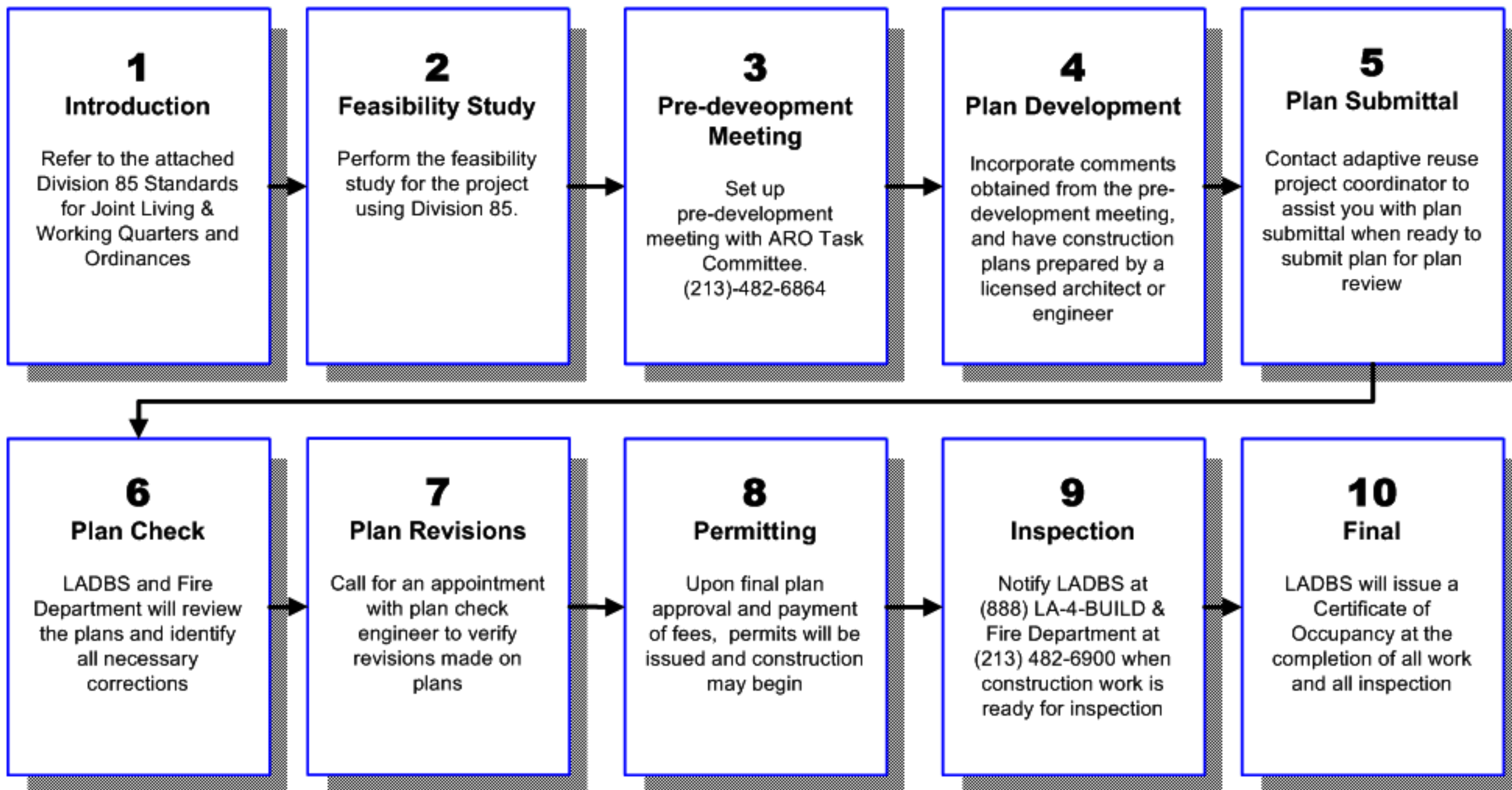




GUIDELINES ON OBTAINING PERMITS FOR ADAPTIVE REUSE PROJECTS (ARP)*

**Please see attached for detailed information.*

Rev. 10/2005



Guidelines on obtaining permits for Adaptive Reuse Projects (ARP)

1. The purpose of the Adaptive Reuse Ordinance is to revitalize certain areas in the City of Los Angeles by facilitating the conversion of older, economically distressed buildings to apartments, live and work units or hotel facilities. This will help to reduce many vacant spaces as well as preserve the architectural and cultural past of those areas, thus creating a more balanced ratio between housing and jobs in the region's primary employment center.

A City task force consisting of key staff from the Mayor's Office of Economic Development/LA Business Team, Los Angeles Fire Department, and Department of Building and Safety (LADBS) has been assembled to guide, assist and facilitate ARP through their design, entitlement, permitting, construction and inspection processes.

2. The following table is prepared to assist you in performing the feasibility study. Answers to most of the questions listed below can be found in the documents titled as Adaptive Reuse Ordinance (ARO), ARP Specific Plan and also in Division 85 Alternative Building Standards for Joint Living and Work Quarters from the web site: www.ladbs.org, under Reports, Codes & Publications, select Adaptive Reuse Projects.

Questions	Where to look for (always refer to the original documents for the entire content)	
	Downtown Area	Outside of Downtown Area
Definition of ARP	ARO 12.22A26 (c)	Specific Plan Section 4
Boundary of project area	ARO 12.22A26 (g)	Specific Plan Section 1
Eligible buildings	ARO 12.22A26 (d)	Specific Plan Section 4 & 5
Incentives for density, parking, new mezzanine area, loading zone, etc	ARO 12.22A26 (h)	Specific Plan Section 5A
Exceptions to floor area, height, yard setbacks	ARO 12.22A26 (j)	Specific Plan Section 5C
Standards	ARO 12.22A26 (i)	Specific Plan Section 5B
Current zoning designation	log on www.ladbs.org , under Reports, Codes & Publications, select <u>Parcel Profile Report</u>	
Design criteria for life and safety related issues	Division 85 Alternative Building Standards for Joint Living and Work Quarters	

3. Please call Case Management at (213) 482-6864 to schedule a Feasibility/Pre-development meeting with the ARO Task Group. The meeting will be scheduled within 14 working days from the time the applicant provides the following: A completed Feasibility Study Request Form which can be downloaded from www.ladbs.org , under Reports, Codes & Publications, Adaptive Reuse Project. The Form can be faxed to attention Case management Adaptive Reuse at 213-482-6874.
4. Incorporate the comments from the preliminary meeting, finalize the design work and prepare construction plans. The plans must be signed and stamped by a California State licensed architect and/or engineer.
5. Complete permit applications (www.ladbs.org/Forms/forms.htm) for each discipline and submit plans. Contact the project manager to assist you with the plan submittal. All plan submittals will be at the Metro Office of Department of Building and Safety (201 N. Figueroa St, 4th floor).

Type of permit	Permit covers:	Comment
Building permit	Fire and life safety items Structural upgrade Demolition work Disabled access compliance (for commercial component only, if any)	Three sets of architectural plans required - one for building plan check - one for Fire Dept. plan check - one set for Disabled Access Division One set of structural calculation Four sets of Soil's Report (if required) - one for Building Plan Check - three for Grading Division
Mechanical permit	HVAC System Smoke Evacuation System	One set of plan and calculation required
Plumbing permit	Waste and Vent System Water piping, Gas System	One set of plan and calculation required
Sprinkler Permit	Fire sprinkler, fire pump, storage tank, stand pipes	One set of plan and calculation required
Electrical permit	Electrical works Fire Alarm System	One set of plan and calculation required for each item. One permit may be obtained for both items. Fire alarm require LAFD clearance
Elevator permit	Elevator works (if any)	One set of plan and calculation required

6. The plan check review time depends on the current backlog but normally takes four to six weeks. There is an expedite plan check process available by LADBS and LA Fire Department at an additional review fee on top of the submittal fee. The expedite process may shorten the total plan check process by about half the time. The plan check engineer will provide applicants with a list of corrections and clearance summary sheet (if clearances are required from other agencies) when plan checking is completed.
7. The applicant will revise the plans to comply with the corrections, obtain all the required agency clearances, then call the plan check engineer for verification appointment.
8. Once the revised plans are in conformance with the Los Angeles Municipal Codes, LADBS will issue the permits after permit fees are paid and the applicant may begin construction.
9. It will be the responsibility of the applicant to notify LADBS when the work is ready for inspection. To request an inspection, the applicant should contact LADBS at (888) LA-4-BUILD and Fire Department at (213) 482-6900.
10. A report from a certified asbestos consultant is required if any demolition work performed involves removal of asbestos materials.
11. After final inspection approval, LADBS will issue the Certificate of Occupancy (C/O) for the project.