


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

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TO: City Departments
Interested Parties

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Department of City Planning

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SUBJECT: **IMPLEMENTATION GUIDELINES FOR EMERGENCY EXECUTIVE NO.4:
Return and Rebuild “Temporary School and Child Care Facility Use”**

On February 4, 2025, in accordance with the Governor's Executive Order N-6-25, #11, Mayor Karen Bass issued Emergency Executive Order No. 4 (EO 4) to provide a streamlined path for the relocation, co-location, and temporary operation of educational and child care facilities impacted by the 2025 Los Angeles County Firestorms.

Effective immediately, certain provisions of the LAMC 16.04.1 and 16.01 are superseded by EO 4 to allow for more expedited short-term and long-term temporary school and child care facility processes. These processes include streamlined building permits from the Department of Building and Safety (LADBS) for qualifying short-term and long-term school and child care uses, as well as an expedited authorization from the Department of City Planning (City Planning) for long-term qualifying school and child care uses.

As directed by EO 4, LADBS, City Planning, and other applicable City departments shall provide guidelines that include objective criteria and operating standards related to applications and permitting processes for the implementation of EO 4. This memorandum specifically provides LADBS's and City Planning's guidance for the expedited ministerial review and issuance of short- and long-term temporary school and child care facility permits and/or use authorizations. This memorandum summarizes the roles and authority of LADBS and City Planning, eligibility criteria, general procedures, application process, filing requirements, operating standards and terms, project review timelines, fees, additional resources and contact information. These implementation guidelines may be amended and updated from time to time, as may be necessary.

I. EO 4 ELIGIBILITY CRITERIA

EO 4 applies to any school (TK – 12), preschool or child care facility that was damaged, destroyed, or otherwise adversely impacted by the 2025 Los Angeles County Firestorms, as well as other schools and child care facilities within the City of Los Angeles that will aid in the immediate restoration of operations for schools and child care facilities that were adversely impacted by the Firestorms. Schools and/or child care facilities not impacted by

the firestorm may also seek a short-term and/or long-term temporary use permit/authorization to modify operations to accommodate families and students displaced by the disaster.

II. BUILDING AND SAFETY PROCEDURES

EO 4 LADBS Authority

Notwithstanding other provisions of LAMC section 16.04.1, and as authorized by EO 4, LADBS has the authority to issue a temporary 180-day permit on any lot, regardless of zone, for any temporary school or childcare facility use that will aid in the immediate restoration of operations for schools and child care facilities that were damaged, destroyed, or otherwise adversely impacted as a result of the fires. Short-term temporary building permits must be submitted during the first six months following the declaration of the emergency. The deadline for submitting an application for a short-term temporary building permit is July 7, 2025. An LADBS approval of any application for a short-term temporary school or child care facility use shall not result in any vested or nonconforming rights to continue the temporary school or child care facility use beyond the term authorized.

Short-term permits cannot be extended beyond 180 days, however, if long-term temporary school or child care facility use approval has been authorized by City Planning, LADBS has the authority to issue long-term temporary use building permit applications for school and/or child care facilities seeking approval for temporary use in excess of 180 days. The LADBS process for long-term temporary use permits will mirror the short-term process except that proof of City Planning approval is required prior to permit issuance. Each school or child care facility is responsible for obtaining any necessary construction permits from LADBS if additional construction is planned, including any temporary physical improvements. Both short-term and long term temporary building permits will need to comply with all pertinent state and local regulations.

Types of Schools and Child Care Facilities and Enforcement of Building and Zoning Codes

- **Public schools**, i.e. the Los Angeles Unified School District (LAUSD) schools are subject to the State of California Field Act and are exempt from the requirements of the Building Code. This State Act regulates design and construction, and reconstruction or alteration, of public school buildings for the protection of life and property as administered by the California Division of the State Architect (DSA). Public Schools must secure a conditional use approval from the City Planning Commission prior to use. A School District is also required to obtain permits and inspection for connection to a public sewer, electrical and water service, and shall comply with any city ordinance regulating drainage

improvement and conditions, or requiring the review and construction of onsite facilities and improvements.

- **Private schools** are regulated by the State of California Private Schools Building Safety Act of 1986 which requires compliance with the Building Code enforced by the local building enforcement agencies, i.e. the Los Angeles Building Code (LABC). Private Schools are subject to all requirements of the Zoning Code.
- **Charter schools** are not exempt from the provisions of the California Building Standards Code (CBSC) as adopted and enforced by local building enforcement agencies and are subject to the provisions of the LABC. Charter schools are exempt from the LABC if they comply with the requirements of the Field Act and any Charter School seeking an exemption from the LABC must provide proof that they have complied with the requirements of the Field Act to the satisfaction of the California Division of the State Architect. Charter Schools are subject to all requirements of the Zoning Code.

There are two main types of child care projects: Child Care Facilities and Family Day Care Homes - their respective definitions are provided below. EO 4 is only applicable to child care facilities as building permits are not required for the use of family day care homes, although these facilities are subject to the requirements in the Zoning Code and may require additional Agency approvals.

- **Child Care Facility.** A facility in which non-residential care is provided for children, 16 years of age or under, when licensed as a day care facility for children by the State of California or other agency designated by the State, under the categories defined in Section 30019 of Title 22 of the State of California Administrative Code.
- **Family Day Care Home.** A dwelling unit that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day care home or a small family day care home.

General Procedures and Application Process | Temporary Building Permits

1. Confirm that the project meets the eligibility criteria above.
 - a. If the project does not meet the criteria but is another type of temporary use related to the current declared emergency, please refer to Sections 16.00 and 16.04.1 of the Los Angeles Municipal Code for other temporary allowances during emergencies.

2. Apply for a short-term and/ or long-term "Temporary Building Permits" from LADBS.
 - a. If you have questions, you can schedule a same-day virtual appointment (<https://appointments.lacity.org/apptsys/Public>) with LADBS.
 - b. NOTE: You must apply for short-term "Temporary Building Permits" from LADBS before July 7, 2025 (these permits are valid for 180 days).
3. Submit complete plans and supporting documents to LADBS using the online permitting system, ePlanLA (<https://eplanla.lacity.org>). Alternatively, the applicant can submit plans and supporting documents in person at the Los Angeles One-Stop Rebuilding Center (1828 Sawtelle Blvd. Los Angeles, 90025) or by making an appointment at any LADBS Development Services Center.
4. Once all the required application and submittal documents are submitted, the application is deemed complete and a payment link will be emailed to the applicant. The application is officially submitted immediately after plan check fees are paid. Online submittals are highly encouraged for expeditious processing.
5. Once the plans for the project are submitted and the plan check fee is paid, the plans will be assigned to a dedicated plan check staff member for review.
6. After the plans are reviewed, the applicant will be notified of any comments/corrections to address, and relevant clearances will be indicated, specifying the need to obtain approval from other sections and other City Departments and/or Agencies.
 - a. Applicants are encouraged to reach out to the other Sections and City Departments and/or Agencies as soon as possible to obtain clearance approvals.
7. Once all comments are addressed and clearances approved, a permit will be issued after all of the permit fees are paid.

In order for eligible projects to be rapidly identified please follow the below recommendations when submitting applications either through ePlanLA or in person.

- Within the description of work applicants are advised to add "****2025 Wildfire Project****" to facilitate the determination of priority eligibility.
- Submitting via ePlanLA is highly recommended - ePlanLA features a checkbox for all project applicants to disclose if their scope of work is related to the wildfires, including all Building, Electrical, Mechanical and Plumbing work.
- Applicants wishing to use the provisions of EO 4 shall specify if a short term or long-term temporary building permit is desired within the description of work.

Inspection Procedures

After a temporary building permit has been issued, inspections can be scheduled online (<https://www.ladbsservices2.lacity.org/OnlineServices/?service=rfi>) via the LADBS Go mobile application, or by phone. Inspections are required at various stages of construction

to ensure compliance with the approved plans and with all pertinent state and local regulations. Once any required construction is complete **or** once existing conditions are approved by inspection staff and any clearances/approvals are obtained from the City Departments, a Temporary Certificate of Occupancy will be issued.

Plan Check and Permit Fees

The first primary fee associated with the permitting process is the submittal fee, also known as the plan check fee, collected at the time of plan submittal which is required per LAMC 91.107.3.1.

The second fee associated with the permitting process is the Final Fee, also known as the permit fee, collected at the time of permit issuance per section LAMC 91.107.2.

Both of these primary fees are based on either the construction valuation of the project or on the number of expected hours for review of the plan and inspection.

III. CITY PLANNING PROCEDURES

EO 4 Department of City Planning Authority

Notwithstanding other provisions of LAMC Section 16.01, and as authorized by EO 4, City Planning has the authority to issue long-term temporary school and child care facility use authorizations by an expedited ministerial review process, without a hearing or an appeal. The Zoning Administrator has the authority to approve a long-term school/child care facility use on any lot in any zone that will aid in the immediate restoration of operations for schools and child care facilities that were damaged, destroyed, or otherwise adversely impacted as a result of the fires.

Long-term temporary school and child care facility use authorizations issued during the declared emergency are subject to objective criteria and operating standards established by these guidelines included herein, and are valid for three years from the date of issuance. These authorizations are also eligible for up to two additional yearly extensions and, if necessary, one partial extension to ensure alignment with the academic calendar. Thereafter, the temporary school use shall be terminated, all temporary improvements on the site removed, and the site shall be restored to the previously permitted use.

Long-term temporary school and child care facilities shall also obtain a Temporary Building Permit from LADBS as described above.

General Procedures and Application Process | Long-Term Temporary Use Authorization

The following are step-by-step procedures for applicants seeking to apply for a Long-Term Temporary School or Child care Facility Use Authorization.

Before Applying

1. Confirm that the project meets the eligibility criteria above. If the project does not meet the criteria but is another type of temporary use related to the current declared emergency, please refer to [Section 16.00](#) of the Los Angeles Municipal Code for other temporary allowances during emergencies. Please note that LAMC 16.01 provides general provisions for Long-Term Temporary Uses (TLT) beyond school and child care facility projects pursuant to EO 4.
2. Consult with LADBS to apply for a short-term “Temporary Building Permit” from LADBS before July 7, 2025 (these permits are valid for 180 days). (See above). Please note, although it is not a requirement to apply for the short-term temporary permit before applying for the long-term process, this process is available until July 7, 2025, and allows for an additional 6 months of use.
3. If you intend to extend your short-term temporary permit beyond 180 days, you can apply for a long-term “Temporary Building Permit” from LADBS. Consult with LADBS and see instructions above. Note: You will also be routed to City Planning to obtain a “Long-Term Temporary Use Authorization” from the Office of Zoning Administration (see Application Process below).
4. If you did not secure a short-term temporary permit from LADBS prior to July 7, 2025, you can still apply for a long-term temporary permit from LADBS and Long-Term Temporary Use Authorization from City Planning if you meet the eligibility criteria during a declared emergency.

City Planning Application Process

5. Apply for a “Long-Term Temporary Use Authorization (TLT-EO4)” for Schools and Child care Facilities from City Planning.
 - a. Application requirements:
 - i. To set up a pre-application consultation please email: planning.schools@lacity.org.
 - ii. Fill out the “Application for Long-Term Temporary Use Authorization for Schools and Child Care Facilities (TLT-EO4) pursuant to Mayoral Emergency Executive Order No. 4 (EO 4)” at <https://planning.lacity.gov/oas/> and upload all required documents and plans.
 - b. Operating Standards: Applicant shall agree to the following Operating Standards.
 - i. Comply with all LAMC noise regulations, including but not limited to Chapter XI (Noise Regulations).
 - ii. Comply with hours of operation granted in the authorization.
 - iii. Establish drop-off and pick-up protocols to promote safety and minimize traffic impacts on nearby properties.
 - iv. Post a copy of the City Planning’s authorization, including contact information for any complaints.
 1. A telephone number and email address shall be provided for complaints or concerns from the community regarding the operation. The phone number and email address shall be posted at the following locations:
 - a. Entry, visible to pedestrians
 - b. Customer service desk, front desk or near the reception area.
 - v. Maintain a Complaint Log

1. Complaints shall be responded to within 24 hours. The applicant shall maintain a log of all calls and emails, detailing: (1) date complaint received; (2) nature of complaint, and (3) the manner in which the complaint was resolved.
 2. A copy of the Complaint Log shall be provided to the Zoning Administrator upon request and/or upon application for Renewal.
- c. Terms: Applicant shall agree to the following Terms.
- i. Building Permits. It is the responsibility of the school/ daycare facility seeking approval of Long-Term Temporary Use Authorization to obtain all necessary building permits from LADBS.
 - ii. Other Permits of Licenses. It is the duty of the school/daycare facility applicant to obtain any other permit or license which may be required under any other provision of this Code or state law.
 - iii. Revocation. The Zoning Administrator may suspend or revoke any temporary use approval, if the Administrator determines that the temporary use bears no significant relation to the reconstruction and recovery of areas adversely impacted by the emergency, or that the conditions imposed on any temporary use approval have not been complied with, or that an unreasonable level of interference with the peaceful enjoyment of neighboring properties is created by the conduct of any authorized activity.
 - iv. Reversion. Upon the expiration of the Long-Term Temporary school and child care facility Use Authorization, the temporary school/ child care use shall be terminated, all temporary improvements on the site removed, and the site shall be restored to the previously permitted use.
 1. The operator shall post a completion bond or other guarantee to cover the cost of the removal of any improvements made to a site or cleaning of the site after termination of the temporary authorized use.
 - v. Permanent Extension. If the school or child care facility use is intended to extend beyond the terms of the Long-Term Temporary school and child care facility Use Authorization, the school or child care facility shall submit applications for all necessary discretionary approvals (such as a conditional use permit), as well as required application fees, prior to the expiration of the Long-Term Temporary school and child care facility Use Authorization.

After Authorization is Granted

6. Once a Long-Term Temporary Use Authorization (TLT-EO4) for Schools and Child care Facilities is obtained from City Planning, applicants can proceed in finalizing the Long-Term Temporary Building permit from LADBS. This process may include obtaining a building permit clearance from City Planning with reference to the TLT-EO4 case number. Please refer to LADBS's **General Procedures and Application Process** for more information on building permits.

Project Review Timelines

Pursuant to LAMC 16.01 G, the Zoning Administrator shall make a determination within 30 days from the filing of a verified application. This time limit may be extended by mutual written consent of the applicant and Zoning Administrator.

Fees

Pursuant to LAMC 16.01 H, an application for an approval pursuant to this section shall not require any filing fee.

IV. CONTACT INFORMATION

For questions regarding obtaining Temporary Building Permits through LADBS for short-term or long-term temporary school and child care facility uses, please schedule a same-day virtual appointment (<https://appointments.lacity.org/apptsys/Public>) with LADBS.

For questions regarding obtaining Long-Term Temporary Use Authorization (TLT-EO4) for schools and child care facilities from City Planning, please email planning.schools@lacity.org.

Additional LADBS Resources

- LADBS ePlanLA: This is an online service for submitting plans for plan check, applying for permits, and tracking the progress of these applications. (<https://eplanla.lacity.org>)
- In-Person Submissions and Informational Appointments: In-person filing appointments and informational meetings with City staff can be made through the BuildLA appointment system. (<https://appointments.lacity.org/apptsys/Public/Account>)
- Development Services Case Management: The Development Services Case Management Office is composed of Case Managers from the Department of Building and Safety, Department of City Planning, Department of Public Works Bureau of Engineering, Department of Transportation, and the Department of Water and Power. Each project is assigned a Case Manager representing each of these departments as necessary. Case Managers work together as a team to guide a project from pre-development to completion, each providing their expertise in their field of responsibility. (<https://dbs.lacity.gov/services/specialized-services/development-services-case-management>)