



## INFORMATION BULLETIN / PUBLIC - BUILDING CODE

REFERENCE NO.: LAMC 91.106.4

Effective: 01-01-2023

DOCUMENT NO.: **P/BC 2023-097**

Revised:

Previously Issued As: P/BC 2020-097

# EARLY START PERMITS

Los Angeles Municipal Code Section (LAMC) 91.106.4 stipulates that the Department of Building and Safety (LADBS) will issue a permit upon receipt of the total fees when the information on the application and plans is in conformance with the code. However, requests for early start permits are frequently made even though the necessary information required demonstrating a project's compliance with the code has not been provided. These Early Start Permits may include site preparation and foundation work, demolition of interior non-structural partitions, mechanical or electrical work.

LADBS recognizes that, in some cases, there is a need to issue Early Start Permits to allow certain construction activities to begin prior to the approval of the final plans. This information bulletin stipulates the LADBS policy in issuing these Early Start Permits.

If you wish to obtain one of the Early Start Permit types described in this Bulletin, you should notify the LADBS staff as soon as possible.

## I. POLICY ON SITE PREPARATION AND FOUNDATION PERMIT

Also known as Foundation Only Permit, this type of permit (LAMC 91.106.1.1) can be issued for either non-residential or residential buildings, except for projects subject to the Hillside Ordinance (LAMC 12.21A17) and Baseline Hillside Ordinance (LAMC 12.21C10). Work authorized under the Foundation Only Permit can include all work at or below grade, such as:

- Site cleaning, including removal of any existing asphalt, and/or concrete slab,
- Excavation work under the building footprint,

Note: Unless specifically exempt by LAMC 91.106.1.2, a grading permit will be required for grading work outside the building footprint, and for any grading work under or outside the building footprint when the project is located in the designated Hillside Grading area.

- Foundation, basement walls, interior walls and columns below grade, slab on grade, and structural slab at or below grade level.

Note: Plans shall clearly describe the scope of work covered by the Foundation Only Permit and any structural plans that include other work not included with the foundation-only permit, must be removed from the set of plans that will be approved.

---

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. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.

A Foundation Only Permit can be issued when all of the following requirements have been met:

1. Sufficient plans are submitted for plan check to demonstrate the project's compliance with both the zoning and building code requirements in regard to use, parking, building height, floor area, density, passageways, setbacks, type of construction, fire and life safety issues, disabled access, number of stories and any required land-use entitlements.
2. Adequate construction details and structural calculations are provided to demonstrate that the work covered by the Foundation Only Permit complies with the code requirements.
3. Foundation design is in compliance with any required soils/geology reports and such reports have been approved by the Grading Section.
4. Foundation plans are reviewed and signed and stamped by the geotechnical engineer and geologist who prepared the soils/geology report when such a report is required.
5. All applicable clearances from all departments or governmental agencies have been obtained, and all required affidavits have been recorded with the County Recorder's Office. All clearances will be required on both the Foundation Only Permit and the subsequent super-structure building permit prior to the issuance of the foundation-only permit.
6. Plan check fee based on the construction valuation for the entire project shall be paid at the time plans are submitted. Permit fee with a valuation equal to 25% of the total project construction valuation shall be paid at the time the Foundation Only Permit is issued. Other fees (e.g. school district, Arts Development, dwelling unit tax, etc.) are paid in conjunction with the final permit.
7. A Request for Modification has been administratively approved to allow the issuance of a foundation only permit provided the owner, architect and engineer responsible for the structural design, sign and submit a written Assumption of Risk statement stating that they understand that the foundation-only permit is issued based on incomplete plans and that they understand that the plans are neither checked nor approved for construction of the complete structure.
8. Further, the owner, architect and engineer must state that they assume all risk and responsibility for the construction of the work included in the foundation-only permit; and that they will strictly adhere to all code requirements and make any changes to the construction included as part of the foundation-only permit that may be needed, if conditions are different from originally assumed; and indemnify the City from all liabilities that may result. See attached samples of the Request for Modification and Assumption of Risk statement

The signed Assumption of Risk statement must be made part of the first sheet of the foundation-only plans.

9. A copy of the approved plans and a copy of the administrative approval and attachments must be kept by the plan check chief in the office where the plans are approved, until the permit for the super-structure is issued.

10. The first sheet of the plans must clearly state the work included by the early start permit.
11. Upon approval, the front portion of every sheet of the foundation-only plans must be stamped with the following stamp:

### **EARLY START PERMIT**

This is only a partial permit that was requested by the building owner. The owner and/or architect signed an assumption of risk assuming all associated risks in order to allow the start of the construction project. The issuance of this permit does not convey any vested rights to a condition not in conformance with the Codes. A subsequent permit is required for the remaining work before the project is complete. **The work included in this permit is described on the first page of these plans.**

## **II. POLICY ON INTERIOR NON-STRUCTURAL DEMOLITION PERMIT**

An Interior Non-Structural Demolition Permit may be issued for any building prior to the issuance of a tenant improvement permit. If building is a Historical Monument, it is essential that the proper agency approves the early start work separately. The work covered by the Early Start Permit includes the removal of interior non load bearing partitions, ceilings, plumbing, electrical, and mechanical systems, but not including fire sprinklers or other fire safety systems.

An Interior Non-Structural Removal Permit may be issued when the following requirements have been met:

1. Plans shall clearly show the scope of demolition work. In addition, the plans shall demonstrate that the integrity of the structural and fire and life safety system will not be compromised by the demolition work.
2. An administrative approval has been obtained allowing disabled access upgrades to be postponed until the actual tenant improvement work is done.
3. Payment of plan check and permit fees based on the valuation of the demolition work shall be made.
4. Comply with conditions 7, 8, 9 and 10 of Section I, in reference to the non-structural demolition permit, except that the Assumption of Risk agreement may be signed by either the architect of record or the owner.

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. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.

The interior non-structural demolition permit must show the existing and the proposed use to be the same. If the ultimate use or occupancy of the building is different from its current use or occupancy, the issuance of an Interior Non-Structural Demolition Permit does not establish any vested rights to the new use or occupancy. If a new use is proposed, the building shall conform to all the code regulations at the time of the final building permit issuance.

### **III. POLICY ON ELECTRICAL CONDUIT ONLY PERMIT**

A Conduit Only Permit may be issued to allow installation of empty conduits, junction boxes, and pull boxes excluding conductors, prior to approval of the electrical plans to accommodate fast track construction schedules. Only one inspection will be allowed for Conduit Only Permit. A supplemental permit is required for each additional inspection requested by the applicant.

A Conduit Only Permit may be issued at the Express Permit Counter when the following requirements are met:

- The electrical plans are submitted to plan check for review and plan check fees are paid.
- Plans shall clearly show the sizes, locations, types and sizes of conduits and boxes. The plans shall indicate that the sizes of the conduits and boxes are sufficient for the anticipated number of conductors.
- An administrative approval is to be obtained from the Electrical Plan Check engineer reviewing the plans to allow conduit only installation while plan check review is in progress. A blank modification form may be obtained from LADBS website: [www.ladbs.org](http://www.ladbs.org).

Permit for inspection prior to plan check approval must have the following wording in the PCIS work description: "Permit to install conduit only and related appurtenances excluding conductors per approved modification."

### **IV. POLICY ON PLUMBING/MECHANICAL PERMIT PRIOR TO THE APPROVAL OF PLANS**

A Plumbing and/or Mechanical Permit may be issued at the Express Permit Counter for certain portions of the work when the following requirements are met:

- Plans for the plumbing and/or mechanical system have been submitted to the Mechanical Plan Check Section.
- An administrative approval has been obtained from the Plumbing/Mechanical Inspection Section allowing inspection prior to plan check approval. See [www.ladbs.org](http://www.ladbs.org) for blank form.

Plumbing/Mechanical Permits for inspections prior to plan check approval must have the following wording in the PCIS work description: "Permit for inspection prior to plan check approval per approved modification. This permit is for a one time inspection only." This permit will entitle the contractor one

---

initial inspection and one re-inspection, should a correction notice be issued. All subsequent inspections will require a separate permit.

When the plans are approved, a permit for all the work (including work already inspected) must be obtained.

**ASSUMPTION OF RISK AGREEMENT FOR AN EARLY START PERMIT**

**JOB ADDRESS** \_\_\_\_\_

**PERMIT No.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The undersigned owner, architect, and engineer responsible for the structural design, understand that the early start permit is issued based on incomplete plans and understand that the plans are neither checked nor approved for construction of the complete structure.

Further, the undersigned assume all risk and responsibility due to the construction of the work included in the early start permit, and will strictly adhere to all code requirements and make any changes to the construction approved as part of the early start permit that may be needed if conditions are different from those originally assumed. We understand that no vested rights are conveyed by this permit in the event that a conflict with any code or regulation is later identified upon checking the complete plans. Moreover, we indemnify and hold the City harmless from any and all liability, loss or expenditure of any kind or nature which may be sustained as a result of the construction or as to the loads presumed to be carried on the structure. Before a permit is issued for the construction of any structure on the new foundation, the entire structure must be made to conform in every manner with all applicable codes and regulations.

Owner's Name & Title	Signature	Date
----------------------	-----------	------

Architect's Name	Signature (with building owner's consent)	Date
------------------	---	------

Engineer's Name	Signature (with building owner's consent)	Date
-----------------	---	------

**All three signatures are required for a foundation-only permit. Only one of the signatures is required for an interior non-structural demolition permit.**

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. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.