PermitLA
User Manual
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1. INTRODUCTION

PermitLA is the City of Los Angeles Department of Building and Safety (LADBS) application to obtain online permits* for small projects that do not require plan check.

For a list of these permits, click the link Online Permits Informational Bulletin.

*The availability of online permits is dependent on several factors, including, but not limited to, complexity of the work, cost or valuation, contractor license, and type of address/building (e.g., historical address, historical building).
2. THE BASICS

2.1 PERMITLA FEATURES

ONLINE PERMIT APPLICATION

- Apply for permits which do not require any plan checks.
- Shopping Cart – Apply now and pay later.
- My Projects and My Permits – Associate online permits with a project.

PERMIT FEE APPLICATION

- Calculate fees for online permits prior to permit application.

2.2 SYSTEM REQUIREMENTS

- Enable Pop-Ups for PermitLA
- Adobe Acrobat Reader
- Minimum Browser Requirement – Internet Explorer (IE) 7, Firefox 13, Chrome 20 or Safari 5

COMPATIBILITY VIEW ERRORS

If you are using IE 11 and the PermitLA website does not display correctly, you can fix this by changing the Compatibility View settings. Select the settings icon on the top right corner of your IE window. Choose Compatibility View settings, highlight lacity.org from the list, and click on Remove.

2.3 CREDIT CARDS ACCEPTED

- American Express
- Discover
- Mastercard
- Visa
2.4 ACCESSING PERMITLA

You can access PermitLA **directly** by navigating to [www.buildla.lacity.org](http://www.buildla.lacity.org).

You can also access PermitLA from the LADBS website at [ladbs.org](http://ladbs.org) through the **Plan Check & Permit** menu or the **Request Services** options. Clicking on **Obtain an Online Permit** will direct you to the PermitLA login screen.
3. REGISTRATION AND LOGIN

If you were already a registered user in the old LADBS e-Permit system, your information has been transferred to PermitLA and a notification sent to your email address on-file containing your temporary password and a link to the PermitLA website. All users who are new to the City’s online permitting service must register to use the site (see Section 3.3).

3.1 LOGIN NAME

- PermitLA uses your registered email address as your Login Name.

  ➢ PermitLA Login Name = Email Address

- Login Name is not case sensitive.

- For users of the “old” permitting system, e-Permit: It is important to note that the Login Name changed from the customer-defined username to the customer-registered email address. To reiterate, your Login Name in PermitLA is NOT your previous login name (or user name) from e-Permit.

  ➢ PermitLA Login Name ≠ e-Permit Login Name

- For users of the “old” permitting system, e-Permit: If your email address has changed from the one that LADBS has on file, you must re-register in PermitLA using your current email address.

- Due to LADBS record management and security policies, PermitLA currently restricts users from changing the email address associated with their account. Once you have registered for an account in PermitLA with one e-mail address, you will NOT BE ALLOWED to reset your email address for that account, you must, instead, create a completely new account for the new email address.

3.2 PASSWORD

- Password rules:
  o Length: 6 – 8 characters
  o Must begin with a letter
  o Must contain at least one number
  o Must not contain spaces and special characters (e.g., @, #, >, /)
  o Passwords ARE case-sensitive
  o Examples of valid password:
    ▪ LogM3in
    ▪ logmein8
    ▪ logME2
3.3 REGISTRATION

To register as a new user, click the Create New Account link.

**USER PROFILE**

When the registration screen opens, fill in the required fields for **Personal Information**, then click the Address Information button.

- Required fields are indicated by a blue asterisk (*).
- Click on the blue information icon, , for more information.
- The **Address Information** has three tabs – Profile Address, Mailing Address, and Billing Address. Begin by filling in the **Profile Address**. Click **Next** to go to the next tab.
Under **Mailing Address**, you are given the “Same as Profile Address” check box:

![Same as Profile Address](image)

Under **Billing Address**, you are given the “Same as Mailing Address” check box:

![Same as Mailing Address](image)

- **User Type** -- There are currently four user types:
  1. Contractor
  2. Maintenance Supervisor
  3. Property Owner
  4. Temporary Special Event Applicant
- A customer can have more than one user type.

---

**REQUIREMENTS FOR A CONTRACTOR**

a. **Personal Information**

![Personal Information](image)

b. **Address Information**

![Address Information](image)
c. **Contractor Information**

A contractor must have:

- A valid and active contractor license issued by the California Contractor State License Board.
  - Enter the license number then hit the Enter key. The license class code(s) and expiration date will be automatically populated.
  - Principal Name – The name is displayed when there is only one principal name associated with the license. If there is more than one, you are required to select a name from the drop-down list.

- A valid and active Business Tax Registration Certificate (BTRC) issued by the City of Los Angeles.
  - Enter the first ten (10) digits of your BTRC number, including any leading zeros, e.g., 0000011001. The system validates the BTRC number against data from the City of Los Angeles Office of Finance.

- A valid Workers’ Compensation policy, unless otherwise exempt.
  - Workers’ Compensation information is automatically pre-populated after the contractor license number is typed in. Check the “I am exempt” box if exempt.
A maintenance supervisor must have:

- A valid and active maintenance supervisor license issued by the City of Los Angeles Department of Building and Safety.
  - Enter the trade license number then hit the Enter key. The applicable trade(s) and license expiration date will be automatically populated.
  - Property Associated with Trade License – Enter the address of the property for which you are licensed to complete work. Click **Add More** to enter additional properties tied to the license.

- Complete the Registration

  When you have completed the registration process, click on **Submit**. The User Registration Confirmation page is displayed with a message stating that your login credentials will be sent to your registered email address. The email will contain your **Temporary Password** and a link to log into PermitLA.
3.4 FIRST-TIME LOGIN

The first time you login, you will be asked to:

- 1) Enter the temporary password that was sent to your registered e-mail address.
- 2) Enter a permanent password.
- 3) Select three (3) security questions and enter their corresponding answers. The answers provided to the security questions will be used to retrieve your password should you forget it.

Important Security Note:

PermitLA locks your account after five (5) consecutive incorrect login attempts. In case your account gets locked, wait ten (10) minutes then try again. A message to this effect is displayed to the user immediately after the account is locked. If the issue persists, click the “Forgot Password?” link and follow the on-screen instructions.

FORGOT PASSWORD

In the event you do not remember your password, select the Forgot Password link located on the login page.
4. SEARCHING ADDRESSES

Whether you are applying for a permit or researching a property, View LA is the tool you use to search for the property. Enter the address at the address search box, “Type Address Here”.

Click the magnifying glass or Enter on your keyboard to initiate the search.

To optimize your search, just enter the house number and the street name (or type in a minimum number of characters), and let View LA locate the address for you. When the search is complete, select your address from the list.

If an address cannot be found, it may be outside of the City of Los Angeles’ jurisdiction, or it may require special processing (e.g., the structure on the lot is a historical building). In this case, the address is ineligible for an online permit, and you will have to visit one of our Construction Service Centers to process a permit for this property.

If the address has a unit, e.g., ‘Suite A1’, type in the information on the UNIT field located across the PERMIT ADDRESS on the Application Information page.
5. THE PERMIT PROCESS FOR CONTRACTORS

To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications.

5.1 BEGIN THE PERMIT PROCESS

After registering as a contractor, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click *Apply for a permit* under **MY PERMITS** to begin.

As you progress through the permit process, each sheet (or page) has a *Title* and a *Progress Indicator* to indicate where you are in the permit application process.

Begin the process by searching for the permit address. If you need help with this, please see the section on *Searching Addresses* above.
On the Applicant Information sheet, verify that the information on the page is correct and that Contractor is selected in the ‘Applying for this permit as’ field.

The Project Selection sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The Project Name is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on Submit.
On the Permit Application sheet, select a Permit Type from the dropdown list. Click Next. (Note: “Certify Ownership” is skipped when the applicant is a contractor.)

5.2 THE PERMIT PROCESS FOR BUILDING PERMITS

If you selected Bldg-Alter/Repair as the permit type, you will be asked to supply either the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information that you provide against the Bureau of Sanitation’s (BOS) permitted waste hauler data. For more details, click the link BOS Solid Resources.

BUILDING – DESCRIPTION

Fill out the information on the Building Description page and click on Next. Select the Building Type, Building Use, and Total Number of Stories from the dropdown lists and then select the Type of Work for your permit.
On the **Building – Scope of Work** screen, complete the detailed information based on your selection(s) for the **Type of Work**.

**BUILDING – SCOPE OF WORK REVIEW**

The **Building – Scope of Work Review** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.

**PERMIT FEES REVIEW**

Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You have the capability to go back and make any changes.
Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your *Workers’ Compensation* option and review the rest of the declarations.

Once you have agreed to the declarations, click *Accept and Add to Cart.*
PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the Permit Cart Review screen and click Continue to Pay. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT

Enter your payment information on the Permit Payment screen and click Submit. Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
5.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from Permit Type to Work Description.

PERMIT WORK DESCRIPTION

Complete the required information on the Work Description page and click Next to continue.

QUESTIONNAIRE

The type of permit that you selected will determine if you need to complete the Questionnaire sheet. Your responses to the questions will determine if you can continue with the online permit application.

PERMIT SCOPE OF WORK

Select the details for your permit on the Scope of Work sheet. Click Next to continue.
PERMIT FEES REVIEW

Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the Permit Fees Review screen. You have the capability to go back and make any changes.

DECLARATION

Before paying for your permit, you are asked to read and accept the declarations associated with your permit. Select your Workers’ Compensation option and review the rest of the declarations.

Once you have agreed to the declarations, click Accept and Add to Cart.
PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the Permit Cart Review screen and click Continue to Pay. To pay later, just go to My Workbench and click View/Edit cart.

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6. THE PERMIT PROCESS FOR OWNER BUILDERS

To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of permit applications.

6.1 BEGIN THE PERMIT PROCESS

After registering as an owner-builder, log in to PermitLA. Your registered name is shown in the upper right corner of the screen. Click **Apply for a permit** under **MY PERMITS** to begin.

As you progress through the permit process, each sheet (page) has a **Title** and a **Progress Indicator** to indicate where you are in the process.
Begin the process by searching for the permit address. If you need help with this, please see the section on Searching Addresses above.

On the Applicant Information sheet, verify that the information on the page is correct and that Property Owner is selected in the ‘Applying for this permit as’ field.

The Project Selection sheet is where you can assign this permit application to a new or an existing project if you have multiple permits for a single project. The Project Name is provided so applicants can link or group permits together for their own tracking purposes. So, choose a name that is meaningful to you. If you are applying for a single permit, give it a project name. Click on Submit.
PERMIT TYPE

On the Permit Application sheet, select a Permit Type from the dropdown list. Click Next.

6.2 THE PERMIT PROCESS FOR BUILDING PERMITS

APPROVED HAULER

If you selected Bldg-Alter/Repair as the permit type, you will be asked for the hauler name, or hauler permit, of your Waste Hauler. PermitLA validates the information you provide against Bureau of Sanitation’s permitted waste hauler data. For more details, click the link BOS Solid Resources. As a Property Owner, you can choose the Exempt option. Click Next to continue.

CERTIFY OWNERSHIP

In Certify Ownership, check the box to certify that you are the property owner. Click Next.
Under **Building Description**, select the **Building Type and Use** from the dropdown lists and select the **Type of Work** for your permit. Click **Next** to continue.

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**BUILDING – SCOPE OF WORK**

On the **Building – Scope of Work** screen, complete the detailed information based on your selection(s) for the **Type of Work**.

---

**BUILDING – SCOPE OF WORK REVIEW**

The **Building – Scope of Work Review** provides a summary of the work covered by the permit application, the permit valuation, and, where applicable, a list of code requirements.
PERMIT FEES REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can go back and make any changes.

DECLARATION

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an **Owner–Builder**, there are two pages of declarations.

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.

You are required to read and agree to the rest of the declarations. Click the **Accept and Add to Cart** button to continue with process.
PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the Permit Cart Review screen and click Continue to Pay. To pay later, just go to My Workbench and click View/Edit cart.

PERMIT PAYMENT

Enter your payment information on the Permit Payment screen and click Submit. Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
6.3 THE PERMIT PROCESS FOR OTHER THAN BUILDING PERMITS

If you selected a permit type other than a building permit (i.e., electrical, plumbing, HVAC, pressure vessel, elevator), the Progress Indicator will take you directly from Permit Type to Certify Ownership.

CERTIFY OWNERSHIP

In Certify Ownership, check the boxes to certify ownership and occupancy. Click Next.

PERMIT WORK DESCRIPTION

Complete the required information on the Work Description page and click Next to continue.

QUESTIONNAIRE

The type of permit that you chose will determine if you need to complete the Questionnaire. Your responses will determine if you can continue with the online permit application.
PERMIT SCOPE OF WORK

Select the details for your permit on the *Scope of Work* sheet. Click *Next* to continue.

PERMIT FEES REVIEW

Review your Permit Type, Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the *Permit Fees Review* screen. You have the capability to go back and make any changes.
DECLARATION

Before the payment process, you are asked to read and accept the declarations associated with your permit. For an **Owner–Builder**, there are two pages of declarations.

The first page of declaration consists of 12 statements that the State of California requires you to read and affirm that you understand your rights and obligations as the owner of the property acting as a contractor.

You are required to read and agree to the rest of the declarations. Click the **Accept and Add to Cart** button to continue with process.

PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.
Enter your payment information on the Permit Payment screen and click Submit.  Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
7. THE TEMPORARY SPECIAL EVENT (TSE) PERMIT PROCESS

To make the permit process as quick and easy as possible, PermitLA follows a similar step-by-step process for all permit types. The PermitLA website is designed to give a simple, comprehensive walkthrough and review of requested permit applications. If clearances are required, you will be prompted to go through the Planning Clearance Application process after filling out the questionnaire.

Begin by logging into PermitLA and select Apply for a permit under MY PERMITS.

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SEARCH ADDRESS

Begin the process by searching for the permit address. If you need help with this, please see the section on Searching Addresses above.

If there is no address associated with the venue for the temporary special event, click on the “Click Here” link inside ViewLA.
On the **Event Address / Location Information** screen, enter a description for the event location (e.g., Northeast corner of La Cienega Ave and Pico Blvd).

On the **Applicant Information** sheet, verify that the information on the page is correct. You can apply for a temporary special event as a property owner, contractor, or temporary special event applicant.
**PROJECT SELECTION**

Select whether this is a **New Project** and give it a name that you will recognize later, or select an existing project name from the list of **Existing Projects** and click **Next**.

**PERMIT TYPE**

On the **Permit Application** sheet, select a **Permit Type** from the dropdown list. Click **Next**. (Note: “Certify Ownership” is skipped.)

**QUESTIONNAIRE**

Your response to each question will determine any additional questions as you proceed through the questionnaire.
Depending on the information you provided in the questionnaire, you may have to submit a **Clearance Application** to the Department of City Planning and answer additional questions regarding clearances from other departments. You will automatically be presented with this application, if required. Once you have filled out the **Clearance Application**, click **Submit Questionnaire**. You will receive a confirmation email with a printable copy of your **Planning Clearance Application**.

When the **Clearance Application** is submitted, it will be reviewed by the department(s) requiring clearance. When the **Review Process** is complete, you will receive an email notifying you of the status. The status will be one of the following –

- Clearance Application Approved
- Clearance Application Denied
- Clearance Application Approved with Conditions
- Clearance Application On Hold

The email will include instructions on how to proceed.

**VIEW CLEARANCE APPLICATION**

Log into PermitLA and click on **My Workbench** in the upper right corner.

Click the **View TSE Clearances** in the **My Clearances** section.
Locate your *Clearance Application* and click *Continue Permit Application*.

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**EVENT CONTACT INFORMATION**

The *Event Contact Information* page displays:

1. Once clearances have been approved by the Department of City Planning, or
2. After you completed the *original questionnaire* and no clearances were required.

At this point, you may enter the contact information of the person coordinating or responsible for the event.

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**EVENT INFORMATION**

Enter additional Event information such as Event Name, Event Date, and Preferred Inspection Date and Time.
SITE INFORMATION

Enter your work description and additional information such as use of tents, total square footage for the tents, and so forth.

TSE PUBLIC INFORMATION BULLETIN

Click the **TSE Public Information Bulletin** hyperlink and then click the **Accept** button.

PERMIT FEES REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the **Permit Fees Review** screen. You can go back and make any changes.

DECLARATION

You are required to read and agree to the declarations. Click the **Accept and Add to Cart** button to continue with process.
Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the Permit Cart Review screen and click Continue to Pay. To pay later, just go to My Workbench and click View/Edit cart.

Enter your payment information on the Permit Payment screen and click Submit.

Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
8. SOLAR PHOTOVOLTAIC PERMITS FOR SINGLE-FAMILY DWELLINGS

In August 2014, PermitLA expanded to accommodate the permitting of solar power energy systems for single family dwellings. By accessing PermitLA, licensed contractors will be able to conveniently secure the documentation needed to legally – and safely – install such systems. Solar photovoltaic ("PV") permits constitute a special type of electrical permits and are available to Class 10, Class 46 and B License contractors.

**Solar photovoltaic permit applications for apartment or commercial buildings may be obtained through the electrical permit application route (see section above on “The Permit Process for Other Than Building Permits”.)

As with all online permits secured through the website, begin by logging into PermitLA and select Apply for a permit under MY PERMITS.

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**SEARCH FOR PROPERTY ADDRESS**

Begin the process by searching for the permit address. If you need help with this, please see the section on Searching Addresses above.

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**APPLICANT INFORMATION**

Verify the applicant information. Applicants can only apply for a solar PV permit if they are contractors with a valid C10, C46, or B license. To add a license or make revisions to an existing license, navigate to Edit My Profile within My Workbench.
Select whether this is a **New Project** and give it a name that you will recognize later or select an existing project name from the list of **Existing Projects** and click **Next**.

**PERMIT TYPE**

Select **Solar PV – Electrical** as the permit type. Click **Next**.

**PERMIT DESCRIPTION**

Within this page, the permit sub-type will always default to House/Duplex while the Work Description will remain non-editable. Make a selection to describe the anticipated solar panel system as either using a Central Inverter or a Microinverter, and as either being Grounded or Ungrounded. Review the installation and LAFD requirements and confirm having read and agreeing to the Terms & Conditions. Click **Next**.

**SOLAR WORKSHEET**

Complete the online worksheet as you would a paper-based version (which can be downloaded in PDF form from [ladbs.org](http://ladbs.org)). Please contact the LADBS Engineering Bureau for specific questions or comments related to technical aspects of the solar system intended for installation.
FOR C46 CONTRACTORS ONLY:
APPLY FOR AN ELECTRICAL PERMIT TO UPGRADE AN EXISTING SERVICE PANEL

For C46 Contractors Only: A C46 contractor can apply for an electrical permit through the solar photovoltaic permit application process. The electrical permit is only for upgrading an existing service panel to energize the solar photovoltaic system installation. The option to apply for a service panel upgrade will appear at the end of the solar worksheet. The user selection (yes or no answer) is included in the solar worksheet review page.

If Yes is selected, users will have to fill out the Scope of Work information for the electrical permit they will apply for. This form will appear after the Solar Permit Fees Review page.

SOLAR WORKSHEET REVIEW

Review the information inputted for accuracy. Click Back to make revisions.

SCOPE OF WORK – SOLAR PV PERMIT

This page contains a list of equipment that will appear on the issued permit. Click Next to continue.

SOLAR PERMIT FEES REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the Permit Fees Review screen. You can select Back to make any changes. Select Next to continue.
FOR C46 CONTRACTORS ONLY: SCOPE OF WORK – ELECTRICAL PERMIT

Check the applicable item(s) then select **Next**. The application will display the Permit Fees Review page for the electrical permit. Click **Next to continue**.

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DE CLARATION

You are required to read and agree to the declarations. Click the **Accept and Add to Cart** button to continue with process.

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PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the **Permit Cart Review** screen and click **Continue to Pay**. To pay later, just go to My Workbench and click View/Edit cart.
PERMIT PAYMENT

Enter your payment information on the Permit Payment screen and click Submit.

Note: The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
9. ELECTRIC VEHICLE CHARGER PERMITS

Online Electric Vehicle ("EV") Charger permits are available to property owners (single-family dwelling), C10 contractors, and B contractors.

As with all online permits secured through the website, begin by logging into PermitLA and select Apply for a permit under MY PERMITS.

SEARCH FOR PROPERTY ADDRESS

Begin the process by searching for the permit address. If you need help with this, please see the section on Searching Addresses above.

APPLICANT INFORMATION

Verify the applicant information. The online Electric Vehicle Charger permit will be offered to property owners, and contractors with a valid B or C10 license. To add a license or make revisions to an existing license, navigate to Edit My Profile within My Workbench.
PROJECT SELECTION

Select whether this is a **New Project** and give it a name that you will recognize later or select an existing project name from the list of **Existing Projects** and click **Next**.

PERMIT TYPE

Select the applicable permit type, **Electric Vehicle Charge-Single Family** or **Electric Vehicle Charger-All Others**, and click **Next**.

CERTIFY OWNERSHIP (FOR PROPERTY OWNERS ONLY)

In **Certify Ownership**, check the boxes to certify that you are the property owner. Click **Next**.
PERMIT DESCRIPTION

For “Electric Vehicle Charger-Single Family”, the permit sub-type will always default to Single-Family Dwelling while the Work Description will remain non-editable.

For “Electric Vehicle Charger-All Others”, choose the applicable permit sub-type from the drop-down list, and type in the Work Description.

Review “Load Calculation” and “Plan Check” statements, and confirm having read and agreeing to the Terms & Conditions before clicking Next.

Note: Click on “Load Calculation” to download a copy of the load calculation form.

QUESTIONNAIRE (ONLY FOR SINGLE-FAMILY DWELLING)

Complete the EV questionnaire. Click Next.

SCOPE OF WORK (FOR CONTRACTORS ONLY)

This page contains a list of equipment that will appear on the issued permit. Click Next to continue.
PERMIT FEES REVIEW

Review your Fee Items, Fee Amounts and other information for accuracy before finishing the permit process on the Permit Fees Review screen. You can go back and make any changes.

DECLARATION

You are required to read and agree to the declarations. Click the Accept and Add to Cart button to continue with process.

PERMIT CART REVIEW

Your permit is now in the “Shopping Cart”, which gives you the flexibility to pay now or pay later. At this point, you have the option to Apply for Another Permit, Continue to Pay, or come back later to make the payment.

If you would like to pay now, check the accuracy of your permit information on the Permit Cart Review screen and click Continue to Pay. To pay later, just go to My Workbench and click View/Edit cart.
PERMIT PAYMENT

Enter your payment information on the Permit Payment screen and click Submit.

**Note:** The Billing Address stored in your profile must match the credit card billing address. If you need to update your billing address, click on the update billing address link on the Permit Payment page.

PERMIT PAYMENT CONFIRMATION

The Permit Payment Confirmation page displays your permit number and the amount paid. A copy of your permit(s) as well as your solar PV worksheet(s) will be emailed to your registered email address. Once your payment is confirmed on the Permit Payment Confirmation screen you can Request an Inspection, or Apply for Another Permit.
10. MANAGING YOUR ACCOUNT WITH MY WORKBENCH

You can use *My Workbench* (home page) in PermitLA to manage account settings, view permits previously obtained online, and edit permit applications that are still in the shopping cart. To access *My Workbench*, begin by logging in to PermitLA. Click the *My Workbench* link located at the upper right corner of your screen.

At this point, you will be presented with a screen similar to the one below.

![My Workbench screenshot](image)

10.1 MY ACCOUNT

The *My Account* section provides you with the ability to change your password, edit information pertaining to your addresses on file, or update your license/trade credentials (for contractors and maintenance supervisors). You can also revise your security questions and answers within this section. To make a selection, simply click on the appropriate heading and revise your information as necessary.
Update the password used to access your PermitLA account

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EDIT MY PROFILE

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Revise your profile address, default mailing address and default billing address, or update your professional credentials (e.g., Contractor license information, BTRC Number, Worker's Comp).

**Note:** When adding a new BTRC number (or updating an existing one), it must be 10 digits. (i.e., if your BTRC number is 1234567, it must be entered as 0001234567).
Users who have a need for maintaining multiple mailing and billing addresses can add and remove addresses in this section.

**UPDATE SECURITY QUESTIONS**

*Update security questions:* Answering these questions correctly is imperative when retrieving a forgotten password. Use this section to review and/or update your security questions as well as the answers to those questions.
10.2 MY PERMITS

In *My Permits*, you can apply for a new permit, calculate fees for a hypothetical permit for which you may wish or need to apply for, pay for a permit still sitting in the shopping cart, and view permits that you have obtained online. Please note that the functionality provided by the *View Permits* and *View TSE Permits* can only be accessed through *My Workbench*. These two selections are particularly helpful if you need to recall the permit number, permit application submittal date, or project address for a previously obtained permit.

10.3 MY PROJECTS

Whenever you apply for an online permit, PermitLA prompts you to assign the permit to a new or existing project. To create a new project or view past/existing projects, navigate to the *My Projects* section within *My Workbench*.

*Create new project:* Click this selection to create a new project name to which you will assign a new Express Permit.

*View my projects:* This selection allows you to view all of the projects that you have saved in PermitLA. You can view the permit(s) associated with each project, rename projects or permanently delete them from this page.
10.4 MY CART

My Cart allows you to view, edit, and pay for any online permit applications with pending payment.

Once you have clicked VIEW / EDIT, you may edit, pay for, or delete any online permit applications that you have initiated.

Please note that you have the ability to simultaneously pay for multiple permit applications by clicking the box appearing to the left of each permit in your list of applications.

However, you can only edit or delete these permits individually.