



FIRE LIFE SAFETY PLAN CHECK UNIT

Notice: The Fire Development Services plan check counter at Figueroa Plaza in downtown is open to the public on an appointment-only basis effective Monday, April 25, 2022. Please also note the LAFD counters in West L.A. and Van Nuys both remain closed until further notice.

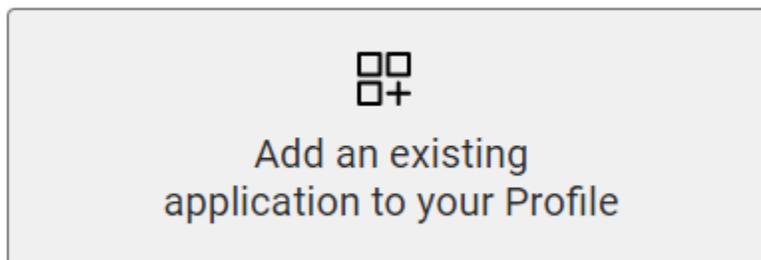
EFFECTIVE MONDAY, APRIL 25, 2022:

To Submit Plans to LAFD

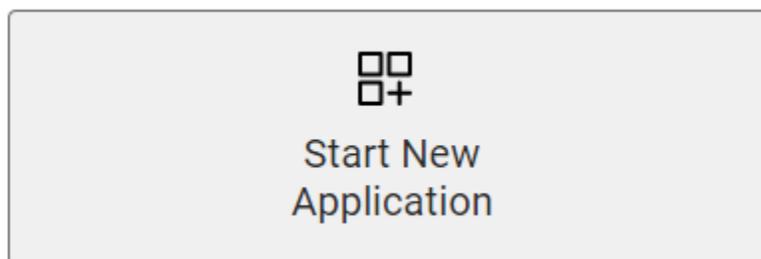
Step 1: Visit <https://inspect.lafd.org/> and register for and log in to your customer account using the tool on the right side of the screen. **You will receive a system-generated email soliciting you to confirm your account and will need to complete this step first.** You will receive additional system-generated emails at key steps along this process and will have access to your current project status at all times via your customer dashboard.

Step 2: When you log in to your customer dashboard for the first time, the bulk of the screen will be blank, but you will observe two buttons on the right side of the screen:

Step 2.1: To import into your customer dashboard an existing project already in our system, select this button and provide your Transaction ID and street name in the same manner as you would use to submit an inspection request:



Step 2.2: To submit a new project, select this button:



Step 2.3: In either of the above cases, you will be prompted to select or to record a project name. This is to allow you to group multiple LAFD Transaction IDs pertaining to your same project in one place and is for your convenience. You may affiliate your project with an existing project name, or record a new project name. This will create expandable and collapsible menus defined by your chosen project names in accordance with whatever conventions you wish to employ for this feature.

IMPORTANT: Proceed through the entire application process without backtracking through prior steps.

Step 3: Specific instructions for submitting new plans are as follows:

Step 3.1: After you have selected the “Start New Application” button and identified your submission with a new or existing project name, you will need to identify the project address. Please include the Suite or Unit number, where applicable. **If the system is unable to locate your project address, STOP and email us at lafd.fdsapplication@lacity.org for further assistance.** Your project might not be located within our jurisdiction, and even if it is, further investigation of your reported address must be made before continuing.

Project Address

The screenshot shows a form titled "Project Address" with two main sections separated by a vertical line and a central "OR" button. The left section is titled "Enter a new address" and contains a text input field labeled "Search project address" and a second text input field labeled "Enter Unit/Suite number (optional)". The right section is titled "Select an existing address" and contains a dropdown menu labeled "Select from the list".

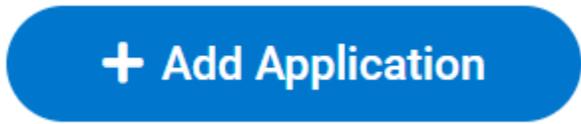
Step 3.2: Next, you will need to select the type of plan review or permit you require. For any architectural, fire alarm, solar photovoltaic, or high pile storage reviews, or for temporary / “inspect-only” Transactions (2-hr minimum), please select “LADBS plan check (construction).” For any fire permit for systems and equipment formerly referred to as “Division 5,” including for BDA/DAS/ERRCS plans, please select “Fire Permit.” For any Hydrants & Access Unit plan reviews, please select “Hydrants & Access.” **Your selection is fixed once made and cannot be edited by LAFD plan check staff.** If you are unsure of which option you require, hovering your mouse over the available options will display a menu of the types of permits and plan checks available under each. **Please note you will not be able to submit any Requests for Modification of Building or of Fire Code Ordinances (“RFMs” or “Mods”) via this system.** Please see the instructions at the end of this document for further information concerning Mods.

Project Information

The screenshot shows a form titled "Choose the Permit Type" with a dark header. Below the header are three radio button options, each in a light gray box: "LADBS plan check (construction)", "Fire Permit", and "Hydrants & Access".

Step 3.3: Provide information appropriate to your submission where prompted. Those fields marked with a red asterisk are required. Please identify your scope of work in the “Work Description” field. If you will be providing a link from which PDF plans may be downloaded in lieu of uploading them directly, please provide the link in the “Comments” field. Click the “Next” button to continue.

Step 3.4: Click on the “Add Application” button and select from the drop down menu the specific type of plan check or permit you require:



Depending on the nature of your selection, the menu will be expanded to solicit additional information from you. Please complete these fields to the best of your ability. If you need to submit more than one of the same type of plan review for the same project address (for example, methane gas detection fire permit and central station monitoring fire permit, or spray booth fire permit and automatic extinguishing system fire permit), you may add the additional reviews at this step. Click the “Next” button to continue.

COUNTER REVIEW OPTION: Please note that we do offer in-person and virtual (via Google Meet) counter reviews for the following scopes of work: Fire Alarms (75 devices or less), Central Station, Asbestos Abatement, Automatic Extinguishing System (Kitchen Hoods only), Single Family Solar, AB-2421 eligible AST, Transfer Flammable Fuel, and Small Tenant Improvements (No Change of use or Additions). **If the scope exceeds a 20-minute review time, you will be asked to submit as a regular review. The review will be limited to electronically submitted PDF plans only and will not work for Physical Plans that are dropped off.**

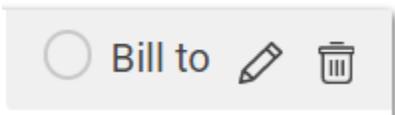
If your scope of work qualifies for a counter review and after you have paid your fees, please [click here](#) to schedule either an in-person or virtual counter appointment, as you may prefer. In this case, please **do not** select “Expedited” for your plan review, as this will place your project in an entirely different queue and will result in the assessment of additional fees.

Step 3.5: Record all relevant contact information using the “Add Contacts” button:



Please note that the “Applicant/Sponsor” and “Owner” fields are both mandatory for all submissions. The former is the party actually submitting the project to LAFD for review. The property/building owner (not tenant or contractor business owner) information is required by LAFD’s Chief’s Regulation 4 Unit for enforcement purposes. You will not be able to proceed without providing both parties’ information.

Please also note that while “Contractor” is not marked as mandatory in this system, **all fire permits per the Fire Code are not transferable, thus this contact must be provided on these applications.** Your application for any fire permit will be returned to you soliciting this missing information if it is not included. After you have recorded all applicable project contacts, please identify via the radio button to the left of “Bill to” the party to whom any additional fees should be invoiced, if applicable. Click the “Next” button to continue.



- Fire Permits: No special forms are required.
- Hydrants & Access: Please follow the Hydrants & Access Unit's instructions available on our [website](#).

When you have completed all required fields and are ready to continue, click the "Submit for LAFD Screening" button at the bottom of the screen. If you indicated an intention to drop off hardcopy plans, you will be prompted by plan check staff to upload these forms.

Step 3.9: A member of LAFD's plan check staff will review your submittal for accuracy and completeness and will provide you with one of several responses, which you will see on your customer dashboard. **The screening process is exclusively a determination of whether or not we have enough information and documentation to conduct our review, and is not a commentary on the merits of your request.** Possible screening responses include:

- **Missing Information:** You will be informed what additional information is required (e.g. the licensed contractor for a fire permit is not yet identified) and will be provided the opportunity to update your application and resubmit for further screening. LAFD plan check staff will be able to see what additional information was requested and what was subsequently submitted.
- **Update Plan:** There was some issue with the documentation you uploaded and you will be provided a comment explaining what needs to be rectified, or necessary documentation was not uploaded with the application. This will involve uploading requested documentation.
- **Application Accepted:** Your application has been accepted and you will now have access to our online payment window via your customer dashboard. Upon payment of the required fees, your receipt will be automatically captured and your project immediately and automatically placed in queue for assignment.

CRITICAL: Do not forget to click the "Complete" button to complete your payment! You should receive TWO (2) payment confirmation emails: one from our 3rd party payment processing vendor, and one from your customer dashboard. If you did not receive both, you did not click "Complete" and your customer dashboard will not receive payment confirmation from the payment vendor. Do not forget this step!

Order Section		Billing Address	
Amount	1.00 USD	Test	
Invoice Number	57996	Test Test	
Confirmation		240, A	
Your payment has been approved.		A	
Payment Type	CREDITCARD	LA CA, 34343	
Transaction Type	SALE	5645656546	
Card Type	VISA	test.lacity@yopmail.com	
Card Number	41*****9990		
Transaction ID	121120AD4-E8755D26-A7B1-4629-B4CA-1F029B0A1F70		
Date / Time	11/12/2020 11:17:33 PM		
Message	APPROVAL		
Approve Code	280764		
Service Fee Transaction ID			
Service Fee Approve Code			
Service Fee Date / Time			
AVS Response	Z		
CVV2 Response	M		

A receipt has been emailed to you at the email address provided.

COMPLETE



Step 3.10: Expedited projects are assigned promptly with results anticipated within 2-3 weeks of payment. All non-expedited projects that are submitted will have results anticipated within 8-10 weeks. Non-expedited projects that would typically have been reviewed over the counter should be booked for a virtual counter review hosted via Google Meet by clicking [here](#) after payment has been made.

Step 4: The remainder of the plan check process will continue as before. Additional helpful information and documentation is available under "Quick Links" at <https://inspect.lafd.org/>.

To Submit Requests for Modification to LAFD

Step A) Modification requests for projects with an assigned plan checker can be sent directly to your plan reviewer. Please do not use the instructions from Step B (below) and skip to Step C.

Step B) Please scan and email your Modification and supporting documentation to lafd.fdsmodifications@lacity.org if your project does not have both:

1. an assign LAFD plan checker
2. a FIRE DEPARTMENT plan check ID#

Step C) All Modification requests shall comply with the instructions below. Any deviation can delay the processing of your request. Email your request using the following *Subject Line = MODIFICATION: (Job Address)*. The modification reviewer will communicate with you via email.

All modifications will need all of the following:

1. signature from LADBS plan checker. LADBS will review your modification and **LAFD only reviews for concurrence.** LAFD does not draft the modification request nor the justification language.
2. minimum 1/8 fonts including all exhibits when printed on a 8/12 x 11 paper (for microfilming purpose). Remove or cross out all notes that are **not applicable** to this modification request.
3. request shall have the following format: request to allow *** in lieu of the code requirement of *****
4. provide a copy of the code section (as an exhibit)
5. cloud the location of interest (DO NOT provide an entire architectural sheet as an exhibit). Provide a key plan referencing an enlarged view of the exact location of interest.
6. must be signed by the Architect of Record.