person for grading Inspector to call to obtain access to the property:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the site larger than one acre:  Yes  No

PLEASE NOTE that a \$65.00 re-inspection fee will be charged if the inspector cannot access the site on the first visit and delays in the plan review may result.

**FOR OFFICE USE ONLY**

Single Family Dwelling/Duplex

Apartment/Condo

Commercial

Earthquake (Retrofit Only)

Major Structure

Building – New

Grading Permit

Non-Building – Addition

Building – Addition

Sign Permit

Non-Building – Alter/Repair

Building – Alter/Repair

Swimming – Pool/Spa

Non-Building – Demolition

Building – Demolition

Non-Building – New

Building – Use of Land

**DOCUMENT CHECKLIST:****Sets of Plans:**

Structural Plan Check

Disabled Access Plan

Grading Pre-Inspection (GPI)

Green Building (Mandatory) (Tier 1) (Tier 2)

Structural Calculation

Joint Referral Form

Methane Report

Soil/Geology Report

Mulholland Referral Form

LAHD Checklist

Energy Calculation

City Planning Case(s)

Modification(s)

Hillside Referral Form

GPI Report/Posting

TOC Application Form

Slope Band Analysis

Lateral Support Review Acknowledgment

Others: \_\_\_\_\_

**PROJECT VALUATION & FEE INFORMATION:****Fee Period:**

Submittal Fees

Submittal 2 Fees

Handicap Surcharge

Energy Surcharge

Green Building Fee

D A C AR AD AC RW G SP S X

REGULAR P.C.

ECPC

AB 2234: 25 units or less

EXPEDITE

OTC

AB 2234: 26 units or more

**Engineer:** \_\_\_\_\_

**Hours** \_\_\_\_\_

**Pre-Inspection Reports:**

DPI

SPI

GPI

Posting Required

Oak Tree (OTPI)

For Cashier's Use Only