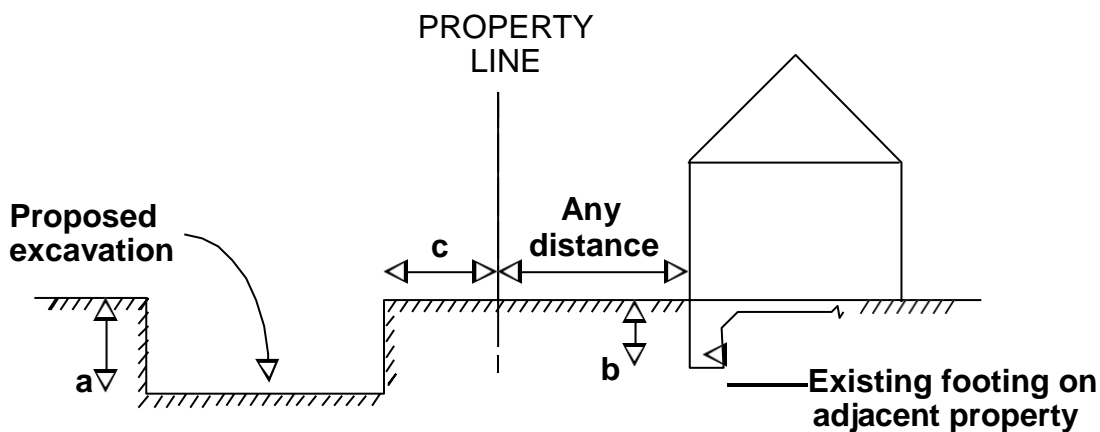


30-DAY NOTIFICATION OF INTENT TO EXCAVATE

Section 3307.1 of the Los Angeles Building Code requires property owners to provide the adjacent property owner(s) a 30-day written notice of intent to excavate when the depth of the proposed excavation (a) is greater than both:

1. The depth of the wall or foundation (b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation (c). (See below)



The Department shall not issue any permit until evidence of the required notification is received. The procedure for providing proper notification shall be as follows:

1. The attached letter shall be used to provide the required notification. If you have questions regarding the completion of the form please contact your plan check engineer.
2. The name(s) and mailing address(es) of the adjacent owner(s) can be obtained at the following locations:

Bureau of Engineering
Land Development & GIS
Division (LDG)
201 N. Figueroa Street, Suite 1150
Los Angeles
(213) 482-0060

LA County Assessor's
Office 13800 Balboa Blvd
Sylmar
(818) 833-6000

LA County Assessor's
Office 6120 Bristol Parkway
Culver City
(310) 665-5300

LA County Assessor's
Office 500 W. Temple St
Los Angeles
(213) 974-3211

LA County Assessor's
Office 1401 E. Willow St
Signal Hill
(562) 256-1701

LA County Assessor's
Office 251 E Avenue K6
Lancaster
(661) 940-6700

3. The notification shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
4. The applicant shall provide the plan check engineer with a copy of the certified mail receipt showing the date it was sent out. A copy of the ownership list from one of the above agencies shall also be provided to the plan check engineer.
5. The department will note on the permit application the date which the certified mail was sent out to the adjoining properties and a statement indicating that there shall be no excavation prior to 30 days from the certified mail send out date.

**30-DAY NOTICE OF INTENT TO EXCAVATE
LABC SECTION 3307.1**

Date: _____
To: Owner of property located at _____
From: _____
Subject: **PROTECTION OF ADJOINING PROPERTY**
Job Address: _____
Job Address Legal Description: _____

I am applying for a permit with the City of Los Angeles Department of Building and Safety for a _____
foot deep excavation located _____ feet away from our common property line for the purpose of
_____.

I am required to give the adjacent property owner(s) a 30 day written notice of the intent to excavate
when the excavation will be of a greater depth than the foundation of the adjoining building or structure
and when the excavation is closer to the common property line than the depth of the excavation. The
excavation is proposed to commence on or after _ / _ / _ . Should you have any questions or concerns,
I can be reached at _____.

Print Name: _____
Signature: _____
Position: _____