

NEW LADBS SUBMITTAL AND VERIFICATIONS PROCEDURES

As the COVID-19 crisis emerged in March 2020, modifications were made to public counter operations in the Development Services Centers to help safeguard visitors and staff. These modified procedures included the dropping off of new submittal and verification plans at the designated “Drop-off/Pickup” areas to be later screened by staff after a period of quarantine. While the modifications offered the appropriate safeguards, it created inefficiencies due to lack of in-person communication between the customers and staff, resulting in a prolonged response. To help provide a better service and improve the efficiency of the plan check process while maintaining safety safeguards, the following will be implemented effective September 21, 2020 for the Department of Building and Safety transactions:

<p>NEW PLAN CHECK SUBMITTALS</p> <ul style="list-style-type: none"> A completed permit application will be required to be part of the submittal package. Applicants will be given a “screening” appointment when the submittal package is dropped off. The applicant will be given an appointment confirmation printout for reference and another one to wrap on the outside of the submittal package for identification. A department staff will contact the applicant by phone at the time of the appointment to review the submittal package for completeness. It is important to be available during that time. Incomplete plans will not be accepted and another “screening” appointment will be scheduled, at a later time, when the missing documents are received. If the applicant cannot be reached during the scheduled appointment, the submittal package <u>will not be processed</u>. The plans will be placed back in queue to schedule another “screening” appointment. Once plans are accepted for plan check, LADBS staff will create the permit application and send the applicant an invoice for payment of the plan check fees. 	<p>VERIFICATION DROP-OFFS FOR REGULAR PLAN CHECK</p> <ul style="list-style-type: none"> The applicant must contact the plan check engineer to schedule a phone/virtual verification appointment. Subsequently, an appointment email will be sent to the applicant. <u>Applicants must show the appointment email at the time of dropping off the verification package.</u> The verification package must contain the following: <ol style="list-style-type: none"> 1. Original marked plans 2. Revised plans. 3. Original correction sheets with a written response addressing each pending correction. 4. Any other required documents per the plan check engineer’s instruction. The verification package must be dropped off at the designated “Drop-off” areas at least 48 hours prior to the appointment date for quarantine. An LADBS “Drop-off” transmittal cover sheet and the appointment email must be placed on the outside of the submittal package, clearly visible. The plan check engineer will review the revised plans with you during the appointment either by phone or online via google meet.
<p>VERIFICATION DROP-OFFS FOR OVER-THE-COUNTER AND EXPANDED COUNTER PLAN CHECK</p> <ul style="list-style-type: none"> The verification package must be dropped off at the designated “Drop-Off” areas. No appointment is required when dropping off verification packages for Over-The-Counter (OTC), Appointment Plan Check (APC), or Expanded Counter Plan Check (ECPC) projects. OTC verification packages must contain the following: <ol style="list-style-type: none"> 1. An LADBS “Drop-off” transmittal cover sheet, wrapped on the outside of the plans, with the project information clearly visible 2. Original marked plans 3. Revised plans 4. Original correction sheets with a written response addressing each pending correction. 5. Any other required documents per the plan check engineer’s instruction. 	<p>READY-TO-ISSUE (RTI) PERMIT DROP-OFFS</p> <ul style="list-style-type: none"> Drop-off packages must contain the following items: <ol style="list-style-type: none"> 1. Completed RTI form, wrapped on the outside of the plans, with the permit address clearly visible. 2. The original RTI-stamped set of plans. The number of sets is indicated on the RTI form. 3. All documents required on the RTI form. 4. Relevant Contractor information. See the RTI form for further information.

ALL DROP OFFS WILL ONLY BE ACCEPTED DURING THE FOLLOWING HOURS:

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am – 4:00 PM	7:30 am – 4:00 PM	9:00 am – 4:00 PM	7:30 am – 4:00 PM	7:30 am – 4:00 PM