



Miscellaneous - General Information			
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City of Los Angeles – Department of Building & Safety

Zoning Requests

I. Zoning Information Letters and Rebuild Letters

Zoning information letters typically provide information for financing purposes and/or to confirm zoning of a parcel.

- Zoning Information Letter fee is \$113.36 (1 hour @ \$104 plus surcharges).
- Zoning Information Letter online application: <https://ladbsservices2.lacity.org/OnlineServices/?service=znI>

II. Rebuild Letters

Rebuild letters include information regarding non-conforming buildings and uses and whether they can be rebuilt due to a natural disaster.

- Rebuild Letter fee is \$113.36 (1 hour @ \$104 plus surcharges).
- Rebuild Letter online application: <https://www.ladbsservices2.lacity.org/OnlineServices/?service=rbl>

III. Tax Credit Letters

Tax credit letters provide written verification of zoning and number of units for the California Tax Credit Allocation Committee and California Debt Limit Allocation Committee.

- Tax Credit Letter fee is \$226.72 (2 hours @ \$208 plus surcharges – additional hours and an increased fee may be assessed depending on the number of hours needed for research).
- To apply for a tax credit letter, see below “Procedure for Submitting a Zoning Request.”

IV. Zoning Determination Letters

Zoning determination letters provide information on lot line determinations, prevailing setback boundaries, use verification, verification of existing number of units, and confirmation of lot cut dates for the purpose of verifying buildable lots.

- Zoning Determination Letter fee is \$226.72 (2 hours @ \$208 plus surcharges – additional hours and an increased fee may be assessed depending on the number of hours needed for research).
- To apply for a zoning determination letter, see below “Procedure for Submitting a Zoning Request.”

V. Procedure for Submitting a Zoning Request

Fill out the Special Fees Form as follows:

- Special Fees Form: <https://dbs.lacity.gov/sites/default/files/pdf/special-fees-misc-form-06.pdf>
- Job Address: Write the property address for which the information is being requested.
- Property Owner/Applicant: Write the name, address, and phone number of the person the letter should be sent/addressed to.
- Purpose: State what the letter is for (tax credit letter or zoning determination letter). Attach any previous letters provided for the site, if available.
- Attach existing records such as permits, certificates of occupancy, cases, etc. For more information on how to obtain these documents, visit:
<https://dbs.lacity.gov/sites/default/files/efs/pdf/forms/research-request-form-ad-form-01.pdf>

Once completed, send the form via email to ladbs.zoning@lacity.org. Once the request and fees have been verified, an invoice will be sent to pay the fee.

Contact ladbs.zoning@lacity.org for any questions or to request additional information.