

# BUILDING PERMIT CLEARANCE HANDBOOK

by

City of Los Angeles  
Development Services Committee

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As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.

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## I. MISSION STATEMENT

The purpose of this Handbook is to consolidate all instructions given in a myriad of Department of Building and Safety memos written in the last 15 years on departmental clearances, and convert them into standardized tools for plan check engineers so that they can consistently determine what kinds of departmental clearance are needed based on the type of project and its location. In addition, this handbook provides plan checker engineers with the necessary information for them to properly refer permit applicants to the right office for departmental clearance.

The use of this Handbook will result in the following:

- ⚡ **Reduction in the number of unnecessary or redundant clearances.**
- ⚡ **A better mutual understanding between various city departments on clearance requirements prior to permit issuance, leading to a greater consistency of code enforcement.**
- ⚡ **Reduction in the amount of time a customer spends on obtaining the necessary clearances.**
- ⚡ **Reduction in the amount of time city staff uses on processing the necessary clearances.**

**The Development Services Committee views the completion and utilization of this handbook by all concerned departments as a major accomplishment and milestone in the City's effort to streamline its project review and approval process for the construction industry, property owners, and design professionals.**

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

The clearance requirements by each department prior to the issuance of building permits are summarized below, preceded by acronyms used in this handbook and their delineations.

### ABBREVIATIONS

<b>AA</b>	<b>Advisory Agency</b>
<b>ADM</b>	<b>Administrative Clearance by a Planner</b>
<b>APC</b>	<b>Area Planning Commission</b>
<b>AQMD</b>	<b>Air Quality Management District</b>
<b>BOE</b>	<b>Bureau of Engineering of the Department of Public Works</b>
<b>BOS</b>	<b>Bureau of Sanitation</b>
<b>BOSS</b>	<b>Bureau of Street Services</b>
<b>CAD</b>	<b>Cultural Affairs Department</b>
<b>CCD</b>	<b>Commercial Corner Development</b>
<b>CDO</b>	<b>Community Design Overlay District</b>
<b>CEQA</b>	<b>California Environmental Quality Act</b>
<b>C of C</b>	<b>Certificate of Compliance</b>
<b>PPB</b>	<b>Project Planning Bureau of the Department of City Planning</b>
<b>CPC</b>	<b>City Planning Commission</b>
<b>CPIO</b>	<b>Community Plan Implementation Overlay District</b>
<b>CU</b>	<b>Conditional Use Permit</b>
<b>CZCA</b>	<b>Coastal Zone</b>
<b>DCP</b>	<b>Department of City Planning</b>
<b>DIR</b>	<b>Director of Planning</b>
<b>DOT</b>	<b>Department of Transportation</b>
<b>DWP</b>	<b>Department of Water and Power</b>
<b>ED1</b>	<b>Executive Directive 1</b>
<b>FD</b>	<b>Fire Department</b>
<b>HPOZ</b>	<b>Historical Preservation Overlay Zone</b>
<b>HCM</b>	<b>City Historic-Cultural Monument</b>
<b>LADBS</b>	<b>Department of Building and Safety (a.k.a. DBS)</b>
<b>LACDPH</b>	<b>Los Angeles County Department of Public Health</b>
<b>LAX</b>	<b>Los Angeles International Airport</b>
<b>MTA</b>	<b>Metropolitan Transit Agency</b>
<b>PMEX</b>	<b>Parcel Map Exemption</b>
<b>POD</b>	<b>Pedestrian Oriented District</b>
<b>RBP</b>	<b>Restaurant Beverage Program</b>
<b>SB</b>	<b>Senate Bill</b>
<b>YC</b>	<b>Yard Case</b>
<b>ZA</b>	<b>Zoning Administrator</b>
<b>ZI</b>	<b>Zoning Information</b>

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING**

The citywide clearance by the Department of City Planning falls into three categories: existing City Planning documents, new entitlement actions, and administrative actions. In addition, projects located in a specific plan, HPOZ, CDO, CPIO, and POD area may require additional entitlement action and clearance from DCP's Project Planning Bureau or Office of Historic Resources. These are described in Section IIIA.

#### **IIA.1 FOR EXISTING CITY PLANNING DOCUMENTS**

Depending on the type of project, clearance may be required for existing DCP documents tied to a parcel before permit issuance. These documents are usually generated from past DCP discretionary actions and fall under the following categories.

- /// City Planning Commission (CPC) and Ordinances
- /// Zoning Administrator (ZA), Area Planning Commission (APC) cases
- /// Zoning Information (ZI) and Interim Control Ordinance (ICO)
- /// T, Q, and D conditions
- /// Yard Case (YC), Parcel Map Exemption (PMEX), Certificate of Compliance (COC), Private Street (PS)
- /// Advisory Agency (AA) and Tentative Tract (TT) or Vesting Tentative Tract (VTT)
- /// Coastal Zone (CZCA)
- /// Historic Preservation Overlay Zone (HPOZ)
- /// Directors Determination (DIR)
- /// Administrative Review (ADM)

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

##### 1. DIVISION of LAND (LAMC 17.00)

**Definition:** “Tract Map” refers to either a Tentative Map, Vesting Tentative Map, or Final Map. “Tentative Map” refers to a map made for the purpose of showing the design of a proposed subdivision creating five or more parcels, five or more condominiums, or five or more units in a community apartment project or stock cooperative, and showing the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property.

“Final map” is the map prepared in accordance with the provisions of LAMC 17.00 and with any applicable provisions of the Subdivision Map Act, designed to be recorded in the office of the County Recorder of Los Angeles.

“Parcel Map” refers to a land or a building (e.g. condo) subdivided into two, three or four parcels, or condominiums up to 4 units. (LAMC 17.50)

A Parcel Map Exemption is a reconfiguration of a property line between two or more lots (up to 4 lots) without creating additional number of lots.

##### 2. URBAN LOT SPLIT PARCEL MAP RECORDATION

*Urban Lot Split Parcel Map Recordation* clearance is required for:

- /// New Single-Family Dwelling

##### 3. PARCEL MAP/ TRACT MAP CONDITIONS

*Parcel Map/ Tract Map Conditions* (ZI 1022) clearance is required for:

- /// New buildings
- /// Relocation
- /// Addition
- /// New Pool/SPA
- /// Site grading
- /// Fences and Block walls
- /// Change of use from Apartment to Condominium

**Note:** Prior to the issuance of any permit, plan check engineers shall ensure the project’s compliance with tract conditions. If there are requirements to be completed prior to the issuance of a certificate of occupancy, (ex. landscaping or public improvements), these should be so

indicated on the first sheet of the plans and the comments section of the PCIS. The tract conditions shall be made a part of the plans.

#### 4. CERTIFICATE OF COMPLIANCE

*Certificate of Compliance* clearance is required for:

- /// Lot that was cut after 7-29-62 and not approved by DCP's Subdivision Section

#### 5. PARCEL MAP EXEMPTION

*Parcel Map Exemption (PMEX) clearance* is required for:

- /// New construction
- /// Relocation
- /// Addition

#### 6. MINI- SHOPPING CENTERS (LAMC 12.03, 12.22A23)

**Definition** (LAMC 12.03): A building or group of buildings located on a lot or lots which have all the following characteristics:

- /// Size: contains less than 65,000 square feet of lot area before any dedication required in connection with the building permit or other permits for the Mini-Shopping Center
- /// Use: used for more than one retail establishment
- /// Zoning: located in the C, M1, M2 or M3 zones
- /// Improvements: lot or lots improved with a structure or structures which do not exceed a height of three stories. (See 12.22A23 (a) (3) for height in feet limitations)
- /// Can be located on more than one lot only if the lots are adjacent, not divided by a public street, have a common parking area, and one or more buildings are erected or are proposed to be erected upon the lots.

**Exceptions:** the followings are not considered as Mini-Shopping Center:

- /// An automobile service station, including service bay area, where accessory food sales do not exceed 600 square feet of floor area and other accessory uses do not exceed 500 square feet of floor area.
- /// Commercial buildings composed of general business or professional offices, including those of a real estate or stock broker, or an insurance or building and loan company, with 30% or less of the total square footage containing related commercial/ retail uses that are located on the first and second floors, so long as parking is provided for the commercial/ retail uses as required by Section 12.21A4.
- /// Mixed Use projects in a Mixed Use District established pursuant to Section 13.09 B3 that consists predominantly residential uses and does not contain commercial uses enumerated in Section 12.24W27, Adaptive Reuse Projects in the Downtown Project Area pursuant to Section 12.22A26, and Libraries, governmental offices, police stations, fire stations, schools, and other governmental owned related facilities or uses are exempt from Min-Shopping Center requirement per Section 12.22A23(d).



## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

##### NEW PROJECTS

*Conditional Use Permit* (CU) clearance is required for:

- /// A use which operates between 11:00 pm to 7:00 am
- /// An amusement enterprise per Section 12.14A3
- /// An automobile laundry or wash area
- /// A project not meeting any of the requirements per 12.22A23(a),(b)

*Covenant* clearance is required:

- /// To implement Conditions of Approval per section 12.22A23(b)(5)

*Landscape* clearance is required for:

- /// Landscape approval in the required five feet setbacks
- /// Landscape approval in the Parking area per section 12.22A23(a)(6)

##### ADDITION TO AN EXISTING MINI-SHOPPING CENTER

*Conditional Use Permit* (CU) clearance is required for:

- /// All alterations which results in more than 20% increase in the existing floor area of all of the buildings on a lot or lots, or
- /// Use is one of the uses listed in 12.24W27, or
- /// Mini-Shopping Center does not comply with the conditions of operations per Section 12.22A23(b), or
- /// Has a sign per 12.22A23(a)(9)

*Covenant* clearance is required:

- /// To implement Conditions of Approval per section 12.22A23(b)(5)

*Landscape* clearance is required for:

- /// Landscape approval in the required five feet setbacks
- /// Landscape approval in the parking area per section 12.22A23(a)(6)

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

*Plan Approval* clearance is required for:

- /// Enlargement of an existing “deemed to be approved” Mini-Shopping Center per 12.24M

#### **CONVERSION OF EXISTING BUILDING TO MINI-SHOPPING CENTERS (with and without addition)**

*Conditional Use Permit* (CU) clearance is required for:

- /// All alterations which result in more than 20% increase in the existing floor area of all of the buildings on a lot or lots, or
- /// Use is one of the uses listed in 12.24W27, or
- /// Mini-Shopping Center which does not comply with the conditions of operations per Section 12.22A23(b), or
- /// Has a sign per 12.22A23(a)(9)

*Covenant* clearance is required:

- /// To implement Conditions of Approval per section 12.22A23(b)(5)

*Landscape* clearance is required:

- /// Landscape approval in the required five feet setbacks
- /// Landscape approval in the Parking area per 12.22A23(a)(6)

*Plan Approval* clearance is required for:

- /// Enlargement of an existing deemed to be approved Mini-Shopping Center per 12.24M

**Note:** “Deemed to be approved” is a lot or portion which is lawfully being used for any of the uses enumerated in Section 12.24 where such uses are no longer permitted by right due to zone change or an amendment to the Code.

Any time an existing “Deemed to be Approved” use is expanded or intensified, an approval from City Planning will be required in the form of a “Plan Approval” or a new conditional use action.

#### **CHANGE OF USE IN AN EXISTING MINI-SHOPPING CENTER**

*Conditional Use Permit* (CU) clearance is required for:

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

- ⚡ Establishing a new use enumerated in Section 12.22A23(a)(1)
- ⚡ New sign per 12.22A23(a)(9)
- ⚡ New use as listed in Section 12.24W27

### 7. COMMERCIAL CORNER DEVELOPMENT (LAMC 12.03, 12.22A23)

#### **Definition:**

(1) Any commercially used corner lot located in a C or M zone in Height District No. 1, 1-L, 1-VL or 1-XL, the lot line of which adjoins, is separated only by an alley adjacent to, or is located across the street from, any portion of a lot zoned A or R, or improved with any residential use (except in an M zone), or (2) any multi-family residentially used corner lot located in a C zone in Height District Nos. 1, 1-L, 1-VL or 1-XL, the lot line of which adjoins, is separated only by an alley adjacent to, or is located across the street from, any portion of a lot zoned RW1 or more restrictive zones.

For purpose of this definition, a Commercial Corner Development can be located on more than one lot only if the lots are adjacent, not divided by a public street, have a common parking area, and one or more buildings are erected or are proposed to be erected upon the lots.

#### **Exceptions:**

Mixed Use projects in a Mixed-Use District established pursuant to Section 13.09 B3 that consists predominantly residential uses and does not contain commercial uses enumerated in Section 12.24W27, Adaptive Reuse Projects in the Downtown Project Area pursuant to Section 12.22A26, and Libraries, governmental offices, police stations, fire stations, and other governmental owned related facilities or uses are exempt from Commercial Corner Development per Section 12.22A23(d).

### NEW PROJECTS

*Conditional Use Permit* (CU) clearance is required for:

- ⚡ A use which operates from 11:00 pm to 7:00 am
- ⚡ An amusement enterprise per Section 12.14A3
- ⚡ An Automobile laundry or wash area
- ⚡ A project not meeting any of the requirements per 12.22A23(a),(b)

*Covenant* clearance is required to:

- ⚡ Implement Conditions of Approval per section 12.22A23(b)(5)

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

*Landscape* clearance is required:

- /// Landscape approval in the required five feet setbacks
- /// Landscape approval in the Parking area per 12.22A23(a)(6)

#### **ADDITION TO AN EXISTING COMMERCIAL CORNER DEVELOPMENT**

*Conditional Use Permit* (CU) is required for:

- /// All alterations results in more than 20% increase in the existing floor area of all of the buildings on a lot or lots, or
- /// Use is one of the uses listed in 12.24W27, or
- /// Mini-Shopping Center does not comply with the conditions of operations per Section 12.22A23(b), or
- /// Has a sign per 12.22A23(a)(6)

*Covenant* clearance is required to:

- /// Implement Conditions of Approval per section 12.22A23(b)(5)

*Landscape* is required for:

- /// Landscape approval in the required five feet setbacks
- /// Landscape approval in the Parking area per section 12.22A23(a)(6)

*Plan Approval* is required for:

- /// Enlargement of an existing “deemed to be approved” Commercial Corner Development per Section 12.24M

**Note:** “Deemed to be approved” is a lot or portion which is lawfully being used for any of the uses enumerated in Section 12.24 where such uses are no longer permitted by right due to zone change or an amendment to the Code.

Any time an existing “Deemed to be Approved” use is expanded or intensified, an approval from City Planning will be required in the form of a “Plan Approval” or a new conditional use

- /// Establishing as a new use enumerated in Section 12.24W27
- /// New sign per 12.22A23(a)(9)
- /// New use as listed in Section 12.24.W27

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

#### 8. AUTOMOTIVE USE (LAMC 12.03, 12.22A28)

**Definition:**

The primary scale of used automobiles. In addition, this phrase shall include automotive repair and automobile and trailer sales area.

#### 8. A NEW PROJECTS

*Conditional Use Permit* (CU) clearance is required for:

- /// A use which does not comply with Section 12.22A28 in the C zones.
- /// A use which does not comply with Section 12.17.6 in the M zones.

*Covenant* clearance is required to:

- /// Implement Conditions of Approval per Section 12.22A28(b)(18).

*Landscape* clearance is required:

- /// Landscape approval per Section 12.22A28(a)(9)

#### 8. B ADDITION TO AN EXISTING AUTO USE

*Conditional Use Permit* (CU) clearance is required for:

- /// All alterations resulting in more than 20% increase in the existing floor area of all the buildings on a lot or lots cumulatively over the previous five years, or
- /// Auto Use does not comply with the conditions of operations per Section 12.22A28 (b), or
- /// Any reuse of an existing structure per Section 12.22A28(c).

*Covenant* clearance is required to:

- /// Implement Conditions of Approval per Section 12.22A28(c)(18).

#### 8. C CHANGE OF USE/CONVERSION/EXPANSION OR REMODEL OF EXISTING BUILDING TO AUTO USE (with and/or without addition)

*Conditional Use Permit* (CU) clearance is required for:

- /// All alterations resulting in more than 20% increase in the existing floor area of all the buildings on a lot or lots cumulatively over the previous five years, or

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

- ⚡ Auto use does not comply with the conditions of operations per section 12.22A28(b), or
- ⚡ Any reuse of an existing structure per Section 12.22A28(c).

*Covenant* clearance is required to:

- ⚡ Implement Conditions of Approval per Section 12.22A28(c)(18).

### 9. SITE PLAN REVIEW (LAMC 16.05)

*Site Plan Review* clearance is required for:

- ⚡ Any development project which creates, or results in an increase of 50,000 gross sq. ft. or more of nonresidential floor area
- ⚡ Any development project which creates, or results in an increase of 50 or more dwelling units or guest rooms, or combination thereof
- ⚡ Any change of use to a drive-through fast-food establishment or to a fast-food establishment which results in a net increase of 500 or more average daily trips as determined by DOT
- ⚡ Any change of use other than to a drive-through fast-food establishment or to a fast-food establishment which results in a net increase of 1000 or more average daily trips as determined by DOT
- ⚡ A single-family residential development with a cumulative Residential Floor Area of 17,500 square feet or larger located in the Hillside Construction Regulation “HCR” Supplemental use District.

Note: The Site Plan Review shall not apply to ED1 eligible projects and ADM-XXXX-XXXX-ED1 cases.

### 10. PRIVATE STREET (LAMC 18.00)

#### **Definition:**

A private street is a parcel of land not dedicated as a public street over which a private easement for road purposes has been granted to the owners of property contiguous or adjacent thereto which intersects or connects with a public street, or another private street, and the instrument creating same has been duly recorded or filed in the office of the Recorder of Los Angeles County, and which has been determined by the director to be adequate for access.

A private road easement is a parcel of land not dedicated as a public street, over which a private easement for road purposes is proposed to be or has been granted to the owners of property contiguous or adjacent thereto which intersects or connects with a public street,

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

or a private street, in each instance the instrument creating such easement shall be or shall have been duly recorded or filed in the office of the County Recorder of Los Angeles County.

*Private Street* clearance is required for:

- /// New or addition to dwellings and accessory buildings on sites which have access from a new or unapproved private streets or private road easement.
- /// New or addition to non-residential buildings and accessory buildings on sites which have access from a new or unapproved private streets or private road easement.
- /// Relocation to a new site which has access from a new or unapproved private street or private road easement.

#### **Exceptions:**

- /// When private streets have been laid out and designated as such in a recorded subdivision map or on a file record of survey map. ( LAMC 18.00 B)
- /// When a developed residential lot or building site has its access driveway located within a private road easement and the dwelling and access driveway existed prior to September 6, 1961. Additions and alterations may be made to such dwelling, and accessory buildings may be erected on said lot if no additional dwelling units or guest rooms are created. (LAMC 18.00 C)
- /// Developments which utilize Director of Planning's Private Street Regulations: General Variation 2001-1 for Single Family Uses and General Variation 2001-2 for Industrial, Commercial and Multi-family uses dated May 1, 2001, and a Community Driveway affidavit is filed and recorded. See Appendix D for these variations

## 11. PLAN APPROVAL (LAMC 12.24M)

#### **Definition:**

A plan approval is the review and approval of plans by the Zoning Administrator, the Area Planning Commission, or the City Planning Commission for projects on deemed-to-be-approved site where the use is extended or intensified.

A deemed-to-be-approved site is a lot or portion which is lawfully being used for any of the uses enumerated in Section 12.24 where such uses are no longer permitted by right due to a zone change or an amendment to the Code.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

*Plan Approval* clearance is required for:

- ⚡ Additions to or enlargement of an existing “Deemed to be Approved” building
- ⚡ Alteration resulting in expansion of the existing “Deemed to be Approved” use although there is no addition of floor area.

#### **Examples:**

- ⚡ Existing restaurant which have a drive-through will be classified as having deemed to be approved conditional use status. Modifications to expand the drive-through, shall be subject to a "Plan Approval" by City Planning pursuant to the provisions of LAMC Section 12.24L&M.
- ⚡ Another example of a Deemed-to-be-Approved site occurs in the case where an existing auto repair (within 300 feet of a R Zone) is expanding without adding floor area when it takes over an adjacent tenant space not currently used for auto repair. Although the project does not entail the addition of floor area, the “Deemed-to-be-approved” use is becoming more intensive and will require City Planning’s review.

#### **Exceptions:**

Planning approval will not be required when the scope of the project is for repair or cosmetic work (i.e. stucco, new restrooms, etc.) which does not add floor area or intensify the use.

## 12. SIGN APPROVAL

*SIGN APPROVAL* clearance is required for:

- ⚡ Signs within a Sign District (SN), Community Design Overlay (CDO), Community Plan Implementation Overlay (CPIO), Specific Plan, Interim Control Ordinance (ICO), Moratorium area, Coastal Zone (CZCA) and Historic Preservation Overlay Zone (HPOZ)
- ⚡ Signs within Airport Hazardous Area (LAMC 12.50E)

13. **SPECIFIC PLAN (SP), POD, CDO, CPIO:** See Section III of this Handbook for clearance requirements for projects located in these areas.



## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

#### 14. OPEN SPACE LANDSCAPE (LAMC 12.21G 2(a)(1)(2)a(3))

*Open Space landscape* clearance is required for:

- ⚡ New building or a group of buildings containing six or more dwelling units on a lot
- ⚡ Additions to a building or a group of buildings resulting in a building or a group of buildings containing six or more dwelling units on a lot

**Note:** The roof top guardrails projecting above the height limit specified in the height district may be considered as “similar structure” per Section 12.21.1.B3(a) when the roof deck is used to satisfy the open space requirement per LAMC 12.21G2(a)(4).

#### 15. PARKING LOT LANDSCAPE (LAMC 12.21A6 (g) & (h))

*Parking Lot Landscape* clearance is required for:

- ⚡ When a parking lot has more than 20 vehicles and is used as a: 1) Public parking area in all zones or 2) private parking in zones A, R, A or R in combination with a P Zone.

#### 16. FRONT YARD LANDSCAPE (LAMC 12.21C1(g))

*Front Yard Landscape* clearance is required for:

- ⚡ One-family dwelling, two-family dwelling, multiple dwelling or group dwelling, apartment house, hotel, motel, apartment hotel or retirement hotel in the RD, R3, RAS3, R4, RAS4, R5, or C Zones

#### **Exception:**

The necessary driveway and walkways, including decorative walkways are exempt from the front yard landscape requirements.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

#### 17. DENSITY BONUS SIGN-OFF (LAMC 12.22A25)

**Definition:** Density Bonus is a density increase over the otherwise maximum allowable residential density granted pursuant to California Government Code Section 65915.

*Density Bonus Sign off* clearance is required for:

- ⚡ A housing development with 25% density increase per 12.22A25(e)(1) & 12.22A25(e)(2) **and when there is a “Q” condition.**
- ⚡ A housing development with 35% density increase per 12.22A25(g)(1)

**Note:**

Housing Department clearance is also required in addition to the City Planning clearance for the density bonus. See Section IIF for details.

#### 18. HISTORIC PRESERVATION OVERLAY ZONE (HPOZ, HP), (LAMC 12.20.3)

**Definition:**

Project is the addition, alteration, construction, demolition, reconstruction, rehabilitation, relocation, removal or restoration of the exterior of any building, structure, landscaping, natural feature or site within a Preservation Zone.

*Historic Preservation Overlay Zone (HPOZ, HP)* clearance is required for:

- ⚡ Construction, Demolition, Alteration, Addition, Relocation, or Removal (LAMC12.20.3F.2(a))

**Exception:**

Interior remodel

#### 19. “D” DEVELOPMENT LIMITATIONS (LAMC 12.32G4)

*“D” Conditions* clearance is required for:

- ⚡ New buildings or additions, pole signs, changes of use, floor area increases, height increases, or setback changes.

**Note:**

The D Development limitations are indicated by the symbol D following the Height District designated on the Zone Map; For example, C2-1-L-D, R4-2-D, RD1.5-1-VL-D, etc.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

#### 20. “Q” QUALIFIED CLASSIFICATION (LAMC 12.32G.2)

“*Q*” *Conditions* clearance is required for:

- ⚡ New buildings or additions, changes of use, floor area increases, height increases, or setback changes.

#### 21. “T” CLASSIFICATION (LAMC 12.32G.1)

“*T*” *REMOVAL* clearance is required for:

- ⚡ New buildings or additions, use changes, floor area increases, height increases, or setback changes.

#### 22. DEMOLITION (LAMC 47.07)

*Demolition* clearance is only required for:

- ⚡ Demolition of two or more dwelling units when permit applicants state that they have applied for a condominium tract approval and they do not wish to file the 10-year affidavit on not building condominium

#### 23. SPECIFIC PLAN & COMMUNITY PLAN IMPLEMENTATION OVERLAY APPROVAL

*Specific Plan Approval* or *Community Plan Implementation Overlay Approval* clearance is required:

- ⚡ For projects located in a Specific Plan Area or Community Plan Implementation Overlay unless the project is exempt from DCP review as stipulated in Section IV F.

**Note:**

Plan check shall ensure that the “quantifiable” conditions (e.g., uses, height, yard, number of parking, etc.) pertaining to the provisions of the area-specific regulations and any Conditions of Approval are incorporated in the plans.

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)**

#### **IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)**

Plan check shall refer to the Zoning Information File ZI XXXX to confirm whether the final set of architectural plans must be stamp-approved by the Community Planner pursuant to the applicable area-specific regulation(s).

If the clearance indicated “Exempt,” look for reasons for the exemption in the “Comment” section of the clearance item. If no reasons are stated or the reason does not follow the exemptions listed in the Specific Plan, CPIO, or the area-specific regulations, refer the applicant back to the DCP Community Planner.

If there are any architectural or grading changes during plan check and/or verification, the applicant needs to be directed back to the Community Planner for an approval of changes.

### **24. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CLERANCE**

(Continued on following page)

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

##### **Definition:**

CEQA applies in situations where a governmental agency can use its judgment and discretion in deciding whether to approve a project. Under Section 106.4.5 of LA Building code, the issuance of permits for historic and cultural buildings is a discretionary process subject to CEQA.

**CEQA Clearance** is required for:

- /// Proposed grading when work in excess of 20,000 cu.yd. of either cut or fill is done on slopes steeper than 1 vertical in 10 horizontal.

**CEQA clearance for Historic Monument** shall be processed as stipulated in Appendix A.

##### **Exceptions:**

The Adaptive Reuse projects in the Greater Downtown Los Angeles do not require CEQA clearance.

### **25. COASTAL (CZCA) DEVELOPMENT PERMIT (LAMC 12.20.2)**

**Coastal Development Permit** clearance is required for:

- /// Construction, Reconstruction, Demolition, or Alteration of the size of any structure (includes building), including any facility of any private, public, or municipal utility.

##### **Exceptions:**

Installation of rooftop, flush-mounted systems on existing buildings that do not increase the height of the existing building by more than 10% in both Single and Dual Jurisdiction Areas. (Structures on the beach are not included). See Appendix J.

### **26. DEMO/ CONVERSION IN CZCA (Mello Bill)**

The Mello Bills prohibits the conversion or demolition of existing residential dwellings, in coastal zones (CZCA) which are occupied by persons and families of low or moderate income, unless provisions have been made for replacement housing. This bill does not apply to residential dwellings containing less than three dwelling units.

*Conversion* means a change of one or more existing residential units to a condominium, cooperative, or similar form of ownership; a change of one or more existing residential units to a non-residential use; or a reduction in the existing number of residential units. The structure or

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

structures which contain these residential units are located on either a single lot or two or more contiguous or tied lots; or conform to the definition of a unified development.

*Demolition* means the demolition of one or more existing residential units. The structure or structures which contain these residential units are located on either a single lot or two or more contiguous or tied lots; or conform to the definition of a Unified Development.

*Demo/ Conversion in CZCA* clearance is required for:

- /// All demolition or conversion of existing residential dwelling units

#### **Exceptions:**

1. Demolition of residential structures which have been declared a public nuisance per LAMC 91.8904.2.2. Applicant shall provide a copy of public nuisance declaration from LADBS Commission or provide a title report indicating that a public nuisance declaration has been recorded against the property on which the building is located
2. Demolition of owner-occupied SFD when the owner plans to replace it with another SFD in which the owner plans to reside. Place a note "Owner or permit applicant states that the existing SFD is currently owner-occupied and that an owner-occupied replacement unit will be built on this site" in the PCIS comment field for the demolition permit.

#### **Note:**

Choose both "Coastal Development Permit" and "Demo/Conversion in CZCA" from the "PLN" agency of the Conditions and Clearance section of PCIS when issuing a building permit to convert or demolish an existing residential building.

### **27. NEW DWELLING UNITS IN CZCA (Mello Bill)**

For the purpose of enforcing the Mello Bill, a new housing development means the development of one or more residential units for rent or for sale, through either construction of new structures, additions to existing structures, or the adaptive reuse of existing, non-residential structures. The structure or structures which contain these residential units are located on either a single lot or two or more contiguous or tied lots; or conforms to the definition of a Unified Development.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

##### **New Dwelling Units in CZCA (Mello Bill)**

- /// New housing developments with more than nine units

#### **28. CONDITIONAL USES DRIVE-THROUGH FAST FOOD (LAMC 12.24W17)**

*Conditional use* clearance is required:

- /// In accordance with 12.13A2(a)(20) and 12.14A14 Conditional Use Approval is required in all C zones (except in the CR Zone, please see below) when the project is located on a lot which adjoins, or across the street (or alley) from, a residential zone or a residential use.
- /// This CUP requirement doesn't apply to CR zones since drive-through restaurant is NOT allowed in the CR zone; a use variance would be required in this case.

*Example: Drive-Through Fast Food* clearance is required for new drive-through fast food restaurant in C zones, when it adjoins or is across the street/ alley from an apartment that is located in an M1 zone.

#### **29. WATER MANAGEMENT (XERISCAPE) (LAMC 12.40 thru 12.43)**

*Water Management* clearance is required for:

- /// Parking lot landscape more than 20 cars (LAMC 12.21A6(g))
- /// Front yard landscape (LAMC 12.21C1(g))
- /// Mini-Shopping Center/ Commercial Corner Development five feet landscape setback along the street frontage(s), parking area and five feet buffer between parking and residential zone or use ( LAMC 12.22A23(a)(6))
- /// Open Space Landscape (12.21G2(a)(3))
- /// Use of Land

#### **30. INTERIM CONTROL ORDINANCE (ICO)**

Plan check engineer shall review ICO's and enforce all applicable conditions.

#### **31. GREEN BUILDING ORDINANCE No. 179820 (LAMC 16.10)**

The Green Building clearance is required for the following projects effective November 1, 2008:

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)

#### IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)

##### **Non-Residential Buildings**

- /// A new building having an area of 50,000 square feet or greater.
- /// An addition having an area of 50,000 square feet or greater.
- /// Alteration to an existing building where all of the following conditions are met:
  - The area being altered is 50,000 square feet or greater; and
  - The cost of the alteration exceeds 50 percent of the replacement cost of the existing building.

##### **Residential and Mixed-Use Buildings (over six (6) stories)**

- /// A new building having an area of 50,000 square feet or greater.
- /// An addition having an area of 50,000 square feet or greater.
- /// Alteration to an existing building where all of the following conditions are met:
  - a. The building has at least 50 dwelling units'
  - b. The area being altered is 50,000 square feet or greater; and
  - c. The cost of the alteration exceeds 50 percent of the replacement cost of the existing building.

The Green Building clearance is required for the following projects effective May 1, 2009:

##### **Residential and Mixed-Use Buildings (six (6) stories or less)**

- /// A new building where all of the following conditions are met:
  - a. The building has at least 50 dwelling units;
  - b. The building has an area of 50,000 square feet or greater; and
  - c. At least 80 percent of the building's floor area is dedicated to residential uses.
- /// An addition to an existing building where all of the following conditions are met:
  - a. The existing building and addition will have at least 50 dwelling units;
  - b. The addition has an area of 50,000 square feet or greater; and
  - c. The cost of the alteration exceeds 50 percent of the replacement cost of the existing building.
- /// Alteration in an existing building where all of the following conditions are met:
  - a. The building has at least 50 dwelling units;
  - b. The building has an area of 50,000 square feet or greater; and
  - c. At least 80 percent of the building's floor area is dedicated to residential uses.



## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IIA. CLEARANCE BY DEPARTMENT OF CITY PLANNING (continue)**

#### **IIA2 FOR NEW ENTITLEMENT ACTIONS (continue)**

#### **32. SENATE BILL 9 (SB 9)**

Two Unit Development (TUD) clearance is required for any project proposing two primary dwellings on a single-family zoned lot (excluding A Zones) pursuant to Government Code Section 66452.6 (SB 9).

- /// If B.7 of the SB 9 Eligibility Criteria Checklist states “No” or “Bio Review Needed”:
  - Confirm that the site is not a habitat per GCS 65913.4(a)(6)(J)
  
- /// If the project does not comply with an objective zoning standard:
  - Miscellaneous Approval - Objective Standard Review for [insert LAMC Section] per GCS 65852.21(b)(2)(A)

#### **33. ALL OTHER DISCRETIONARY ACTIONS BY DCP**

A PCIS clearance shall be generated by LADBS staff for any new discretionary action granted by DCP pertaining to height, yard, density, floor area ratio (FAR), parking reduction, etc. as a result of plan check review. A copy of the DCP discretionary actions shall be made part of the plans.

#### **IIA3 FOR RESTAURANT BEVERAGE PROGRAM EXISTING ADMINISTRATIVE ACTION**

If an ADM document for the Restaurant Beverage Program (RBP) is tied to a parcel, clearance by DCP is required prior to permit issuance. There are two versions of RBP: General, denoted as “RBPA” in the planning case number; and, Alcohol Sensitive Use Zone, denoted as “RBPB” in the planning case number. These ADM documents for RBPA or RBPB are generated from past actions by City Planning staff.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS

#### IIB1 FOR BUREAU OF ENGINEERING (BOE)

##### 1. ADDRESS APPROVAL

*Address Approval* clearance is required for:

- /// Change of Use
- /// Use of Land
- /// New construction
- /// Residential addition resulting in additional dwelling unit(s)
- /// Commercial addition when a new address is requested by the applicant
- /// Interior remodeling when the remodeling creates additional dwelling unit(s)
- /// New off-site sign
- /// Alteration to an existing off-site sign

##### 2. Public Works (BOE) Construction Permit

(for construction of driveways, curb, gutter, sidewalk, etc.)

Clearance is required for:

- /// Use of Land
- /// New construction
- /// Relocation
- /// Addition

##### 3. DRAINAGE IN STORM DRAIN

*Drainage in Storm Drain* clearance is required for:

- /// Use of Land
- /// New construction
- /// Relocation
- /// Addition

##### **Note:**

Clearance is required only when there is an area drain connection made to a public catch basin or a storm drain pipe.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)

#### 4. ENCROACHMENT IN PUBLIC WAY (Revocable Permit)

*Encroachment in Public Way* clearance is required for:

- /// New construction
- /// Relocation
- /// Addition
- /// Exterior Alteration
- /// Underground Tank Removal and Remediation

**Notes:**

Clearance is required only when there is an encroachment.

#### 5. FLOOD CLEARANCE

*Flood Clearance* is required for:

- /// New construction
- /// Relocation
- /// Addition with “Substantial Improvement”
- /// Alteration with “Substantial Improvement”

Exceptions:

- /// Nonbuilding Applications (except for Fences and Block Walls)
- /// Grading (Not associated with Building Construction)

**Notes:**

See Item 12 of the Applicability Matrix

1) “Substantial Improvement” is defined as “Any repair, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the current valuation or market value of the structure before the “start of construction” of the improvement.”

2) See Appendix B for additional information.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)

#### 6. HIGHWAY DEDICATION

Highway dedication applies only for lots abutting a major or secondary highway or a collector street in the RD1.5, RD2, RD3, R3, R4, R5, CR, C1, C1.5, C2, C4, C5, CM, MR1, MR2, M1, M2, M3 and PF zones.

**Highway Dedication** Clearance is required for:

- /// Use of Land
- /// New Buildings or Structures
- /// Relocation
- /// Addition

#### **Exceptions:**

- /// One SFD on vacant lot
- /// Additions and accessory buildings incidental to a legally existing residential buildings provided no additional dwelling units or guest rooms are created
- /// Non-residential building with addition of less than 500 square feet
- /// Projects in the following zones: OS, A1, A2, RA, RE, R1, RU, RZ, RW1, R2, RD4, RD5, and RD6.

#### **Notes:**

Some DCP entitlement actions may involve specific conditions regarding highway dedication and improvement. In such cases, follow the conditions of the approval.

#### 7. HILLSIDE ORDINANCE (LAMC 12.21A17) AND BASELINE HILLSIDE ORDINANCE (LAMC 12.21.C.10)

The Hillside ordinance only applies to major remodel, or construction of or addition to any one-family dwelling or accessory buildings on a lot in A1, A2 or RD Zones, and the Baseline Hillside Ordinance (BHO) applies to major remodel, or construction of or addition to any one-family dwelling or accessory buildings on a lot in R1, RS, RE, or RA Zones. In addition, projects are subject to this ordinance only when BOE indicates in the completed Hillside Referral form that the project fronts on a Substandard Hillside Limited Street, or the roadway beginning at the driveway apron at the project site to the edge of the hillside boundary does not have a minimum 20' width, therefore, prohibiting the passage of emergency vehicles.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)

*Hillside Ordinance* clearance is required for:

- /// New construction of One-Family Dwelling
- /// Residential addition

**Exception:**

See LAMC 12.21A17 (i) and 12.21.C.10 (l) for exceptions.

#### 8. MARQUEE APPROVAL (LABC 3203.1)

**Definition:** Marquee is a permanent roofed structure attached to and supported by the building and projecting over public property (LABC 202)

*Marquee Approval* clearance is required for:

- /// New Marquee when it encroaches into public Right-of-Way (R/W)
- /// Alteration/addition to an existing marquee when the alteration/addition encroaches into public Right-of-Way (R/W).

#### 9. ROOF DRAINAGE TO STREET

*Roof Drainage* clearance is required for:

- /// New construction
- /// Relocation
- /// Addition

**Notes:**

Clearance is required only if the proposed work includes a new area drain or alteration to the existing drainage of the site.

#### 10. SEWER AVAILABILITY (LAMC, Section 64.16.1)

*Sewer Availability* clearance is required for:

- /// Change of Use or Occupancy when there is an increase in sewer discharge (i.e. change of use from retail to beauty salon)

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)

- /// Use of Land except when there is no building on the site
- /// New construction
- /// Relocation
- /// Addition to existing commercial buildings
- /// Addition or alteration to residential buildings that will create additional unit(s)
- /// Addition or alteration to residential buildings which will increase the total number of bedrooms per unit beyond 3.
- /// Commercial Pool and SPA (New or alteration)

**Note:**

Reasonable discretion should be employed in determining whether a clearance is required for use changes. No clearance is required when the new use is similar to the existing use and there is no increase in sewer discharge. Inform the applicant that a sewer facilities charge credit from public works may be available for use changes resulting in a decreased sewer discharge. This credit stays with the land for possible future development and is not transferable or refundable.

## 11. WATERCOURSE

*Watercourse* clearance is required for:

- /// Use of Land
- /// New construction
- /// Relocation
- /// Addition
- /// Pool and/or Spa (New and Alterations)
- /// Site Grading
- /// Fences and Block Walls
- /// Underground Tank Removal and Remediation

**Note:**

Clearance is required only when the property is within a water course area.

## 12. WORK ADJACENT TO PUBLIC WAY (Excavation Permit)

*Work Adjacent to Public Way* Clearance is required for

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)

- /// New construction
- /// Relocation
- /// Addition
- /// Underground Tank Removal and Remediation
- /// Excavation/grading adjacent to public r/w.

**Note:**

Clearance is only required if the proposed construction/ grading work imposes additional load on the public Right-of-Way (R/W) or reduces its support.

### 13. STREET VACATION

*Street Vacation* clearance is required:

- /// Only if a portion of public way is proposed to be vacated and added to the private property.

### 14. STREET WIDTH DETERMINATION

*Street Width Determination* clearance is required:

- /// For new 2<sup>nd</sup> dwelling unit in single-family zones proposed in accordance with the June 23, 2003 memo (pursuant to AB 1866). See Appendix VI.F for additional information.

### 15. EASEMENTS

*EASEMENT* clearance is required:

- /// for projects located within any indeterminable easements. BOE will be the lead agency in determining the type of easement and directing all constituents to the appropriate clearing agencies or departments.

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)**

#### **IIB1 FOR BUREAU OF ENGINEERING (BOE) (continue)**

#### **16. COMMUNITY PLAN IMPLEMENTATION OVERLAYS**

BOE clearance for CPIO may be required as stipulated in the DCP's Community Plan Implementation Overlay Matrices in Section IV-F.



## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS (continue)

#### IIB2 FOR BUREAU OF SANITATION (LASAN)

##### 1. LOW IMPACT DEVELOPMENT (LID) (Projects submitted after 04-01-2024)

*Stormwater LID* ordinance clearance is required for:

- /// Projects which increase or replace impervious area of 2,500 sf or more
- /// New construction (> 2,500 sf of impervious area)
- /// Addition (> 2,500 sf of impervious area)
- /// Re-grading of parking lots > 2,500 sf
- /// Impervious pads > 2,500 sf (i.e. Equipment pads)

**Note:**

Examples of impervious areas are:

1. Roofs
2. Concrete slabs
3. Concrete Driveway or walk ways
4. Asphalt areas
5. Solid Decks (Deck which will not allow water to fall through to soil) (Wood or Concrete)
6. Decomposed Granite

**Exemptions:**

1. Pool (Excluding hardscape)
2. Spa (Excluding hardscape)
3. Landscaping
4. Decks which allow water to fall through to soil

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS

#### IIB3 FOR BUREAU OF STREET SERVICES (BOSS) / URBAN FORESTRY DIVISION

##### 1. PRIVATE PROPERTY – DISTURB / REMOVE PROTECTED TREES

Clearance is required for the following construction activity within a 15-foot radius or drip line radius, whichever is greater, of existing native Protected Trees/Shrubs:

- /// Use of Land
- /// New Construction
- /// Relocation
- /// Addition
- /// Demolition
- /// Pool and/or Spa (New and Alterations)
- /// Retaining Walls / Shoring
- /// Site Grading

**Note:** "PROTECTED TREE / SHRUB" means any of the following Southern California indigenous tree/shrub species:

##### **Protected Trees:**

- a. Oak tree including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*), or any other tree of the oak genus indigenous to California but excluding the Scrub Oak (*Quercus berberidifolia*)
- b. Southern California Black Walnut (*Juglans californica*)
- c. Western Sycamore (*Platanus racemosa*)
- d. California Bay (*Umbellularia californica*)

##### **Protected Shrubs:**

- a. Mexican Elderberry (*Sambucus mexicana*)
- b. Toyon (*Heteromeles arbutifolia*)

**Note: Clearance from BSS/UFD requires immediate attention.** Arborist report by a Tree Expert may be required per Urban Forestry Division, BOSS. Please contact Urban Forestry Division at 213 847-3088 or 213 847-3077 to schedule an appointment.

**Tree Expert** – A person with at least four years of experience in business of transplanting, moving, caring for and maintaining trees and who is (a) a certified arborist with the International Society of Arboriculture and who holds a valid California license as an agricultural pest control advisor or (b) landscape architect or (c) a registered consulting arborist with the American Society of Consulting Arborists.

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IIB. CLEARANCE BY DEPARTMENT OF PUBLIC WORKS**

#### **IIB3 FOR BUREAU OF STREET SERVICES (BOSS) / URBAN FORESTRY DIVISION** **(continue)**

#### **2. TREES IN PARKWAY / PUBLIC RIGHT OF WAY**

Clearance is required for the following construction activity on any private property within a 15-foot radius or drip line radius, whichever is greater, of existing street trees:

- /// Use of Land
- /// New Construction
- /// Relocation
- /// Addition
- /// Demolition
- /// Pool and/or Spa (New and Alterations)
- /// Retaining Walls / Shoring
- /// Site Grading
- /// New or alteration of driveways and curbs
- /// New or alteration of sidewalks and parkways

#### **3. Community Plan Implementation Overlay (CPIO):**

BOSS clearance for CPIO is required as stipulated in the DCP's Community Plan Implementation Overlay Matrices in Section IV-F.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### II.C. CLEARANCE BY FIRE DEPARTMENT

#### 1. HYDRANT AND ACCESS APPROVAL (LAFC 57.105.4.1.5, 57.501.1.1)

*Hydrant and Access Approval* clearance is required for the following:

- ⚡ When the following projects (except Accessory Dwelling Units-see below) have a valuation of \$50,000.00 or more:
  - a. All new buildings to determine the required hydrant spacing.
  - b. Any portion of the new buildings or additions over 150 ft. from the edge of the public way (including side walk) to determine the required fire lane placement.
  - c. All new buildings on Fire Department Access.
  - d. All new buildings, additions or relocation projects in VHFHSZ.
- ⚡ Distance to a fire station pursuant to Hillside Ordinance.
- ⚡ Accessory Dwelling Unit (ADU):
  - a. Any attached/detached ADU more than 150' from the edge of the roadway.
  - b. Any detached ADU in the Very High Fire Hazard Severity Zone (VHFHSZ)

#### 2. UNDERGROUND FUEL TANK (LAFC 57.105.1.1, 57.105.7.1.30)

*Underground Fuel Tank* clearance is required for the followings:

- ⚡ Grading permit for a new tank excavation and backfill
- ⚡ Grading permit to remove an existing fuel tank and backfill

#### 3. HIGH PILED COMBUSTIBLE STORAGE (LAFC 57.3200)

*High Pile Combustible Storage* clearance is required for:

- ⚡ New high piled combustible storage with the top of the storage greater than 12 ft. in height
- ⚡ High hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar commodities where the top of the storage is greater than 6 ft. in height
- ⚡ Automated Parking

**Note:**

- ⚡ 18" clear space shall be provided below sprinkler heads directly above any storage to prevent obstruction of the water coverage from the sprinkler heads

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### II.C. CLEARANCE BY FIRE DEPARTMENT (continue)

#### 4. ASBESTOS REMOVAL (L AFC 57.320.4)

*Asbestos Removal* clearance is required for:

- /// Asbestos removal and fire-proofing of any structural steel members

#### 5. MOTION PICTURE STUDIOS (L AFC 57.4801)

*Motion Picture Studios* clearance is required for:

- /// New motion picture studios
- /// Tenant Improvement (TI) on existing motion picture studios
- /// Change of Use for a new motion picture studios whether it is for temporary or not.

#### 6. FIRE DEPARTMENT PLAN CHECK DIVISION: STATE FIRE MARSHAL FIRE/LIFE SAFETY REVIEW:

LAFD Plan Check review and approval is required for all projects including new construction, addition, remodeling, and change of use.

Projects are defined as the following (but not limited to):

- /// Low-rise Apartment/Condominium > 2 stories or > 15 dwelling units (this includes congregate residences with more than 19 occupants)
- /// Hotels > 2 stories or > 19 units (this includes congregate residences with more than 19 occupants)
- /// High rise Buildings > 75 ft. (occupied floor or roof elevations above the lowest level of Fire Department vehicle access)
- /// A occupancy with 100 or more occupant load
- /// E, I, and/or H occupancies
- /// Covered and Open Mall Buildings
- /// Airport Terminal and Buildings on Airport property
- /// Rooftop gardens and landscaped roofs
- /// Methane Mitigation (only if the system requires an active methane removal system)  
Exception: Single family dwelling and duplex projects (R3 Occupancies)
- /// Storage racks more than 12 feet high

\* See attached LAFD Matrix

\* All requests of modification on fire safety issues for the above projects shall be reviewed and approved by the Plan Check Division of Fire Department.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### II.C. CLEARANCE BY FIRE DEPARTMENT (continue)

#### 7. CONSTRUCTION ON OR NEAR AN OIL WELL (L AFC 57.5706.3, 57.105.7.1.3):

*Construction On Or Near An Oil Well Clearance* is required for:

- /// New Construction
- /// Addition
- /// Relocation
- /// Use of Land

\* Plan Checkers shall direct applicants to the California Geologic Energy Management Division (CalGEM) to obtain a determination letter prior to sending applicants to the Fire Department.

#### 8. CAR LIFTS:

*Car lift clearance* is required for:

- /// Automated Parking Garages
- /// Car lift (any number of levels)

#### 9. SUPERGRAPHICS SIGNS:

*Supergraphics Sign clearance* is required for all:

- /// Onsite Signs
- /// Offsite Signs

#### 10. VERIFICATION BY LADBS ELECTRICAL PLAN CHECK AND PERMIT ISSUANCE DIVISION FOR PROOF OF LAFD PLAN CHECK APPROVAL OF:

- /// Solar Photovoltaic Power Systems
- /// Fire Alarm Systems

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### IID. CLEARANCE BY DEPARTMENT OF TRANSPORTATION

#### 1. DRIVEWAY APPROVAL

*Driveway Approval* clearance is required for:

- /// Change of Use in specified LADOT specific plan areas.
- /// New construction except SFD, when project is adjacent to Boulevard & Avenue roadways.
- /// Relocation when project is adjacent to Boulevard & Avenue class roadways.
- /// Addition except SFD in specified LADOT specific plan areas.
- /// Any project that includes drive through operations.

**Note:**

- /// Clearance is required for **new** driveway when project is adjacent to Boulevard & Avenue roadways.
- /// Clearance is required for **new** driveway(s) for fast food restaurants, gas stations, car wash and oil change facility uses and any project that includes drive through operations.
- /// Clearance is required for an **existing** driveway associated with a Change of Use resulting in a fast food restaurant, a gas station, a car wash or an oil change facility and any project that includes drive through operations.

#### 4. TRANSPORTATION DEMAND ORDINANCE ( Ordinance No. 168,700 )

*Transportation Demand Ordinance* clearance is required for:

- /// Change of Use
- /// New construction
- /// Relocation
- /// Addition

**Notes:**

- /// Clearance is only applicable to **general office** building(s)
- /// *Clearance is required for general office building(s) with more than 25,000 sq. ft. of new or additional floor area.*

#### 5. INTERNAL CIRCULATION (Sec. 12.21 A 5 (j))

*Internal Circulation* clearance is required when vehicles need to use a public street in order to access one parking area from another area on the same property.

*Note: Internal Circulation is not applicable when project has only one driveway.*

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **IID. CLEARANCE BY DEPARTMENT OF TRANSPORTATION**

#### **4. SPECIFIC PLANS & COMMUNITY PLAN IMPLEMENTATION OVERLAYS**

*D.O.T. clearance may be required as stipulated in the DCP's Specific Plan or Community Plan Implementation Overlay Matrices in Section IV-F.*

#### **5. SIGNAGE WITHIN 500 FT. OF A FREEWAY**

⚡ Approval is required for proposed signage that is located within 500 feet of freeway per Zoning Code Section 14.4.5.



## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE BY CULTURAL AFFAIRS

#### 1. CITY HISTORIC MOMUMENT APPROVAL

This only applies to buildings/ structures built in the City of Los Angeles by various City Departments or work proposed by private entities on the City land or public right of way.

*City Owned Building/ Parcel* clearance is required for:

- /// Use of Land
- /// New construction
- /// Addition
- /// Relocation
- /// Exterior and interior alteration
- /// Signs (new & alteration)
- /// Fence & block walls
- /// Seismic Reinforcement and Retrofitting

#### 2. MURAL SIGN ( LABC 6203)

**Definition:** Mural sign is a sign which is applied to and made integral with a wall, the written message of which does not exceed 3 percent of the total area of the sign, as defined in the Section 6203 of the City of Los Angeles Building Code. Clearance by CAD staff is required before a mural sign permit can be issued. The Cultural Affairs Commission (CAC) involves in the design review and approval of mural signs.

*Mural Sign* clearance is required for:

- /// Mural Signs (new and alteration, including copy changes)

#### 3. MARQUEE APPROVAL (LABC 3205)

**Definition:** Marquee is a permanent roofed structure attached to and supported by the building and projecting over public property (LABC 214)

*Marquee Approval* clearance is required for:

- /// New marquee over public way
- /// New canopy(s) over public way

**Exception:**

Clearance is not required when a signage is being altered on an existing marquee

**II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

**III. CLEARANCE BY CULTURAL AFFAIRS (continue)**

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## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES

Depending on the type of projects and their locations, additional clearances from other departments and governmental agencies may be required as shown below. Unless specified otherwise, clearance is in the form of a signoff in PCIS.

#### 1. HOUSING COMMUNITY INVESTMENT DEPARTMENT CLEARANCES

##### **REDUCED PARKING FOR AFFORDABLE HOUSING (LAMC 12.22A25(d)2).**

*Reduced Parking for Affordable Housing* clearance is required for:

/// Projects that utilize a lower parking ratio as described in 12.22A25(d)2.

##### **DENSITY BONUS SIGN-OFF (LAMC 12.22A25(e))**

###### **Definition:**

Density Bonus is an increase in density over the otherwise maximum allowable residential density granted pursuant to California Government Code Section 65915.

*Density Bonus Sign off* clearance is required for:

1. A housing development with 25% density increase per 12.22A25(e)(1)
2. A housing development with 25% density increase per 12.22A25 (e)(2)
3. A housing development with 35% density increase per 12.22A25(e)(3)

###### **Note:**

City Planning Department approval is also required in addition to the Housing Department clearance for the density bonus. See Section IIA Clearance by Department of City Planning for the required clearances.

##### **DEMOLITION OF RENTAL UNITS**

*Demolition of Rental Units* clearance is required for:

/// Demolition of any rental unit(s)

###### **Note:**

This clearance is required because the Rent Stabilization Ordinance (RSO) mandates

## **II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES**

### **III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)**

property owners to file a Notice of Intent to Withdraw for demolition. It applies to permit applications to demolish apartments, condominiums, two-family dwellings, two or more single-family dwellings on the same lot, mobile home pads, Residential Hotels and any project resulting in a reduction of rooms in a hotel, motel, rooming house or boarding house occupied by the same tenant for sixty or more consecutive days.

#### **TENANT HABITABILITY PLAN**

Tenant Habitability Plan clearance is required for any permit where PCIS shows the building contains rent controlled rental units **and** the customer checks “Yes” to any of questions 2 through 4 on the Primary Renovation Work Identification Checklist.

#### **PUBLIC HOUSING**

Public Housing clearance is required for any public housing projects that receive financial assistance, subsidy or tax credit for Local, State or Federal agency. See Los Angeles Building Code Chapter 2 for the definition of “Public Housing”.

#### **RESIDENTIAL HOTEL ORDINANCE**

Residential Hotel clearance is required for any permit to renovate, remodel, convert, or demolish units subject to the Residential Hotel Ordinance as flagged on ZIMAS with ZI-2353.

#### **RESIDENTIAL HOTELS/SINGLE ROOM OCCUPANCY (SRO) HOTELS IN THE CITY CENTER AND CENTRAL INDUSTRIAL REDEVELOPMENT PROJECT AREAS**

RDP Residential Hotel/SRO clearance is required for any permit to renovate, remodel, convert, or demolish units subject to the Residential Hotel Ordinance and the Development Guidelines and Controls (DFDs) in the City Center and Central Industrial Redevelopment Project Areas as flagged on ZIMAS with ZI-2487.

#### **Note:**

City Planning Department approval is also required. See Sections IIIB Clearance by Redevelopment Plan Unit of Department of City Planning for more information.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)

#### 2. DEPARTMENT OF PUBLIC HEALTH (PUBLIC HEALTH) CLEARANCES

County of Los Angeles Department of Public Health (Public Health) clearance applies to all food facilities, such as restaurants, retail food markets, bars, bakeries, caterers, food warehouses, wholesale food distributors, and any establishment selling any food products including prepackaged foods, etc. Public Health approval is also responsible for approval of a variety of businesses in addition to food facilities including public pools and x-ray rooms.

***PUBLIC HEALTH PLAN CHECK*** clearance is required for:

- /// New food establishments
- /// Change of Use to a food establishment
- /// Addition or expansion to an existing food establishment
- /// Interior alteration to an existing food establishment
- /// Exterior alteration to an existing food establishment resulting in the expansion of the facility or installation of food equipment such as outdoor beverage bars, permanent open-air barbeques, or wood burning ovens, Korean barbeque tables and walk-in coolers
- /// New private schools with cafeterias
- /// Public swimming pools, including pools located in hotel suites
- /// Construction, modification, or destruction of water wells, monitoring wells, geothermal wells, cathodic protection wells
- /// New tattoo shop, Change of Use to a tattoo shop, and any Interior Alteration to a tattoo shop
- /// Installation of any X-ray equipment (*For all x-ray equipment noted or shown on plans, the plan check engineer shall provide the applicant a "Radiation Shielding Plan Application" (see Appendix VI. G). Public Health approval is not required prior to the issuance of the x-ray equipment permit.*)

**Note:** Clearance is in the form of placing Public Health approval stamp on plans.

***PUBLIC HEALTH PROJECT CLEARANCE REQUEST FORM*** clearance is required for:

- /// New covered or uncovered outdoor dining area or removal of an outdoor dining area at a food establishment.
- /// New garment manufacturing facility or a Change of Use to a garment manufacturing facility
- /// New hotel or motel or a Change of Use to a hotel or motel

**Note:** A signed Project Clearance Request Form is required, but no plan approval is required.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)

#### 3. CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CALOSHA)

*CALOSHA* clearance is required for:

- /// Projects that are more than 36 feet in height.
- /// Projects with excavations over 5 ft. in depth.

**Exception:**

Excavation for swimming pools

**Note:**

Clearance is in the form of a permit issued by CALOSHA.

#### 4. SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD)

*South Coast Air Quality Management District (AQMD)* clearance is required when the permit applicant indicate in a checklist (see Appendix E) that the project has the following equipment or operations. *AQMD approval is not required prior to the issuance of the building permit, however, it is required prior to the issuance of the Certificate of Occupancy. The building plans shall have a note that states this condition.*

Equipment: Charbroiler, dry-cleaning machine, spray booth, printing press, internal combustion engine >50 HP, boiler/combustion equipment (> 2MM BTU/hr. maximum output), abrasive blasting cabinets/rooms, baghouse/cartridge-type dust filter/scrubber, or motor fuel storage & dispensing equipment.

Operations: Application of paints and adhesives; etching, plating, casting or melting of metals; plastic molding, extruding or curing; mixing and blending of liquids and/or powders; storage of acids, solvents, organic liquids or fuels; or production of fumes, dusts, smoke, or strong odors.

**Note:**

Approval is in the form of a letter from AQMD.

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)

#### 5. DEPARTMENT OF WATER AND POWER (DWP)

##### ***DWP POWER LINES/EASEMENT***

This clearance applies to construction inside or within 10 feet of power lines or easements flagged in ZIMAS.

***DWP Power Lines/Easement*** clearance is required for:

- /// New construction.
- /// Relocation.
- /// Additions.
- /// New pool, spa, equipment or relocation.
- /// Signs.
- /// Change of Use.
- /// Typical block walls or retaining walls.

##### **Note:**

- /// Clearance is in the form of an encroachment response letter from DWP if no permit number
- /// Permits for non-concrete fences within the Public Utility Easement may be issued without obtaining a clearance. However, during inspection, if a fence is determined to unreasonably interfere with an **easement or equipment**, the applicant must then obtain approval from DWP.

##### ***COMMUNITY PLAN IMPLEMENTATION OVERLAYS***

DWP clearance for CPIO may be required as stipulated in the DCP's Community Plan Implementation Overlay Matrices in Section IV-F.

#### 6. METROPOLITAN TRANSPORTATION AUTHORITY (MTA) (Rev. 12/19/19)

This clearance applies to all construction activities within the Metro Rail construction area flagged as ZI 1117 in ZIMAS or PCIS.

***MTA*** clearance is required for:

- /// New construction
- /// Relocation
- /// Additions
- /// Pools and Spas (Only if excavation is deeper than 5')

## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)

- /// Signs (Freestanding and only if footing excavation is deeper than 5')
- /// Demolition (Only if excavation is deeper than 5')
- /// Site grading (Only if excavation is deeper than 5')
- /// Tunneling and Boring
- /// Seismic reinforcement and retrofitting
- /// Underground tank removal and remediation
- /// Construction or maintenance that requires use of cranes, erection of scaffolding, installation of refuse tubes or similar items
- /// Truck delivery of concrete and other materials

#### 7. HARBOR DEPARTMENT

This PCIS clearance is required for projects located on Harbor Department properties.

##### **Permit & Record Section of the Engineering Division of the Port of L.A.**

(310) 732-3405  
(310) 732-3686  
(310) 732-3332

#### 8. LOS ANGELES INTERNATIONAL AIRPORT (LAX)

##### ***Approval for Signs within LAX Sign District per Ordinance 183,737***

This clearance is required for new signs and alterations to existing signs within the interior of the LAX campus in either of the following two subareas: the “Landside Sub-Area” or the “Airside Sub-Area”. The LAX Sign District does not regulate interior signs (i.e. signs located within buildings).

##### ***Approval for LAX Specific Plan per Ordinance 176,345***

This clearance applies to all construction activities within the LAX Specific Plan. This clearance is required for:

- /// Use of Land
- /// New construction
- /// Addition
- /// Relocation



## II. CITYWIDE GENERAL DEPARTMENTAL CLEARANCES

### III. CLEARANCE OR APPROVALS BY OTHER DEPARTMENTS AND GOVERNMENTAL AGENCIES (continue)

- /// Change of Use
- /// Exterior and interior alteration
- /// Fence and block walls
- /// Signs (new & alteration)
- /// Seismic reinforcement and retrofitting

### **III. AREA-SPECIFIC DEPARTMENTAL CLEARANCES**

#### **IIIA. CLEARANCE BY COMMUNITY PLANNING BUREAU OF DEPARTMENT OF CITY PLANNING**

Depending on the exemption language in the code for each individual specific plan, POD, CPIO, and CDO area, certain projects may need to be reviewed and cleared by the staff in DCP's Community Planning Bureau or Playa Vista Group. The thresholds to obtain clearance from each of these numerous specific plan, POD, CPIO, and CDO areas are different. These thresholds are not listed here for each of these areas, and instead, they are outlined in ZIMAS and in the matrices in section IVA.

Please note that some specific plans may require the permit applicant to obtain a project permit and/or an approval from a Design Review Board established for a specific plan.

When City Planning clears a Specific Plan, HPOZ, POD, CPIO & CDO that has a DIR letter, the plan check engineer shall also review the conditions of the DIR letter in addition to the quantifiable conditions of the specific plan. Secondly, a separate signoff is not required for this type of DIR letter.

### III. AREA-SPECIFIC DEPARTMENTAL CLEARANCES

#### IIIB. CLEARANCE BY THE REDEVELOPMENT PLAN UNIT OF DEPARTMENT OF CITY PLANNING

Note: Effective November 11, 2019, per Resolution and Ordinance No.186325, the CRA/LA, Designated Local Authority no longer has authority or responsibility to review projects that are within the Redevelopment Project Areas.

##### **1. HISTORIC RESOURCE VERIFICATION IN REDEVELOPMENT PROJECT AREA**

*Historical Resource Verification* Clearance is required for:

- /// Any permit located within a Redevelopment Project Area flagged by a ZI in ZIMAS. The City Planning Department Redevelopment Plan Unit will review the building for historic significance per eligibility criteria in SurveyLA and the Former Community Redevelopment Agency, CRA/LA-DLA surveys or any subsequent City sanctioned or accepted surveys.

##### **2. PROJECT LOCATED IN REDEVELOPMENT PROJECT AREA**

*Redevelopment Project Area* clearance is required for the following projects located in a Redevelopment Project Area flagged by a ZI in ZIMAS:

- /// Change of Use
- /// Use of Land
- /// New construction
- /// Addition
- /// Relocation
- /// Exterior alteration
- /// Interior alteration
- /// Demolition
- /// Signs (new & alteration)
- /// Site grading
- /// Fence & block walls

### **III. AREA-SPECIFIC DEPARTMENTAL CLEARANCES**

#### **IIIB. CLEARANCE BY THE REDEVELOPMENT PLAN UNIT OF DEPARTMENT OF CITY PLANNING**

##### **3. RESIDENTIAL HOTEL IN CITY CENTER OR CENTRAL INDUSTRIAL REDEVELOPMENT PROJECT AREA**

*RDP Residential Hotel/SRO* clearance is required for any permit to renovate, remodel, convert, or demolish units subject to the Residential Hotel Ordinance and the Development Guidelines and Controls (DFDs) in the City Center and Central Industrial Redevelopment Project Areas as flagged on ZIMAS with ZI-2487.

**Note:**

Housing Department approval is also required. See Sections IIF.1 Housing Community Investment Department Clearances for more information.

## **IV. APPLICABILITY MATRICES**

### **IVA. PLANNING DOCUMENTS**

The attached matrix summarizes the DCP clearance requirements for existing DCP documents based on the type of projects. LADBS staff shall use the attached matrix as a guide in determining whether they need to review the DCP documents and to generate a PCIS clearance for DCP documents. CPB in the matrix stands for Community Planning Bureau of DCP.

Cells in the first column denote the type of work while those in the first row show the kind of DCP document. Under each document box, there are two columns underneath it. When “DBS” appears in the cell under the left column, plan check engineers shall review the DCP documents for, among other things, quantifiable requirements such as building height, number of stories, floor area, yard, etc. When there is “CPCTR” or “CPB” in the cell under the right column, it means plan check engineers shall create a PCIS signoff for public counter or Community Planning Bureau of DCP staff. “----” in the left column means plan check engineers need not review the DCP document, and “----” in the right column denotes no PCIS clearance needs to be created. However, in some cases, even when both DBS and CPCTR appear in the left and right columns, plan check engineers need not review the document if CPCTR clears the project as “Exempt,” “Not Applicable,” or “Not Required.”

In providing clearance on PCIS, CPCTR staff shall, in the comment field, state if plans are stamped, stipulate the conditions if “Approved with Conditions” is used, and provide a brief explanation as to why the project is “Exempt,” “Not Applicable,” or “Not Required.” Plan check engineers shall always review the comment field in PCIS’s DCP clearance for information applicable to their projects.

Please note that this matrix is a guide only. In the event new DCP documents are created as a result of plan check corrections generated by LADBS, such documents shall be reviewed by plan check engineers and cleared by DCP staff in PCIS.

Project Description <sup>8</sup>		ZA <sup>4</sup> , CPC <sup>4</sup> , APC		ZI, ICO		T		Q, D		YC, PMEX, COC, PS		ADM (RBPA, RBPB)		ADM (PMUL)		CZCA <sup>5,6</sup> , COASTAL		HPOZ	
Change of use		DBS	DSCTR	DBS	----	----	----	DBS <sup>7</sup>	DSCTR	----	----	DBS	DSCTR	----	----	----	CPCTR	----	OHR
Use of land		DBS	DSCTR	DBS	----	----	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	OHR
New Construction	Single Dwelling Unit	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	DBS	DSCTR	----	CPCTR	----	CPB
	Two or more Dwelling Units	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	DBS	DSCTR	----	CPCTR	----	CPB
	Comm./Indust./Institut.	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	DBS	DSCTR	----	----	----	CPCTR	----	CPB
Relocation	Single Dwelling Unit	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	OHR
	Two or more Dwelling Units	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	OHR
	Comm./Indust./Institut.	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	OHR
Addition	Single Dwelling Unit	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	DBS	DSCTR	----	CPCTR	----	OHR
	Two or more Dwelling Units	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	DBS	DSCTR	----	CPCTR	----	OHR
	Comm./Indust./Institut.	DBS	DSCTR	DBS	----	----	----	DBS	DSCTR	----	DSCTR	DBS	DSCTR	----	----	----	CPCTR	----	OHR
Exterior Alteration	Single Dwelling Unit	----	----	DBS	----	----	----	----	DSCTR	----	----	----	----	DBS	DSCTR	----	CPCTR	----	CPB
	Two or more Dwelling Units	----	----	DBS	----	----	----	----	DSCTR	----	----	----	----	DBS	DSCTR	----	CPCTR	----	CPB
	Comm./Indust./Institut.	DBS <sup>9</sup>	DSCTR <sup>9</sup>	DBS	----	----	----	----	DSCTR	----	----	DBS	DSCTR	----	----	----	CPCTR	----	CPB
Interior Alterations	Single Dwelling Unit	----	----	DBS	----	----	----	----	----	----	----	----	----	DBS	DSCTR	----	----	----	----
	Two or more Dwelling Units	----	----	DBS	----	----	----	----	----	----	----	----	----	DBS	DSCTR	----	----	----	----
	Comm./Indust./Institut.	----	----	DBS	----	----	----	----	----	----	----	DBS	DSCTR	----	----	----	----	----	----
Demolition	Single Dwelling Unit	----	DSCTR	DBS	----	----	----	----	----	----	----	----	----	DBS	DSCTR	----	CPCTR	----	OHR
	Two or more Dwelling Units	----	DSCTR	DBS	----	----	----	----	----	----	----	----	----	DBS	DSCTR	----	CPCTR	----	OHR
	Comm./Indust./Institut.	----	DSCTR	DBS	----	----	----	----	----	----	----	DBS	DSCTR	----	----	----	CPCTR	----	OHR
Pool and/or Spa New or Alterations	Single Dwelling Unit	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	CPB
	Two or more Dwelling Units	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	CPB
	Comm./Indust./Institut.	DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	CPB
Signs	On-Site	----	DSCTR	DBS	----	----	----	DBS	DSCTR	----	----	----	----	----	----	----	CPCTR	----	OHR
New and Alterations	Off-Site	----	DSCTR	DBS	----	----	----	DBS	DSCTR	----	----	----	----	----	----	----	CPCTR	----	OHR
Site grading	Hill Side	----	DSCTR	DBS	----	----	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	----
	Non-Hill Side	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
Fences and Block Walls		DBS	DSCTR	DBS	----	DBS	DSCTR	DBS	DSCTR	----	DSCTR	----	----	----	----	----	CPCTR	----	CPB
Underground Tank Removal and Remediation		----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----
Seismic Reinforcement and Retrofitting		----	----	DBS	----	----	----	----	DSCTR	----	----	----	----	----	----	----	CPCTR	----	CPB

General notes or footnotes:

- There are two columns under each document box. When "DBS" appears in the left column, plan check engineers shall review the DCP documents for, among other things, quantifiable requirements such as building height, number of stories, floor area, yard, etc. When there is "DSCTR" or "OHR" in the right column, it means plan check engineers shall create a PCIS signoff for the public counter (DSCTR) or the Office of Historic Resources Division (OHR) of DCP staff. "----" in the left column means plan check engineers need not review the DCP document, and "----" in the right column denotes no PCIS clearance needs to be created.
- When both DBS and DSCTR / OHR appears under the same document type, plan check engineers need not review the document if DCP determines it is "Not Applicable," "Exempt," or "Not Required."
- In providing PCIS clearance, DCP staff shall state in the Comment field if plans are stamped, stipulate the conditions if "Approved with Conditions" is used, and provide a brief explanation on the action taken when the project is cleared as "Exempt," "Not Applicable," or "Not Required."
- All ZA cases including CUB, CU, and CUX. Only CPC cases starting with year 2000 or later that have suffixes CU, DA, DB, HD, PAD, MSC, SPE, SPR, ZV, or ZAA are applicable, e.g. CPC2002-1230CU, SPR.
- For projects located within Harbor Department's property, no clearance from City Planning is required, however, a Coastal Development Permit or exemption in the form of a letter shall be obtained from the Planning and Research Division of the Port of Los Angeles. See Appendix H for an example of this letter.
- Rooftop solar power system installations that do not increase the height of the existing building by more than 10% are exempt from the Coastal Development Permit clearance.
- Change of use does not trigger "D-Condition" clearance
- For AA, TT, ZI 1022, VTT, PM, PMLA, see matrix on page IV-1b for parcel map/tract map conditions clearance requirements.
- Clearance applies only to projects with proposed new, alteration of existing, or removal of existing Outdoor Dining Area/AI Fresco facilities, for any case, including those with suffixes AFC, CUB, MCUP, MPA, PAB, PAD, and/or RBP.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.

APPLICABILITY MATRIX FOR PARCEL MAP/TRACT MAP CONDITIONS CLEARANCE

Project Description		VTT, T, TT, AA, PM, PMLA							
		Pre ZI 1022:		ZI 1022:		Post ZI 1022: PM 7,000 or higher TR 35000 or higher		Current: PM 2004-0000 or higher TR 60000 or higher	
Change of use		----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
Use of land		----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
New Construction	Single Dwelling Unit	----	---- (2)	DBS	DOL	DBS	DOL	DBS	DOL
	Two or more Dwelling Units	----	---- (2)	DBS	DOL	DBS	DOL	DBS	DOL
	Comm./Indust./Institut.	----	---- (2)	DBS	DOL	DBS	DOL	DBS	DOL
Relocation	Single Dwelling Unit	----	---- (2)	DBS	DOL	DBS	DOL	DBS	DOL
	Two or more Dwelling Units	----	---- (2)	DBS	DOL	DBS	DOL	DBS	DOL
	Comm./Indust./Institut.	----	----	DBS	DOL	DBS	DOL	DBS	DOL
Addition	Single Dwelling Unit	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	DOL
	Two or more Dwelling Units	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	DOL
	Comm./Indust./Institut.	----	----	DBS	---- (2)	DBS	---- (2)	DBS	DOL
Exterior Alteration	Single Dwelling Unit	----	----	----	----	----	----	----	----
	Two or more Dwelling Units	----	----	----	----	----	----	----	----
	Comm./Indust./Institut.	----	----	----	----	----	----	----	----
Interior Alterations	Single Dwelling Unit	----	----	----	----	----	----	----	----
	Two or more Dwelling Units	----	----	----	----	----	----	----	----
	Comm./Indust./Institut.	----	----	----	----	----	----	----	----
Demolition	Single Dwelling Unit	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
	Two or more Dwelling Units	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
	Comm./Indust./Institut.	----	----	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
Pool and/or Spa New or Alterations	Single Dwelling Unit	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
	Two or more Dwelling Units	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
	Comm./Indust./Institut.	----	----	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
Signs New and Alterations	On-Site	----	----	----	----	----	----	----	----
	Off-Site	----	----	----	----	----	----	----	----
Site grading	Hill Side	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
	Non-Hill Side	----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
Fences and Block Walls		----	---- (2)	DBS	---- (2)	DBS	---- (2)	DBS	---- (2)
Underground Tank Removal and Remediation		----	----	----	----	----	----	----	----
Seismic Reinforcement and Retrofitting		----	----	----	----	----	----	----	----

General notes or footnotes:

1. There are two columns under each document box. When “DBS” appears in the left column, plan check engineers shall review the project's compliance with quantifiable items in the Advisory Agency Determination Letter and any development covenants. When DOL appears in the second column, a clearance shall be created for DCP's Division of Land Section (City Hall, Room 763-A). ---- means no action is required.
2. DOL's clearance is required if the project is also located in an A or RA zone or within a "K" District.

## **IV. APPLICABILITY MATRICES**

### **IVB. DEPARTMENT OF PUBLIC WORKS CLEARANCE**

The attached matrix summarizes the different kinds of BOE, BOS and BOSS clearance requirements based on the type of projects. LADBS staff shall use the attached matrix as a guide in determining what kinds of BOE, BOS and BOSS clearances they need to generate in PCIS for the project they are reviewing.

To use the matrix, plan check engineers shall identify the project(s) in the first column, read across the row, and stop at the cell corresponding to the type of clearance listed in the top row. If the cell shows “BOE,” plan check engineers shall create a PCIS clearance for BOE. If the cell shows “BOS,” plan check engineers shall create a PCIS clearance for BOS. If the cell shows “BOSS,” plan check engineers shall create a PCIS clearance for BOSS. If the cell shows “----,” no PCIS departmental clearance will be needed.



Project Description		Address Approval	Public Works Construction Permit(13)	Drainage in Storm Drain(7)	Encroachment in the public way including marquee (R-Permit)	Flood Clearance (12)	Highway Dedication (4)	Hillside Ordinance Sec. 12.21A17 (5) and LAMC 12.21.C.10 (19)	Roof Site Drainage to Street	Sewer Availability	Watercourse (11)	Work Adjacent to Public Way (6)	Street Vacation	EASEMENTS (17)	Low Impact Development (LID) (14)	Food Services Establishment (18)		
Change of use		BOE(2)	BOE(3)	--	Clearance for revocable permit is required when there is an encroachment into the public Right of Way (R/W). Chapter 32 of the LABC.	--	--	--	--	BOE(8)	--	--	Clearance is required only if portion of public right of way is proposed to be vacated and added to the private property. Use the "Miscellaneous" item under the BOE Clearance and type in "Street vacation" in the editable field.	--	--	BOS		
Use of land		BOE	BOE	BOE		--	BOE	--	--	BOE(1)	BOE	--		--	BOE	BOS	--	
New Construction	Single Dwelling Unit (16)	BOE	BOE	BOE		BOE	--	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	--
	2 or More Dwelling Units	BOE	BOE	BOE		BOE	BOE	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	--
	Comm./Indust./Institut.	BOE	BOE	BOE		BOE	BOE	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	BOS
Relocation	Single Dwelling Unit (16)	BOE	BOE	BOE		BOE	--	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	--
	2 or More Dwelling Units	BOE	BOE	BOE		BOE	BOE	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	--
	Comm./Indust./Institut.	BOE	BOE	BOE		BOE	BOE	BOE	BOE	BOE	BOE	BOE		BOE	BOE	BOE	BOS	BOS
Addition	Single Dwelling Unit	BOE(2)	BOE(3)	BOE		BOE	--	BOE	BOE	BOE(10)	BOE	BOE		BOE	BOE	BOE	BOS	--
	2 or More Dwelling Units	BOE(2)	BOE(3)	BOE		BOE	BOE	BOE	BOE	BOE(10)	BOE	BOE		BOE	BOE	BOE	BOS	--
	Comm./Indust./Institut.	BOE(2)	BOE(3)	BOE		BOE	BOE	BOE	BOE	BOE(15)	BOE	BOE		BOE	BOE	BOE	BOS	BOS
Exterior Alteration	Single Dwelling Unit	--	--	--		BOE	--	--	--	--	--	--		--	BOE	BOS	--	--
	2 or More Dwelling Units	--	--	--		BOE	--	--	--	--	--	--		--	BOE	BOS	--	--
	Comm./Indust./Institut.	--	--	--		BOE	--	--	--	--	--	--		--	BOE	BOS	BOS	BOS
Interior Alterations	Single Dwelling Unit	--	--	--		BOE	--	--	--	BOE(10)	--	--		--	BOE	BOS	--	--
	2 or More Dwelling Units	--	--	--		BOE	--	--	--	BOE(10)	--	--		--	BOE	BOS	--	--
	Comm./Indust./Institut.	--	--	--		BOE	--	--	--	BOE(15)	--	--		--	BOE	BOS	BOS	BOS
Demolition	Single Dwelling Unit	--	--	--		--	--	--	--	--	--	--		--	--	BOS	--	--
	2 or More Dwelling Units	--	--	--		--	--	--	--	--	--	--		--	--	BOS	--	--
	Comm./Indust./Institut.	--	--	--		--	--	--	--	--	--	--		--	--	BOS	--	--
Pool and/or Spa: new & alterations	Single Dwelling Unit	--	--	--		--	--	--	--	--	BOE	--		--	BOE	BOS	--	--
	2 or More Dwelling Units	--	--	--		--	--	--	--	--	BOE	--		--	BOE	BOS	--	--
	Comm./Indust./Institut.	--	--	--		--	--	--	--	BOE(9)	BOE	--		--	BOE	BOS	--	--
Signs: New & Alterations	On-Site	--	--	--		--	--	--	--	--	--	--		--	BOE	BOS	--	--
	Off-Site	BOE	--	--		--	--	--	--	--	--	--		--	BOE	BOS	--	--
Site grading	Hill Side	BOE	--	BOE		--	--	--	--	--	--	BOE		BOE	BOE	BOS	--	--
	Non-Hill Side	BOE	--	BOE		--	--	--	--	--	--	BOE		BOE	BOE	BOS	--	--
Fences and Block Walls		--	--	--		--	--	--	--	--	--	BOE		BOE	BOE	BOS	--	--
Underground Tank Removal & Remediation		--	--	--	--	--	--	--	--	--	BOE	BOE	BOE	BOS	--	--		
Seismic Reinforcement and Retrofitting		--	--	--	--	--	--	--	--	--	--	--	BOE	BOS	--	--		

**Legend** " -- " - Clearance By BOE Staff Is Not Required  
BOE - Clearance by BOE Staff Is Required  
BOS - Clearance by BOS Staff Is Required

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## APPLICABILITY MATRIX FOR THE DEPARTMENT OF PUBLIC WORKS

### BUREAU OF ENGINEERING (BOE) AND BUREAU OF SANITATION (BOS) CLEARANCES

- 1 Exempt from sewer clearance if there is no building on the site.
- 2 Address approval is required when the addition/ remodeling creates additional unit(s).
- 3 Public works clearance is required if the proposed work includes a new driveway or an alteration to an existing driveway
- 4 SFD on vacant lots are exempt from Highway dedication. Group SFDs are exempt from Highway dedication clearance provided that no additional dwelling units or guest rooms are created. Non-residential buildings with addition of less than 500 square feet are exempt from Highway dedication. Highway dedication applies only for lots abutting a major or secondary highway or a collector street in the RD1.5, RD2, RD3, R3, R4, R5, and all C, M and PF zones.
- 5 Clearance is required when a project is located in the Hillside Grading Area to determine if it is subjected to the Hillside Ordinance requirements per Sec. 12.21A17 or 12.21.C.10.
- 6 Clearance is required if the proposed construction/ grading work imposes additional load on the public right-of-way or reduces its support
- 7 Clearance is required if area drain connection is made to a public catch basin or a storm drain pipe
- 8 Clearance is required if there is any change of use, (i.e. change of use from retail to a beauty salon).
- 9 Sewer clearance is required for any residential or commercial swimming pool/ spa.
- 10 Clearance is required if residential addition and/ or remodeling results in additional unit(s) or bedroom(s) per unit in excess of 3 total.
- 11 Clearance is required when the property is in water course area
- 12 Clearance is required for projects (new construction/"Substantial Improvement") in the following flood zones: See Appendix B
- 13 Clearance is required only if public improvements such as street, sewer, storm drain, street tree and street lights are required.
- 14 See flowchart in Appendix VI C for a complete list of projects that requires LID clearance.
- 15 Clearance is required if commercial/ industrial/ institution remodeling and/ or addition results in additional floor area, increase in occupant load, or increase in number of seating for an existing restaurant.
- 16 Street Width Determination for 2nd unit in single-family zones (pursuant to AB 1866), see Appendix F.
- 17 Clearance is required for any construction work within any indeterminable easements. Use the "Miscellaneous" item under the BOE Clearance and type in "BOE to be the lead agency for indeterminable public easements" in the editable field.
- 18 Clearance is required for new FSE or change of use from a non-FSE to a food establishment, or an alteration of an existing food establishment with a permit valuation of \$100,000 or more (excluding mandatory seismic retrofitting and fire damage repair).
- 19 BOE Hillside clearance items saved as "Denied" shall be deleted by LADBS if the project is determined to not be subject to the Hillside Ordinance by LADBS. BOE staff shall include all relevant information (e.g. Width of Continuous Paved Roadway, Standard or Substandard Street and roadway with) in the comments section.

## **IV. APPLICABILITY MATRICES**

### **IVC. FIRE DEPARTMENT CLEARANCE**

The attached matrix summarizes the FD clearance requirements based on the type of projects. LADBS staff shall use the attached matrix as a guide in determining whether they need to generate a PCIS clearance for DCP documents.

To use the matrix, plan check engineers shall identify the project(s) in the first column, read across the row, and stop at the cell corresponding to the use/occupancy or type of clearance listed in the top row. If the cell shows “FD”, plan check engineers shall create a PCIS clearance for Fire Department. If the cell shows “----”, no interdepartmental clearance will be needed.

**APPLICABILITY MATRIX FOR THE FIRE DEPARTMENT**

Non-Express Permits		Hydrant and access around buildings	Verify the distance to LAFD truck/engine company <sup>(4)</sup>	Under-ground fuel tank	Asbestos Removal	High Storage Rack <sup>(3)</sup>	Solar panels	Motion Picture Studios	VHFHSZ <sup>(5)</sup>	Supergraphics	Oil Wells	Car Lifts over two (2) levels		
Change of Use		----	----	----	----	----		FD1		FD2		FD1		
Use of Land		----	----	----	----	----		----				FD1		
New Construction	Single Family	FD2 <sup>1,2,6</sup>	----	----	----	----	----	----			FD2			
	Multiple Family	FD2 <sup>1,2,6</sup>	----	----	----	----	----	----			FD2	FD1		
	Comm./Indust./Institut.	FD2 <sup>1,2</sup>	----	----	----	FD1	----	FD1			FD2	FD1		
Relocation	Single Family	FD2 <sup>1,2,6</sup>	----	----	----	----		----			FD2			
	Multiple Family	FD2 <sup>1,2,6</sup>	----	----	----	----		----			FD2	FD1		
	Comm./Indust./Institut.	FD2 <sup>1,2</sup>	----	----	----	FD1		FD1			FD2	FD1		
Addition	Single Family	FD2 <sup>1,2,6</sup>	FD2 <sup>4</sup>	----	----	----		----			FD2			
	Multiple Family	FD2 <sup>1,2,6</sup>	----	----	----	----		----			FD2	FD1		
	Comm./Indust./Institut.	FD2 <sup>1</sup>	----	----	----	FD1		FD1			FD2	FD1		
Exterior Alterations	Single Family	----	----	----	----	----		----						
	Multiple Family	----	----	----	----	----		----				FD1		
	Comm./Indust./Institut.	----	----	----	----	FD1		FD1				FD1		
Interior Alterations <sup>(3)</sup>	Single Family	----	----	----	----	----		----						
	Multiple Family	----	----	----	----	----		----				FD1		
	Comm./Indust./Institut.	----	----	----	----	FD1		FD1				FD1		
Demolition	Single Family	----	----	----	FD1	----		----						
	Multiple Family	----	----	----	FD1	----		----						
	Comm./Indust./Institut.	----	----	----	FD1	----		----						
Pool and/or Spa New or Alteration	Single Family	----	----	----	----	----		----						
	Multiple Family	----	----	----	----	----		----						
	Comm./Indust./Institut.	----	----	----	----	----		----						

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## APPLICABILITY MATRIX FOR THE FIRE DEPARTMENT

Non-Express Permits		Hydrant and access around buildings	Verify the distance to LAFD truck/engine company <sup>(4)</sup>	Under-ground fuel tank	Asbestos Removal	High Storage Rack <sup>(3)</sup>	Solar panels	Motion Picture Studios	VHFHSZ <sup>(5)</sup>	Supergraphics	Oil Wells	Car Lifts over two (2) levels		
Signs	On-Site	----	----	----	----	----		----		FD1				
	Off-Site	----	----	----	----	----		----		FD1				
Site Grading	Hillside	----	----	----	----	----		----						
	Non Hillside	----	----	----	----	----		----						
Fence and Block Walls		----	----	----	----	----		----						
Underground Tank Removal and Remediation		----	----	FD1	----	----		----						
Seismic Reinforcement and Retrofitting		----	----	----	----	----		FD1						
Solar Panels		----	----	----	----	----	FD1	----						

**FD1**= Fire Department Plan Check Division (after FD1's review, certain projects will be referred by FD1 to FD2 for approval)

**FD2**=Fire Department Hydrant and Access Unit

Footnotes:

- (1) Fire Department Hydrant and Access Unit approval is required if any portion of the building (except Accessory Dwelling Units) is more than 150 feet from the edge of public way, and \$50,000 or more project valuation
- (2) Fire Department Hydrant and Access Unit approval is required for all new structures above \$50,000 project valuation to determine the proper hydrant spacing (300:).
- (3) Any storage rack more than 12 feet high requires Fire Department approval. The Fire Department will check whether the rack(s) is used to store combustible materials per Section 209H of the California Fire Code (CFC).
- (4) Obtain clearances from the Fire Department if the applicant is claiming exemption from providing fire sprinklers in accordance with LAMC 12.21.A.17(d)(1) due to their project's close proximity to a LA City Fire Department's Truck or Engine Company AND the total aggregate value of the remodel within a one-year period exceeds 50% of the replacement cost of the existing dwelling or accessory building. (Only applies to projects covered by the Hillside Ordinance)
- (5) Very High Fire Hazard Severity Zone (VHFHSZ)
- (6) Fire Department Hydrant and Access Unit approval is required for any Accessory Dwelling Unit (ADU) more than 150' from the edge of the roadway and any detached ADU in the Very High Fire Hazard Severity Zone (VHFHSZ).

# LADBS AND FIRE DEPARTMENT PLAN CHECK <sup>1</sup>

Plan Check Project Type		State Fire Marshall Fire Life Safety Projects									
		Hotels > 2 stories or > 19 guest rooms	Low-Rise Apartment/Condo > 2 stories or > 15 units	High-rise Building > 75' above lowest fir lvl bldg access	'A' occupancy < 100 occupant load	'A' occupancy ≥ 100 occupant load	'E' occupancy	'I' occupancy	'H' occupancy	Open/Covered Mall	Airport <sup>5</sup>
New	Multiple Family/Condo	/	DBS/FD	DBS/FD	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS/FD	/	DBS/FD	DBS	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD
Addition <sup>2</sup>	Multiple Family/Condo	/	DBS/FD <sup>2</sup>	DBS/FD	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS/FD <sup>2</sup>	/	DBS/FD	DBS	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD
Change of use to	Multiple Family/Condo	/	DBS/FD	DBS/FD	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS/FD	/	DBS/FD	DBS	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD <sup>3</sup>	DBS/FD <sup>3</sup>
Exterior Alterations w/ change in Fire-Life Safety*	Multiple Family/Condo	/	DBS/FD <sup>2</sup>	DBS/FD	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS/FD <sup>2</sup>	/	DBS/FD	DBS	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD
Exterior Alterations w/ no change in Fire-Life Safety	Multiple Family/Condo	/	DBS	DBS	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS	/	DBS	DBS	DBS	DBS	DBS	DBS	DBS	DBS
Interior Alterations w/ change in Fire-Life Safety*	Multiple Family/Condo	/	DBS/FD	DBS/FD	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS/FD	/	DBS/FD	DBS	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD	DBS/FD
Interior Alterations w/ no change in Fire-Life Safety	Multiple Family/Condo	/	DBS	DBS	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS	/	DBS	DBS	DBS	DBS	DBS	DBS	DBS	DBS
Demolition	Multiple Family/Condo	/	DBS	DBS/FD <sup>4</sup>	/	/	/	/	/	/	/
	Comm/Indust./Institut.	DBS	/	DBS/FD <sup>4</sup>	DBS	DBS	DBS	DBS	DBS	DBS	DBS

**Fire Department approval is required per "Building Permit Clearance Handbook" for the following:**  
 Hydrant and Access, Verify Distance to LAFD Truck or Engine Company, Underground Fuel Tank, High Storage Racks, Asbestos Removal, Motion Picture Studios, Construction on or Near Oil Wells, Automated Parking Garages and Car Lifts, Supergraphic Signs and Active Methane System, R2.1 and R4 occupancies.

**LEGEND:** DBS/FD - Fire Department and LADBS plan check reviews  
 DBS - LADBS plan check review including FD requirements  
 / - Not applicable

**NOTES:** \* Change in fire-life safety includes but not limited to change in exiting system, emergency egress locations, and number of exits, etc.  
<sup>1</sup>If any contradiction, follow the most restrictive.  
<sup>2</sup>FD approval is required only if the addition or alteration creates a new dwelling unit or changes the existing exit systems.  
<sup>3</sup>FD approval is required only for occupancies: 'A' with 100 occupant load or greater, 'E', 'I', or H and TI in mall and airport.  
<sup>4</sup>FD approval is required only from Hydrant Access Unit                      <sup>5</sup>State Fire Marshall Fire Life Safety Projects Only

## IV. APPLICABILITY MATRICES

### IVD. DEPARTMENT OF TRANSPORTATION CLEARANCE

The attached matrix summarizes the DOT clearance requirements based on the type of projects. LADBS staff shall use the attached matrix as a guide in determining whether they need to generate a PCIS clearance for DOT.

To use the matrix, plan check engineers shall first identify the project(s) in the first column, read across the row, and stop at the cell corresponding to the type of clearance stipulated in the first row. If the cell shows “DOT”, plan check engineers shall create a PCIS clearance for DOT. If the cell shows “----”, no interdepartmental clearance will be needed.

DOT is most concerned with **new** driveways that are planned to be constructed on streets classified as Major Highways or Secondary Highways.

## APPLICABILITY MATRIX FOR DEPARTMENT OF TRANSPORTATION (DOT)

Project Description		Driveway Location	Transp. Demamnd Ordinance
Change of use		DOT (1,2)	DOT(4)
Use of land		DOT(1)	---
New Construction	Single Dwelling Unit	---	---
	Two or More Dwelling Units	DOT (1)	---
	Comm./Indust./Institut.	DOT	DOT(4)
Relocation	Single Dwelling Unit	---	---
	Two or More Dwelling Units	DOT (1)	---
	Comm./Indust./Institut.	DOT (1,2)	DOT(4)
Addition	Single Dwelling Unit	---	---
	Two or More Dwelling Units	DOT (1)	---
	Comm./Indust./Institut.	DOT (2 or 3)	DOT(4)
Exterior Alteration	Single Dwelling Unit	---	---
	Two or More Dwelling Units	---	---
	Comm./Indust./Institut.	---	---
Interior Alterations	Single Dwelling Unit	---	---
	Two or More Dwelling Units	---	---
	Comm./Indust./Institut.	---	---
Demolition	Single Dwelling Unit	---	---
	Two or More Dwelling Units	---	---
	Comm./Indust./Institut.	---	---
Pool and/or Spa New or Alterations	Single Dwelling Unit	---	---
	Two or More Dwelling Units	---	---
	Comm./Indust./Institut.	---	---
Signs New and Alterations	On-Site	---	---
	Off-Site	---	---
Site grading	Hill Side	---	---
	Non-Hill Side	---	---
Fences and Block Walls		---	---
Underground Tank Removal and Remediation		---	---
Seismic Reinforcement and Retrofitting		---	---

Legend: "----" Clearance by DOT is Not Required.  
 DOT Clearance by DOT is required.

General notes or footnotes:

1. Clearance is required for new driveways when project is adjacent to Boulevard and Avenue class roadways
2. Clearance is required for fast food restaurants, gasoline stations, car wash, oil change facilities (i.e. Jiffy Lube) and any project that includes drive through operations.
3. Clearance is required if a new driveway is proposed and any project that includes drive through operations.
4. General Office Building only with more than 25,000 sq. ft. of new or additional floor area



## **IV. APPLICABILITY MATRICES**

### **IVE. CULTURAL AFFAIRS DEPARTMENT CLEARANCE**

The attached matrix summarizes the CAD clearance requirements based on the type of projects. LADBS staff shall use the attached matrix as a guide in determining whether they need to generate a PCIS clearance for CAD.

To use the matrix, plan check engineers shall identify the project in the first column, read across the row, and stop at the cell corresponding to the type of clearance listed in the top row. If the cell shows "CAD", plan check engineers shall create a PCIS clearance for CAD. If the cell shows "---", no interdepartmental clearance will be needed.

Please note that State (ZI 145-1000 through ZI 145-1999) and Federal (ZI 145-2000 through ZI 145-4999) monuments are not reviewed and cleared by Cultural Affairs department, and shall continue to be processed by plan check engineers in accordance with the November 2001 document titled "Building Permit California Environmental Quality Act Procedure for Historical Monuments."

## APPLICABILITY MATRIX FOR CULTURAL AFFAIRS

Project Description		City Owned Building / Parcel	Mural Sign	Marquee Located Over Public Way
Change of use		----	----	CAD (1)
Use of land		CAD	----	
New Construction	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Relocation	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Addition	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Exterior Alteration	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Interior Alterations	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Demolition	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Pool and/or Spa New or Alterations	Single Dwelling Unit	CAD	----	
	Two or More Dwelling Units	CAD	----	
	Comm./Indust./Institut.	CAD	----	
Signs New and Alterations	On-Site	CAD	CAD	
	Off-Site	CAD	CAD	
Site grading	Hill Side	CAD	----	
	Non-Hill Side	CAD	----	
Fences and Block Walls		CAD	----	
Underground Tank Removal and Remediation		CAD	----	
Seismic Reinforcement and Retrofitting		CAD	----	

**Legend:** "----" Clearance by CAD is not required.  
CAD Clearance by CAD is required.

**General notes or footnotes:**

1. Clearance is not required when signage is being altered on an existing marquee.
2. Clearance by CAD required per Ordinance 171,413

## IV. APPLICABILITY MATRICES

### IVF. SPECIFIC PLANS, PEDESTRIAN ORIENTED DISTRICT, COMMUNITY PLAN IMPLEMENTATION OVERLAY DISTRICT, AND COMMUNITY DESIGN OVERLAY DISTRICT CLEARANCE

The matrices listed in the following pages summarize the DCP and DOT/BOE/BSS/DWP clearance requirements based on the type of project and its location in a specific plan, POD, CPIO, and/or CDO area. LADBS staff shall use these matrices as a guide in determining whether they need to review the code language pertaining to the specific plan, POD, CPIO, and/or CDO for quantifiable design requirements, and to generate a PCIS clearance for DCP and DOT/BOE/BSS/DWP due to the project's location in the specific plan, POD, CPIO, and/or CDO area.

To use the matrices (a sample of which is shown on page 69), plan check engineers shall identify the project(s) in the first column, and read across the row. In the LADBS column, when "DBS" appears in the cell, plan check engineers shall review the specific plan language for, among other things, quantifiable requirements such as building height, number of stories, floor area, yard, etc. They shall ensure the design shown on plans fully comply with these requirements. If there is "—" "shown in the cell, it means plan check engineers do not need to read the language in the specific plan.


In the clearance required from DOT/BOE/BSS/DWP column, when there is "DOT", "BOE", "BSS", or "DWP" in the cell, it means plan check engineers shall create a PCIS signoff for DOT, BOE, BSS, or DWP staff. "—" means no DOT, BOE, BSS, or DWP clearance is required.

In the clearance required from DCP column, when there is "CPCTR" in the cell, it means plan check engineers shall create a PCIS signoff for DCP's Public Counter staff. When there is "CPB" or "PVA" in the cell, plan check engineers shall create a PCIS signoff for DCP's Community Planning Bureau or Playa Vista Group staff, respectively. "—" means no clearance needs to be generated.

The matrices are updated by DCP periodically and may be accessed in the following way:

Log on to DCP's website at <http://ZIMAS.lacity.org/>. Type in the number and street of the property you are interested in, click "Go"

and click the "**Planning and Zoning**" heading on the left side of the webpage.



If the property is located in a specific plan, POD, CPIO, and/or CDO, the specific plan, POD, CPIO, and/or CDO name will be listed in

## **IV. APPLICABILITY MATRICES**

### **IVF. SPECIFIC PLANS, PEDESTRIAN ORIENTED DISTRICT, COMMUNITY PLAN IMPLEMENTATION OVERLAY AND COMMUNITY DESIGN OVERLAY (continue)**

the second column with a ZI XXXX preceding it. Clicking that ZI XXXX will bring you to a brief one-page summary of that specific plan. The Clearance Matrix can be obtained by clicking the matrix icon at the bottom of that page.

Project Description		LADBS to check for compliance *	clearance required from	
			DOT	DCP
Change of use		DBS	DOT	CPB
Use of land		DBS	DOT	CPB
New Construction	Single Dwelling Unit			
	Two or More Dwelling Units	DBS	DOT	CPB
	Comm./Indust./Institut.	DBS	DOT	CPB
Relocation	Single Dwelling Unit	----	----	----
	Two or More Dwelling Units	DBS	DOT	CPB
	Comm./Indust./Institut.	DBS	DOT	CPB
Addition	Single Dwelling Unit	----	----	----
	Two or More Dwelling Units	DBS	DOT	CPB
	Comm./Indust./Institut.	DBS	DOT	CPB
Exterior Alteration	Single Dwelling Unit	----	----	----
	Two or More Dwelling Units	----	----	CPB
	Comm./Indust./Institut.	----	----	CPB
Interior Alterations	Single Dwelling Unit	----	----	----
	Two or More Dwelling Units	----	----	----
	Comm./Indust./Institut.	DBS	----	----
Demolition	Single Dwelling Unit	----	----	CPB
	Two or More Dwelling Units	----	----	CPB
	Comm./Indust./Institut.	----	----	CPB
Pool and/or Spa New or Alter	Single Dwelling Unit	----	----	----
	Two or More Dwelling Units	----	----	CPB
	Comm./Indust./Institut.	DBS	DOT	CPB
Signs New and Alterations	On-Site	----	----	CPB
	Off-Site	----	----	CPB
Site grading	Hill Side	----	----	CPB
	Non-Hill Side	----	----	CPB
Fences and Block Walls		----	----	CPB
Underground Tank Removal and Remediation		----	----	----
Seismic Reinforcement and Retrofitting		----	DOT	----

Sample

**Legend:** DBS LADBS staff shall check all quantifiable requirements such as height, no. of stories, floor area, yard, etc.  
 "----" LADBS staff need not review the specific plan requirements or no clearance by CPB or DOT is required.  
 CPB Clearance by CPB is required.  
 DOT Clearance by DOT is required.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.

# LIST OF MATRICES FOR SPECIFIC PLANS

## Alphabetically Listed by Specific Plan Name

- |  |          |
|--|----------|
| 1. CENTRAL CITY WEST SPECIFIC PLAN             | ZI -1441 |
| 2. CENTURY CITY NORTH SPECIFIC PLAN            | ZI -1138 |
| 3. COAST TRANSPORTATION CORRIDOR SPECIFIC PLAN | ZI -1874 |
| 4. PACIFIC PALISADES SPECIFIC PLAN             | ZI -1321 |
| 5. VENICE SPECIFIC PLAN                        | ZI -2273 |
| 6. VENTURA/CAHUENGA BLVD. SPECIFIC PLAN        | ZI -1729 |
| 7. WARNER CENTER SPECIFIC PLAN                 | ZI -1870 |
| 8. WEST LOS ANGELES T.I.M.P. SPECIFIC PLAN     | ZI -2192 |

## *Numerically Listed* by ZI numbers

- |             |   |
|-------------|---|
| 1. ZI -1138 | CENTURY CITY NORTH SPECIFIC PLAN            |
| 2. ZI -1321 | PACIFIC PALISADES SPECIFIC PLAN             |
| 3. ZI -1441 | CENTRAL CITY WEST SPECIFIC PLAN             |
| 4. ZI -1729 | VENTURA/CAHUENGA BLVD. SPECIFIC PLAN        |
| 5. ZI -1870 | WARNER CENTER SPECIFIC PLAN                 |
| 6. ZI -1874 | COAST TRANSPORTATION CORRIDOR SPECIFIC PLAN |
| 7. ZI -2192 | WEST LOS ANGELES T.I.M.P. SPECIFIC PLAN     |
| 8. ZI -2273 | VENICE SPECIFIC PLAN                        |

## V. LOCATIONS TO OBTAIN DEPARTMENTAL CLEARANCES

### 1. Locations to obtain Department of City Planning (DCP) document clearance

- /// Metro office: 201 N. Figueroa Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
Phone no. 213-482-7087
- /// Van Nuys office: 6262 Van Nuys Boulevard, Suite 251  
Van Nuys, CA 91411  
Phone no. 818-374-5050

### 2. Locations to obtain DCP Documents

Records Management Section 221 N. Figueroa St., Suite 1450  
Office Hours: Los Angeles, CA 90012  
Monday - Thursday 8:30 am - 4:00 pm T: (213) 847-3753; F: (213) 269-4127  
Friday 8:30 am - 3:00 pm

In order to make appointments to review files, please log on to the following website and sign up for an Angeleno account: <https://appointments.lacity.org/apptsys/Public/Account>

### 3. Locations to obtain Department of Public Works Clearance

- /// BUREAU OF ENGINEERING - CENTRAL DISTRICT  
Serving properties generally located South of Mulholland Drive and east of Robertson Boulevard and north of 12th Street Telephone:  
Construction Services Center  
201 North Figueroa Street 3th floor,  
Los Angeles, CA 90012-2601  
Hours: 7:30 a.m. to 4:30 p.m.  
(9:00 a.m. to 4:30 p.m. Wed.)  
(213) 482-7030
- /// BUREAU OF ENGINEERING - HARBOR DISTRICT  
Serving properties generally located south of 120th Street Telephone:  
638 S. Beacon St.  
San Pedro, CA 90731  
Hours: 7:30 a.m. to 4:30 p.m.  
(310) 732-4677
- /// BUREAU OF ENGINEERING - VALLEY DISTRICT  
Serving properties generally located north of Mulholland Drive or its extension easterly  
6262 Van Nuys Boulevard,  
Van Nuys, CA 91401-2615  
Hours: 7:00 a.m. to 4:30 p.m.  
Telephone: (818) 374-5090
- /// BUREAU OF ENGINEERING - WEST LOS ANGELES DISTRICT  
Serving properties generally located  
1828 Sawtelle Boulevard,  
3rd Floor, Los Angeles, CA 90025-5516  
Hours: 7:00 a.m. to 4:30 p.m.

## V. LOCATIONS TO OBTAIN DEPARTMENTAL CLEARANCES

south of Mulholland Drive, north of  
Imperial Hwy and west of Robertson Blvd

Telephone: (310) 575-8384

/// BUREAU OF SANITATION  
Watershed protection Division

2714 Media Center Drive  
Los Angeles, CA  
Telephone: (323)342-1501

### 4. Locations to obtain Fire Department Clearance

/// For Title 19 projects, determination of occupancy and other sign-off listed in matrix:

Metro: 201 N. Figueroa St, 3<sup>rd</sup> floor, Station 16  
Los Angeles, CA 90012

Van Nuys: 6262 Van Nuys Bl, 2<sup>nd</sup> floor  
Van Nuys, CA 91411

West L. A.: 18287 Sawtelle Bl. 2<sup>nd</sup> floor  
Los Angeles, CA 90025

/// For Hydrant and Access:

Metro: 221 N. Figueroa St, 15<sup>th</sup> floor  
Los Angeles, CA 90012

/// For Underground Tanks:

Metro: 201 N. Figueroa St, 3<sup>rd</sup> floor, Station 16  
Los Angeles, CA 90012

### 5. Locations to obtain DOT Clearance

/// DOT- Citywide:

Construction Services Center:

201 N. Figueroa Street, 5<sup>th</sup> Floor, Suite 550  
Los Angeles, CA 90012  
Hours: 7:30 A.M. to 4:30  
Telephone: (213) 482-7024

/// DOT- Valley Office:

Serving San Fernando Valley  
(North of Mulholland Drive, with  
the exception of Universal City)

6262 Van Nuys Boulevard  
Van Nuys, CA 91401  
Hours: 8:00 A.M. to 4:30 P.M.  
Telephone: (818) 374-4699



## V. LOCATIONS TO OBTAIN DEPARTMENTAL CLEARANCES

// DOT- Westchester Office  
 Serving West Los Angeles and LAX areas  
 (West of La Cienega Boulevard and South  
 of Mulholland Drive excluding Woodland  
 Hills)

7166 W. Manchester Ave  
 Los Angeles, CA 90045  
 Hours: 8:00 A.M. to 4:30 P.M.  
 By appointment only  
 Telephone: (213) 485-1062

### 6. Locations to obtain CAD Clearance

// All signoffs are processed at CAD's  
 office at 433 S. Spring Street,  
 10<sup>th</sup> Floor

**City Owned Properties:**  
 Mr. Haroot Avanesian, (213) 202-5500  
**Mural Signs:**  
 Mr. Robert Nunes, (213) 202-5500  
**Marques Over Public Way:**  
 Mr. Haroot Avanesian, (213) 473 -7721

### 7. Locations to obtain clearances for projects located in a specific plan, POD, CPIO, CDO, or HPOZ

The following services are by appointment only; use either the contact information below or reference the assignment list to contact the Planner for the relevant geography:

<https://planning.lacity.gov/about/staff-directory>

or use the overlays page to find the relevant geography's page with documents and contact information: <https://planning.lacity.gov/about/plans-policies/overlays>

Redevelopment Plan Unit	201 N Figueroa St, Ste 525 Los Angeles	(213) 202-5456 Email: <a href="mailto:planning.redevelopment@lacity.org">planning.redevelopment@lacity.org</a>
Office of Historic Resources, including Historic Preservation Overlay Zones (HPOZ)	221 N Figueroa St, Rm 1351, Los Angeles <a href="https://planning.lacity.org/preservation-design/contact">https://planning.lacity.org/preservation-design/contact</a>	(213) 847-3676 Email: <a href="mailto:planning.ohr@lacity.org">planning.ohr@lacity.org</a>
Central Project Planning	200 N. Spring St., Rm. 621 Los Angeles	(213) 978-1160
West/Coastal & South Project Planning	200 N. Spring St., Rm. 721 Los Angeles	(213) 978-1371
Valley Project Planning	6262 Van Nuys Blvd., Rm. 430, Van Nuys	(818) 374-9941

## V. LOCATIONS TO OBTAIN DEPARTMENTAL CLEARANCES

### 8. Locations to obtain Harbor Dept. Clearance

/// San Pedro

Port of Los Angeles Administration Building  
Permits and Records Section  
425 S. Palos Verdes Street - 3rd Floor  
San Pedro, CA 90731  
*Phone No.* (310) 732-3405  
(310) 732-3322  
(310) 732-3686  
*Office hours: Monday thru Friday*  
*7:30 a.m. to 4:15 p.m.*

### 9. Locations to obtain LAX Clearance

/// Los Angeles World Airport (LAWA)

Entitlements and Land Use Planning  
1 World Way  
Los Angeles, CA 90045  
*Phone No.* (424) 646-5174  
LAXPlanning@lawa.org

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**Updates Pending for CRA Transfer to  
Department of City Planning**

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CITY OF LOS ANGELES  
Department of Building & Safety

### **BUILDING PERMIT CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PROCEDURE FOR HISTORICAL MONUMENTS 9/2004**

#### TABLE OF CONTENT

- I. REVIEWING PROJECT AND APPLYING PCIS CLEARANCES
- II. Determine if the project involves a historical monument
  - A. Determine if a monument is located in CRA area
- III. PROCESSING CEQA DOCUMENTATION
  - A. Projects in CRA areas
  - B. Projects not in CRA areas but qualified as Categorical Exemption
  - C. Projects not in CRA areas and referred to City Planning for CEQA review
- IV. PROCESSING A CEQA APPEAL
  - A. Take in an appeal
  - B. Process an appeal
- V. Appendixes - (Also available in BASEC under LADBS App. /BASEC/Standards/Calif. Env. Quality Act Requirement)
  - A. Categorical Exemption List for Express Permits
  - B. CEQA Notice of Determination (NOD) form
  - C. Certificate of Fee Exemption (F&G) form
  - D. CEQA Notice of Exemption (NOE) form
  - E. CEQA Questionnaire for Work on Historic Buildings
  - F. CEQA Procedure Flow Chart for Structural Plan Check
  - G. CEQA Procedure Flow Chart for Mech, Elec, Plumb & Bldg Express Permits
  - H. Glossary of CEQA Terminology

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

#### I. REVIEWING PROJECT AND APPLYING PCIS CLEARANCES

This process shall be performed by a Plan Check or Express permit staff during the review of a project which involves work on a historical monument.

- A. Determine if the project involves a historical monument - the historical monuments are identified by a pop-up message in the PCIS either/or as:
- Mills Act Historical Property Contract Properties
  - Historic-Cultural Monument Properties
  - Other historical designations.

If a project does not involve a historical monument, follow the normal procedure to procedure to process the permit application.

1. **Express permit** - If the project involves a historical monument, and if the project is listed as a qualifying type on the CEQA Categorical Exemption List for Express Permit per Appendix A, enter the following note with the work description: **'CEQA Categorical Exemption Class 31 Historic Resource Rehab/Restoration'**, and follow the **normal procedure** to process the permit. If the project is not on the list, stop the PCIS application process and refer the customer to plan check.
2. **Over-the-Counter Plan Check, Appointment or Regular Plan Check**  
The historical monuments are listed in the ZIMAS under the Data Tab "Planning and Zoning Information," under the item name "Historic Preservation Review."

If the property is listed as a historical monument, go to step 'B' below.

- B. Determine if a monument is located in a CRA area - In general, PCIS will display a notification when an application address is associated with the historical monument in a CRA area. Verify the historical monument designation of a building in a CRA area by viewing the PCIS parcel document screen or ZIMAS.

VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

1. If a project is in a CRA area, the CEQA lead agency is CRA. (Note: When another City agency is the CEQA lead agency, then LADBS will be the CEQA responsible agency for the permit issuance process.)
  - a. *Add the PCIS CRA clearance for ‘Historic Monument, Work on a historical monument in CRA Area: (Enter ZI no. for the CRA area)’*
  - b. When both City Planning clearance for a **Historic Monument** and CRA clearances are required, instruct the customer to first obtain clearance from City Planning and then CRA.
  - c. Continue with the process in step ‘IIA’ below when the customer returns to LADBS after CEQA review by CRA.
2. If a project is not in a CRA area, determine if it qualifies as a CEQA Categorical Exemption:
  - a. **Over-the-Counter Plan Check** - Request the customer to complete the CEQA Questionnaire per Appendix E.
    - (1) If the customer *has not* checked the unconditioned ‘YES’ box to any questions, continue with process in step ‘IIB’ for Categorical Exemption.
    - (2) If the customer *has* checked off the unconditioned ‘YES’ box to any questions, the project requires environmental review. Continue with the process in step ‘c’ below.
  - b. **Appointment or Regular Plan Check** - Review the CEQA Questionnaire completed by the customer during submittal. If CEQA Questionnaire is not submitted; provide a copy to the customer with your plan check correction. The procedures to review the CEQA Questionnaire are the same as in step ‘a’ above for an Over-the-Counter Permit.
  - c. Determine whether City Planning is the CEQA lead agency:
    - (1) If a City Planning discretionary action such as a HPOZ, CUP, project permit, coastal permit, Design Review Board (DRB) approval or zoning variance etc. is required for the project, City Planning is the CEQA lead agency. *Add the PCIS City Planning clearance for ‘CEQA/Historic Monument/CEQA*

VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

*Review for Planning as Lead Agency'* and refer the customer to City Planning for CEQA review.

- (2) If no Planning discretionary Action is required, ***add the PCIS City Planning clearance for 'CEQA/Historic Monument/CEQA Review for LADBS or other City agency as Lead Agency'*** and refer the customer to City Planning for CEQA review.
- (3) Continue with the process in step IIC below when the customer returns to LADBS after CEQA review by City Planning.

II. PROCESSING CEQA DOCUMENTATION

This process will be performed by Plan Check staff after the customer has obtained all the required project information, clearances signoff and/or CEQA documentation from other agencies. (Note: For a project which requires issuance of multiple permits for a plan check, prepare the appropriate CEQA notice only for the main permit.)

A. Projects in CRA areas and CRA as the CEQA lead agency has prepared one of the following CEQA documents:

1. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Exemption' and attach a copy of the NOE to the permit at issuance.
2. Notice of Determination (NOD) for a Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
  - a. Review the ND, MND or EIR prepared by CRA. For MND or EIR, verify the mitigated measures are incorporated on the plans. For EIR related to a demolition permit, consult with your supervisor for additional CEQA documentation not covered by this manual.
  - b. ***Prepare a NOD for LADBS as the responsible agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.***
  - c. Provide the original copy of the NOD and F&G certificate to the customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650. (Note: After the posting period, County Clerk should return NOD to the City Clerk. If

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

County Clerk returns NOD to LADBS, then send NOD to City Clerk/CEQA Document at Mail Stop 160, Room 395, 200 N. Spring St.)

- d. Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Determination' and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)

#### B. Projects not in CRA areas but qualified as a Categorical Exemption:

1. Complete a Notice of Exemption (NOE) form (See Appendix D) and explain to the customer the Statute of limitations on court challenges to the approval of the project. The challenge period is 35 days from the filing date of the NOE at the County Clerk, or 180 days from the NOE date if it is not filed. If the customer decides to file the NOE, he or she may do so at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650.
2. Provide a copy of the NOE to the customer.
3. Select the PCIS 'Checklist Attachment' items for 'CEQA Notice of Exemption' and 'CEQA Historic Questionnaire', and attach the original NOE and the completed questionnaire to the permit at issuance.

#### C. Projects not in CRA areas and referred to City Planning for CEQA review:

1. Projects require no City Planning discretionary action and Planning has prepared one of the following CEQA documents for LADBS as the lead agency:
  - a. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS 'Checklist Attachment' item for 'CEQA Notice of Exemption' and attach NOE to the permit at issuance.
  - b. Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
    - (1) Review ND, MND or EIR prepared by City Planning. For MND & EIR, verify the mitigated measures and recommendations are incorporated on the plans. For EIR related to a demolition permit, consult with your supervisor for additional CEQA documentation not covered by this manual.



VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

- (2) ***Prepare a NOD for LADBS as the lead agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.***
  - (3) Provide the original copy of the NOD and F&G to the customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk, CA90650. (Note: After the posting period, County Clerk should return NOD to City Clerk. If County Clerk returns NOD to LADBS, then send NOD to City Clerk/CEQA Document at Mail Stop 160, Room 395, 200 N. Spring St. )
  - (4) Select the PCIS ‘Checklist Attachment’ item for ‘CEQA Notice of Determination’ and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)
  - (5) Send the ND, MND or EIR to the City Clerk/CEQA Document at Mail Stop 160, Room 395, 200 N. Springs St.
2. Projects require no City Planning discretionary action and Planning has prepared one of the following CEQA documents for another City Agency (e.g. Recreation & Park, Housing) as the lead agency:
- a. Notice of Exemption (NOE) for a categorical exemption - Select the PCIS ‘Checklist Attachment’ item for ‘CEQA Notice of Exemption’ and attach NOE to the permit at issuance.
  - b. Notice of Determination (NOD) for a Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR):
    - (1) Review ND, MND or EIR prepared by City Planning. For MND & EIR, verify the mitigated measures and recommendations are incorporated on the plans.
    - (2) ***Prepare a NOD for LADBS as the responsible agency per Appendix B and a Certificate of Fee Exemption for Fish & Game (F&G) per Appendix C.***
    - (3) Provide the original copy of the NOD and F&G certificate to the customer. Instruct the customer to file the NOD at the County Clerk office, 12400 Imperial Highway, Norwalk,

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

CA90650. (Note: After the posting period, County Clerk should return NOD to City Clerk. If County Clerk returns NOD to LADBS, then send NOD to City Clerk/CEQA Document at Mail Stop 160, Room 395, 200 N. Spring St.)

- (4) Select the PCIS ‘Checklist Attachment’ item for ‘CEQA Notice of Determination’ and attach a copy of the NOD to the permit at issuance. (Note: Permit may be issued before filing of the NOD)
  3. Projects require City Planning discretionary actions, and City Planning as the CEQA lead agency has prepared a NOE for a Categorical Exemption, or a NOD for a ND, MND or EIR. Follow the procedures in Step 2 above.
- III. PROCESSING A CEQA APPEAL - During the period within the statute of limitations, an appeal may be filed against the approval of a project or a permit under the CEQA process. The submittal of a CEQA appeal shall be first considered by a plan check supervisor. If denied, the applicant may appeal to the LADBS Commission.
  - A. Take in an appeal - Upon a petition by an applicant, a plan check supervisor shall:
    1. Determine if an appeal may be filed based on the Statute of Limitations.
      - a. For Categorical Exemption - The statute of limitation is 35 calendar days from the filing date of the Notice of Exemption at the County Clerk office. It is 180 calendar days from the project or permit approval date if the Notice of Exemption is not filed at the County Clerk office.
      - b. For ND/MND/EIR - The statute of limitation is 30 days from the filing date of the Notice of Determination at the County Clerk office. It is also the opinion of the Los Angeles City Attorney that the statute of limitation is extended to 180 days from the project or permit approval date if the Notice of Determination is not filed at the County Clerk office.
    2. Assist the applicant to prepare a Modification to Building Ordinance form.
    3. Ensure the required materials for Board Action are included in the submittal.
    4. Mark the check box for ‘Denial’ on the Modification form.

## **VI APPENDIX**

### **VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

5. Indicate the required fees for Board actions on the Modification form.
  6. Request customer to submit the appeal package with the Modification form to the cashier for routing to the Commission office.
- B. Processing a CEQA appeal - Refer to Building & Safety Commission procedures.

VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

**CATEGORICAL EXEMPTION LIST FOR EXPRESS PERMITS** (App. A)

An express permit may be issued for a **historical building** when the proposed work is listed below. The following note should be entered with the work description: 'CEQA Categorical Exemption Class 31 Historic Resource Rehab/Restoration'.

**BUILDING**

1. Termite damage/ dry rot repair in kind (maximum 10%, no structural)
2. Complete work done under previously expired permit. (Minimum 75% percent completed as determined by inspection)
3. Change of ownership/contractor
4. Fire damage repair in kind (maximum 10%, no structural)
5. Anchor bolting/bracing foundation per standard plan (Houses, residential buildings up to 3 stories and up to 4 units)
6. Replacement of damaged framing members (less than 10% for houses and duplexes)
7. Repair of water, dry-rot or termite damaged stairs in residential buildings (less than 10%)

**HVAC**

1. Witness test
2. Replacing refrigeration systems (group A refrigerant & less than 100 hp)
3. Replacing gas heaters (unit heaters) and gas furnaces (wall heaters)
4. Replacing A/C unit (a/c compressors) with same size & type
5. Duct work alteration or addition above T-bar ceiling in buildings that do not have smoke control system

**PLUMBING**

1. Re-pipe domestic water systems with up to 1 ½" water service with all penetrations through walls restored to closely match original form
2. Replacing plumbing fixtures
3. Gravity drainage systems with up to 4" building drain with all penetrations through walls restored to closely match original form
4. Low pressure gas piping systems with up to 10 outlets
5. Sewer cap
6. Sub-meters for domestic water line
7. Replacing water heater (same size&type)
8. Sewer connection permit (provide engr. #)
9. Sewer alteration, repair or replacement
10. Adding earthquake valves same size as existing gas main
11. Lawn sprinklers

VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

FIRE PROTECTION

1. Welding permit
2. Pump test
3. Standpipe flushing
4. Replacing underground fire sprinkler piping (same size or larger)
5. Replacing valves
6. Replacing fire sprinklers (same size & type)
7. Lowering sprinkler heads

ELECTRICAL

1. Motors up to 20 hp (total hp not to exceed 150)
2. Witness test - for fire alarm and life safety
3. Special (equipment) inspection
4. Movie location
5. Meter reconnect
6. Miscellaneous wiring (repair damage)
7. Special events (carnivals, trade shows)
8. Smoke detectors for apartments, houses and duplexes

ELEVATORS/ PRESSURE VESSELS

1. Elevators (repair)
2. Repairing or replacing pressure vessels, tanks and boilers
3. Automotive hoist
4. Air tanks (compressors)
5. Lpg tanks (with approved plot plan)

OTHER

1. Extra trip
2. Address change on mechanical & electrical permits

# VI APPENDIX

## VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

COUNTY CLERK'S USE

### CITY OF LOS ANGELES CALIFORNIA ENVIRONMENTAL QUALITY ACT NOTICE OF DETERMINATION

CITY CLERK'S USE (App B)

(Article V, Section 7; Article VI, Section 11  
City CEQA Guidelines)

<small>Public Resources Code Section 21152(a) requires filing of this information to the County Clerk**. The filing of the notice starts a 30-day statute of limitations on court challenges to approval of the project pursuant to Public Resources Code Section 21167. Failure to file the notice results in the statute of limitations being extended to 180 days.</small>		
CITY AGENCY AND ADDRESS ( <input type="checkbox"/> LEAD or <input type="checkbox"/> RESPONSIBLE ) City of Los Angeles Building & Safety Department 201 N. Figueroa St. Room 300 Los Angeles, CA 90012		COUNCIL DISTRICT  PCIS/CASE NO.
PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)		ZI 145 -
PROJECT DESCRIPTION AND LOCATION		
LADBS CONTACT PERSON	STATE CLEARING HOUSE NUMBER	TELEPHONE NUMBER
This is to advise that on _____, the Dept. of Building & Safety of the City of Los Angeles has approved the above described project and/or permit and has made the following determinations:		
SIGNIFICANT EFFECT	<input type="checkbox"/> Project <b>will</b> have a significant effect on the environment. <input type="checkbox"/> Project <b>will not</b> have a significant effect on the environment.	
MITIGATION MEASURES	<input type="checkbox"/> Mitigated measures <b>were</b> made a condition of project approval. <input type="checkbox"/> Mitigated measures <b>were not</b> made a condition of project approval.	
OVERRIDING CONSIDERATION	<input type="checkbox"/> Statement of Overriding Considerations <b>was</b> adopted. <input type="checkbox"/> Statement of Overriding Considerations <b>was not</b> adopted. <input type="checkbox"/> Statement of Overriding Considerations <b>was not</b> required.	
ENVIRONMENTAL IMPACT REPORT	<input type="checkbox"/> An Environmental Impact Report <b>was</b> prepared for the project and may be examined at the Office of the City Clerk *. <input type="checkbox"/> An Environmental Impact Report <b>was not</b> prepared for the project.	
NEGATIVE DECLARATION	<input type="checkbox"/> A Negative Declaration (ND) or Mitigated Negative Declaration (MND) <b>was</b> prepared for the project and may be examined at the Office of the City Clerk *. <input type="checkbox"/> A Negative Declaration or Mitigated Negative Declaration <b>was not</b> prepared for the project	
<input type="checkbox"/> Lead Agency finding: The Dept. of Bldg. & Safety as the Lead Agency certifies that the (ND) (MND) reflects the independent judgement of the agency, and has determined that this project will not have a significant effect on the environment. When mitigation measures are required, the Dept. of Bldg. & Safety will assure that the mitigation measures will be implemented.		
<input type="checkbox"/> Responsible Agency finding: The Dept. of Bldg. & Safety as the Responsible Agency has considered that the (ND) (MND) (EIR) prepared by the Lead Agency in approving the (Building) (Grading) (Mechanical) (Plumbing) (Electrical) permit.		
SIGNATURE	TITLE	DATE OF PREPARATION
DISTRIBUTION: <input type="checkbox"/> County Clerk**, <input type="checkbox"/> Resp. State Agency (if any) <input type="checkbox"/> LADBS Record <input type="checkbox"/> City Clerk *		* OFFICE OF THE CITY CLERK Room 395, City Hall 200 N. Spring Street Los Angeles, CA 90012
		** County Clerk Office 12400 Imperial Highway, Norwalk, CA 90650

**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
**NOTICE OF DETERMINATION**  
(Article V, Section 7; Article VI, Section 11  
 City CEQA Guidelines)

Public Resources Code Section 21152(a) requires filing of this information to the County Clerk\*. The filing of the notice starts a 30-day statute of limitations on court challenges to the approval of the project pursuant to Public Resources Code Section 21167. Failure to file the notice results in the statute of limitations being extended to 180 days.

LEAD AGENCY AND ADDRESS ( <input type="checkbox"/> LEAD or <input checked="" type="checkbox"/> RESPONSIBLE) City of Los Angeles Building & Safety Department 201 N. Figueroa St. Room 300 Los Angeles, CA 90012	COUNCIL DISTRICT 13
PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY) NONE	PCIS/CASE NO. 01016-10000-99999  ZI 145 - 99999

PROJECT DESCRIPTION AND LOCATION <b>9999 HOLLYWOOD BL.                  INTERIOR REMODEL OF AN EXISTING THEATER. INSTALL NEW PARTITION AND BATHROOM UPGRADE</b>
--

LADBS CONTACT PERSON <b>BILL SMITH</b>	STATE CLEARING HOUSE NUMBER	TELEPHONE NUMBER <b>213-999-9999</b>
---	-----------------------------	---

This is to advise that on Oct. 19, 2001, the Dept. of Building & Safety of the City of Los Angeles has approved the above described project and/or permit and has made the following determinations:

SIGNIFICANT EFFECT	<input checked="" type="checkbox"/> Project <b>will</b> have a significant effect on the environment. <input checked="" type="checkbox"/> Project <b>will not</b> have a significant effect on the environment.
MITIGATION MEASURES	<input checked="" type="checkbox"/> Mitigated measures <b>were</b> made a condition of project approval. <input type="checkbox"/> Mitigated measures <b>were not</b> made a condition of project approval.
OVERRIDING CONSIDERATION	<input type="checkbox"/> Statement of Overriding Considerations <b>was</b> adopted. <input type="checkbox"/> Statement of Overriding Considerations <b>was not</b> adopted. <input checked="" type="checkbox"/> Statement of Overriding Considerations <b>was not</b> required.
ENVIRONMENTAL IMPACT REPORT	<input type="checkbox"/> An Environmental Impact Report <b>was</b> prepared for the project and may be examined at the Office of the City Clerk *. <input checked="" type="checkbox"/> An Environmental Impact Report <b>was not</b> prepared for the project.
NEGATIVE DECLARATION	<input checked="" type="checkbox"/> A Negative Declaration (ND) or Mitigated Negative Declaration <b>(MND)</b> was prepared for the project and may be examined at the Office of the City Clerk *. <input type="checkbox"/> A Negative Declaration or Mitigated Negative Declaration <b>was not</b> prepared for the project.

Lead Agency finding: The Dept. of Bldg. & Safety as the Lead Agency certifies that the (ND) (MND) reflects the independent judgement of the agency, and has determined that this project will not have a significant effect on the environment. When mitigation measures are required, the Dept. of Bldg. & Safety will assure that the mitigation measures will be implemented.

Responsible Agency finding: The Dept. of Bldg. & Safety as the Responsible Agency has considered that the (ND) **(MND)** (EIR) prepared by the Lead Agency in approving the **(Building)** (Grading) (Mechanical) (Plumbing) (Electrical) permit.

SIGNATURE 	TITLE STRUCTURAL ENGINEERING ASSOC. III	DATE OF PREPARATION Oct. 19, 2001
---------------	--	--------------------------------------

DISTRIBUTION: <input checked="" type="checkbox"/> County Clerk**, <input type="checkbox"/> Resp. State Agency (if any) <input checked="" type="checkbox"/> LADBS Record <input checked="" type="checkbox"/> City Clerk *	* OFFICE OF THE CITY CLERK Room 615, City Hall East 200 N. Main Street Los Angeles, CA 90012	** County Clerk Office 12400 Imperial Highway, Norwalk, CA 90650
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**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

<b>NOTICE OF DETERMINATION</b>		<b>ORIGINAL FILED</b>
<small>(Article V, Section 7; Article VI, Section 11 City CEQA Guidelines)</small>		<b>JUL 17 2000</b>
		<b>LOS ANGELES COUNTY CLERK</b>
<small>Public Resources Code Section 21152(a) requires local agencies to submit this information to the County Clerk. The filing of the notice starts a 30-day statute of limitations on court challenges to the approval of the project pursuant to Public Resources Code Section 21167. Failure to file the notice results in the statute of limitations being extended to 180 days.</small>		
<b>LEAD CITY AGENCY AND ADDRESS</b> <small>(Blg. Street City, State)</small> City of Los Angeles Planning Department Board of Zoning Appeals 221 N. Figueroa Street, Room 1540 Los Angeles, CA 90012		<b>COUNCIL DISTRICT</b>  13
<b>PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)</b> ZA 99-0451-CUZ-ZV		<b>CASE NO.</b> BZA 1999-2936
<b>PROJECT DESCRIPTION AND LOCATION</b> <b>6611-6637 Hollywood Boulevard; Hollywood</b> A conditional use authorizing specified deviations from the standards set forth in Section 12.22-A,23 of the Code with respect to building height, transparent windows, landscaping, building setback, and street trees; a conditional use with respect to an off-site advertising/project identity sign on the roof of the propose building to exceed 40 feet in height; a variance from the 45-foot height limit set forth in Ordinance No 165,657 for a building height of 53 feet and a movie theater sign/tower 80 feet in height; a variance to perm an off-site advertising/project identity sign on the roof of the proposed building and to exceed 45 feet i height; and a variance from Section 12.26-E,5 of the Municipal Code to permit parking by lease in lieu of t covenant.		
<b>CONTACT PERSON</b> PATRICIA BROWN	<b>STATE CLEARING HOUSE NUMBER</b> -----	<b>TELEPHONE NUMBER</b> (213) 580-5534
This is to advise that on <u>MAY 31 2000</u> the <u>City Council</u> of the City of Los Angeles has approve the above described project and has made the following determinations:		
<b>SIGNIFICANT EFFECT</b>	<input type="checkbox"/> Project will have a significant effect on the environment. <input checked="" type="checkbox"/> Project will not have a significant effect on the environment.	
<b>MITIGATION MEASURES</b>	<input checked="" type="checkbox"/> Mitigation measures were made a condition of project approval. <input type="checkbox"/> Mitigation measures were not made a condition of project approval.	
<b>OVERRIDING CONSIDERATION</b>	<input type="checkbox"/> Statement of Overriding Considerations was adopted. <input type="checkbox"/> Statement of Overriding Considerations was not adopted. <input checked="" type="checkbox"/> Statement of Overriding Considerations was not required.	
<b>ENVIRONMENTAL IMPACT REPORT</b>	<input type="checkbox"/> An Environmental Impact Report was prepared for project and may be examined at the Office of the City Clerk.* <input checked="" type="checkbox"/> An Environmental Impact Report was not prepared for the project.	
<b>NEGATIVE DECLARATION</b>	<input checked="" type="checkbox"/> A Negative Declaration or Mitigated Negative Declaration was prepared for the project and may be examined at the Office of the City Clerk.* <input type="checkbox"/> A Negative Declaration or Mitigated Negative Declaration was not prepared for the project.	
<b>SIGNATURE</b> <i>Patricia Brown</i>	<b>TITLE</b> CITY PLANNER	<b>DATE OF PREPARATION</b> 10 April 200
<small>DISTRIBUTION: Part 1 - County Clerk Part 2 - City Clerk Part 3 - Agency Record Part 4 - Resp. State Agency (if any)</small>	* OFFICE OF THE CITY CLERK Room 615, City Hall East 200 N. Main Street Los Angeles, CA 90012 <i>Mia... 1-818-8347</i> <i>Carol 00171980</i> <i>11, 479</i> <i>Dr. ...</i>	



**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

COUNTY CLERK'S USE

**CITY OF LOS ANGELES**  
**OFFICE OF THE CITY CLERK**  
 Room 395, City Hall  
 Los Angeles, CA 90012  
**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
**NOTICE OF EXEMPTION**  
 (Article III, Section 3 - City CEQA Guidelines)

CITY CLERK'S USE (App. D)

<small>Filing of this form is optional. The form may be filed with County Clerk, 12400 Imperial Highway, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152(b). Pursuant to Public Resources Code Section 21168(d), the filing of this notice starts a 35-day statute of limitations on court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.</small>	
<b>CITY AGENCY AND ADDRESS</b> City of Los Angeles Building & Safety Department 201 N. Figueroa St. Room 300 Los Angeles, CA 90012	<b>COUNCIL DISTRICT</b>  <b>PCIS/CASE NO.</b>
<b>PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)</b>	ZI 145 -
<b>PROJECT LOCATION</b>	
<b>DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT</b>	
<b>NAME OF PERSON OR AGENCY CARRYING OUT PROJECT:</b> <input type="checkbox"/> Owner, <input type="checkbox"/> Architect, <input type="checkbox"/> Contractor, <input type="checkbox"/> Engineer, <input type="checkbox"/> Owner Agent, <input type="checkbox"/> Other	
<b>CONTACT PERSON IF DIFFERENT FROM ABOVE</b>	<b>TELEPHONE NUMBER</b>
<b>EXEMPT STATUS:</b> <input type="checkbox"/> <b>CATEGORICAL EXEMPTION</b> Class 31 Historical Resource Restoration/Rehabilitation (State CEQA Guidelines – Article 19, Section 15331)	
<b>FINDINGS &amp; JUSTIFICATION FOR PROJECT EXEMPTION:</b>  Project will be carried out in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.	
<b>SIGNATURE</b>	<b>NAME &amp; TITLE OF PERSON PREPARING THIS FORM</b>
<b>DATE OF PREPARATION</b>	
<b>DISTRIBUTION:</b> <input type="checkbox"/> County Clerk, 12400 Imperial Highway, Norwalk, CA 90650 <input type="checkbox"/> Office of the City Clerk, Room 395, City Hall, 200 N. Spring St., Los Angeles, CA90012 <input type="checkbox"/> LADBS Microfilm Record	

**THE APPLICANT CERTIFIES THAT HE OR SHE UNDERSTANDS THE FOLLOWING:**

Completion of this form by an employee of the City constitutes only a staff recommendation that an exemption from CEQA be granted. A Notice of Exemption is only effective if, after a public review and any required public hearings, it is adopted by the City agency having final jurisdiction (including any appeals) over the project application. If a CEQA exemption is found inappropriate, preparation of a Negative Declaration or Environmental Impact Report will be required. IF THE INFORMATION SUBMITTED BY THE APPLICANT IS INCORRECT OR INCOMPLETE, SUCH ERROR OR OMISSION COULD INVALIDATE ANY CITY ACTIONS THE PROJECT, INCLUDING CEQA FINDINGS.


NAME (PRINTED)

SIGNATURE

A reproducible copy of this form is located at the end of this section.

**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

<h1 style="margin: 0;">CERTIFICATE OF FEE EXEMPTION</h1> <p style="margin: 0;">De Minimis Impact Finding</p>	
<b>PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)</b> .ONE	<b>PCIS/CASE NO.</b> 01016-10000-99999
<b>PROJECT DESCRIPTION</b> INTERIOR REMODEL OF AN EXISTING THEATER. INSTALL NEW PARTTION AND BATHROOM UPGRADE	
<b>PROJECT ADDRESS</b> 9999 W. HOLLYWOOD BL. COUNTY OF LOS ANGELES	
<b>APPLICANT NAME AND ADDRESS</b> PETER JONES 5555 HOLLYWOOD BL. LOS ANGELES, CA 90028	
<b>FINDINGS OF EXEMPTIONS</b> Based on the Initial Study prepared by the (City Redevelopment Agency) (City Planning Department) and all evidence in the record, on <u>      </u> OCT. 19, 2001 <u>      </u> Building & Safety determined that the subject project, which is located in Los Angeles County, WILL NOT have an adverse impact in wildlife resources or their habitat as defined by Fish and Game Code Section 711.2, because: <input checked="" type="checkbox"/> The Initial Study prepared for the project identifies no potential adverse impact on fish or wildlife resources as far as earth, air, water, plant life, animal life, or risk of upset are concerned. <input type="checkbox"/> Measures are required as part of this approval which will mitigate the above mentioned impacts, to a level of insignificance. <input type="checkbox"/> The project site, as well as the surrounding area (is presently) (was) developed with residential structures and does not provide a natural habitat for either fish or wildlife.	
<b>CERTIFICATION</b> I hereby cert that the Los Angeles Building and Safety Department has made the above findings of fact and that based upon the initial study and hearing record, if any, the project will not individually or cumulatively have an adverse effect on wildlife resourcee, as defined in Section 711.2 of the Fish and Game Code.	
<b>BUILDING &amp; SAFETY OFFICIAL</b> STRUCTURAL ENGINEERING ASSOC. III	<b>SIGNATURE</b> 
<b>DATE OF PREPARATION</b> OCT. 19, 2001	<b>PRINT NAME</b> BILL SMITH
<b>CITY AGENCY:</b> LOS ANGELES CITY BUILDING & SAFETY, 201 N. FIGUEROA ST. #300, CA90012 <b>COUNTY CLERK:</b> LOS ANGELES COUNTY REGISTRAR-RECORDER, 12400 IMPERIAL HIGHWAY, NORWALK, CA90650	

# VI APPENDIX

## VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

COUNTY CLERK'S USE

**CITY OF LOS ANGELES**  
 OFFICE OF THE CITY CLERK  
 Room 395, City Hall  
 Los Angeles, CA 90012  
**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
**NOTICE OF EXEMPTION**  
(Article III, Section 3 - City CEQA Guidelines)

CITY CLERK'S USE (App. D)

Filing of this form is optional. The form may be filed with County Clerk, 12400 Imperial Highway, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152(b). Pursuant to Public Resources Code Section 21168(c), the filing of this notice starts a 35-day statute of limitations on court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.

CITY AGENCY AND ADDRESS City of Los Angeles Building & Safety Department 201 N. Figueroa St. Room 300 Los Angeles, CA 90012		COUNCIL DISTRICT
		PCIS/CASE NO.
PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)	ZI 145 -	
PROJECT LOCATION		
DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT		
NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: <input type="checkbox"/> Owner, <input type="checkbox"/> Architect, <input type="checkbox"/> Contractor, <input type="checkbox"/> Engineer, <input type="checkbox"/> Owner Agent, <input type="checkbox"/> Other		
CONTACT PERSON IF DIFFERENT FROM ABOVE	TELEPHONE NUMBER	
EXEMPT STATUS: <input type="checkbox"/> <b>CATEGORICAL EXEMPTION</b> Class 31 Historical Resource Restoration/Rehabilitation (State CEQA Guidelines – Article 19, Section 15331)		
FINDINGS & JUSTIFICATION FOR PROJECT EXEMPTION:  Project will be carried out in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.		
SIGNATURE	NAME & TITLE OF PERSON PREPARING THIS FORM	DATE OF PREPARATION
DISTRIBUTION: <input type="checkbox"/> County Clerk, 12400 Imperial Highway, Norwalk, CA 90650 <input type="checkbox"/> Office of the City Clerk, Room 395, City Hall, 200 N. Spring St., Los Angeles, CA90012 <input type="checkbox"/> LADBS Microfilm Record		

**THE APPLICANT CERTIFIES THAT HE OR SHE UNDERSTANDS THE FOLLOWING:**

Completion of this form by an employee of the City constitutes only a staff recommendation that an exemption from CEQA be granted. A Notice of Exemption is only effective if, after a public review and any required public hearings, it is adopted by the City agency having final jurisdiction (including any appeals) over the project application. If a CEQA exemption is found inappropriate, preparation of a Negative Declaration or Environmental Impact Report will be required. IF THE INFORMATION SUBMITTED BY THE APPLICANT IS INCORRECT OR INCOMPLETE, SUCH ERROR OR OMISSION COULD INVALIDATE ANY CITY ACTIONS THE PROJECT, INCLUDING CEQA FINDINGS.

A reproducible copy of this form is located at the end of this section.

**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

COUNTY CLERK'S USE

CITY OF LOS ANGELES

CITY CLERK'S USE (App. D)

**S A M P L E**

OFFICE OF THE CITY CLERK  
Room 615, City Hall East  
Los Angeles, CA 90012

**CALIFORNIA ENVIRONMENTAL QUALITY ACT  
NOTICE OF EXEMPTION**

(Article III, Section 3 - City CEQA Guidelines)

Filing of this form is optional. The form may be filed with County Clerk, 12400 Imperial Highway, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152(b). Pursuant to Public Resources Code Section 21168(d), the filing of this notice starts a 35-day statute of limitations on court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.

CITY AGENCY AND ADDRESS City of Los Angeles Building & Safety Department 01 N. Figueroa St. Room 300 Los Angeles, CA 90012	COUNCIL DISTRICT 13
	PCIS/CASE NO. 01016-10000-99999

PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY) NONE	ZI 145 - 9999
---	---------------

PROJECT LOCATION  
99 W. HOLLYWOOD BL.

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT

**INTERIOR REMODEL OF AN EXISTING THEATER. INSTALL NEW PARTITION AND BATHROOM UPGRADE**

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT:  Owner,  Architect,  Contractor,  Engineer,  Owner Agent,  Other

PETER JONES

CONTACT PERSON IF DIFFERENT FROM ABOVE	TELEPHONE NUMBER 213-999-9999
--	----------------------------------

EXEMPTION STATUS:

**CATEGORICAL EXEMPTION**  
 Class 31 Historical Resource Restoration/Rehabilitation  
 (State CEQA Guidelines – Article 19, Section 15331)

FINDINGS & JUSTIFICATION FOR PROJECT EXEMPTION:

Project will be carried out in a manner consistent with the Secretary of the Interior's Standards for the treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.

SIGNATURE <i>Bill Smith</i>	NAME & TITLE OF PERSON PREPARING THIS FORM BILL SMITH/ STRUCT. ENGINEERING ASSOC. III	DATE OF PREPARATION OCT. 19, 2001
--------------------------------	--	--------------------------------------

DISTRIBUTION:  County Clerk, 12400 Imperial Highway, Norwalk, CA 90650  
 Office of the City Clerk, Room 615, City Hall East, 200 N. Main St., Los Angeles  
 LADBS Microfilm Record

**THE APPLICANT CERTIFIES THAT HE OR SHE UNDERSTANDS THE FOLLOWING:**  
 Completion of this form by an employee of the City constitutes only a staff recommendation that an exemption from CEQA be granted. A Notice of Exemption is only effective if, after a public review and any required public hearings, it is adopted by the City Council having final jurisdiction (including any appeals) over the project application. If a CEQA exemption is found inappropriate, preparation of a Negative Declaration or Environmental Impact Report will be required. IF THE INFORMATION SUBMITTED BY THE APPLICANT IS INCORRECT OR INCOMPLETE, SUCH ERROR OR OMISSION COULD INVALIDATE ANY CITY ACTIONS ON THE PROJECT, INCLUDING CEQA FINDINGS.

*PETER JONES*

*Peter Jones*

**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

OFFICE OF THE CITY CLERK  
ROOM 395, CITY HALL  
LOS ANGELES, CALIFORNIA 90012

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
**NOTICE OF EXEMPTION**  
(Article III, Section 3 — City CEQA Guidelines)

Submission of this form is optional. The form shall be filed with the County Clerk, 111 No. Hill St., Los Angeles, California 90012, pursuant to Public Resources Code Section 21152(b). Pursuant to Public Resources Code Section 21168(d), the filing of this notice starts a 35-day statute of limitations on Court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.

LEAD CITY AGENCY <i>ZONING ADMIN.</i>		COUNCIL DISTRICT <i>13</i>
PROJECT TITLE <i>CONDITIONAL USE FOR SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES</i>		LOG REFERENCE
PROJECT LOCATION <i>1700 N. VINE ST.</i>		
DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT: <i>A RESTAURANT WITH BEER &amp; WINE CONSUMPTION FOR 170 PERSONS</i>		
NAME OF PERSON OR AGENCY CARRYING OUT PROJECT, IF OTHER THAN LEAD CITY AGENCY: <i>NEWPORT RESTAURANT ASSOC.</i>		
CONTACT PERSON	AREA CODE	TELEPHONE NUMBER   EXT.
EXEMPT STATUS: (Check One)		
<input type="checkbox"/> MINISTERIAL	CITY CEQA GUIDELINES Art. III, Sec. 2b	STATE EIR GUIDELINES Sec. 15073
<input type="checkbox"/> DECLARED EMERGENCY	Art. III, Sec. 2a(1)	Sec. 15071(a)
<input type="checkbox"/> EMERGENCY PROJECT	Art. III, Sec. 2a(2) & (3)	Sec. 15071(b) & (c)
<input type="checkbox"/> GENERAL EXEMPTION	Art. III, Sec. 1	Sec. 15060
<input checked="" type="checkbox"/> CATEGORICAL EXEMPTION Class <u>5</u> Category <u>34</u> (City CEQA Guidelines)	Art. VII, Sec. 1	Sec. 15100
<input type="checkbox"/> OTHER (See Public Resources Code Sec. 21080(b) and set forth state and city guideline provision.		
JUSTIFICATION FOR PROJECT EXEMPTION: <i>PROJECT INVOLVES THE ON-SITE CONSUMPTION OF ALCOHOLIC BEVERAGES WHERE THE PREMISES DOES NOT EXCEED AND OCCUPANT LOAD OF 200 PERSONS.</i>		
IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT OF EXEMPTION FINDING.		
SIGNATURE <i>Theresa Bailey</i>	TITLE <i>City Planning Assoc.</i>	DATE <i>10-6-80</i>
FEE: \$25.00 <i>921 75</i>	RECEIPT NO. <i>104030</i>	REC'D BY: <i>[Signature]</i>
		DATE <i>10-6-80</i>

DISTRIBUTION: (1) County Clerk, (2) City Clerk, (3) Agency Record  
37m Jan. 153 (Rev. 8-80) Appendix 31



**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**



**CEQA QUESTIONNAIRE FOR WORK ON HISTORIC BUILDINGS** (App. E) (09/2004)

PCIS NO. \_\_\_\_\_

The building located at \_\_\_\_\_ has been designated or is eligible to be designated as a historic monument as follows:

- National Register of Historic Places (#2000 & up)-----ZI145- \_\_\_\_\_
- California Register of Historic Resources (#1000 - #1999)-ZI145- \_\_\_\_\_
- City of Los Angeles Historic Monument (#1 - #999)-----ZI145- \_\_\_\_\_

**Required Information:**

Please answer the following questions to determine the level of California Environmental Quality Act (CEQA) review your project will require.

*Note: If you are uncertain about what are the historic character defining features of your building, please contact the LA Conservancy at 213-623-2489 for National or California historic monuments, or contact the LA City Planning Department at 213-978-1183 for City of Los Angeles historic monuments.*

1. Will your project include the addition of new floor area or structures to the building, such as a new mezzanine, ramp, stair, room, story, roof structure or antenna?  
 YES       NO
2. Will your project include any change in color, design, texture or material of the exterior of the building?  
 YES       NO
3. Will your project include the installation of electrical work, plumbing pipes and fixtures, heating & ventilation system which affect the exterior of the building?  
 YES       NO       YES but only to replace existing systems with same size and type.
4. Will your project include the addition of new elements inside the building, such as partitions, ceilings, electrical work, plumbing pipes and fixtures, heating & ventilation system, sprinkler system, fire protection system?  
 YES       NO       YES but only in the service areas of the building, such as those spaces housing mechanical equipment or accessory storage, AND the new elements will not impair the viewing or visual quality of any character defining feature

*A reproducible copy of this form is located at the end of this section.*

5. Will your project include the REMOVING of any historic character-defining feature?

**VI APPENDIX**

**VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)**

YES       NO

- 6. Will your project include the REPLACING of any historic character-defining feature?  
 YES       NO       YES but the feature is beyond repair and will be replaced with the same design, color, texture & material of the original feature.

If you answered YES or YES but to Question 6, please identify those features and their degree of deterioration. (You should only replace those features which are deteriorated beyond repair. Replacement shall match the original historic features in design, color, texture, and other visual qualities, and where feasible, materials)

\_\_\_\_\_  
\_\_\_\_\_

- 7. Will your project include the REPAIRING of any historic character-defining feature?  
 YES       NO       YES but the feature will be repaired using the same design, color, texture & material of the original feature.

If you answered YES or YES but to Question 7, please identify those features and methods of repair. (You **should not** use chemical or physical treatments such as sandblasting that cause damage to the historic materials.)

\_\_\_\_\_  
\_\_\_\_\_

**Declaration:**

I certify and affirm under the penalty of perjury that all of the above information is correct.

Print name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner    Contractor    Architect    Engineer    Authorized Agent

**For Department Use:**

Referred to DCP by (Print name) : \_\_\_\_\_ Phone: \_\_\_\_\_

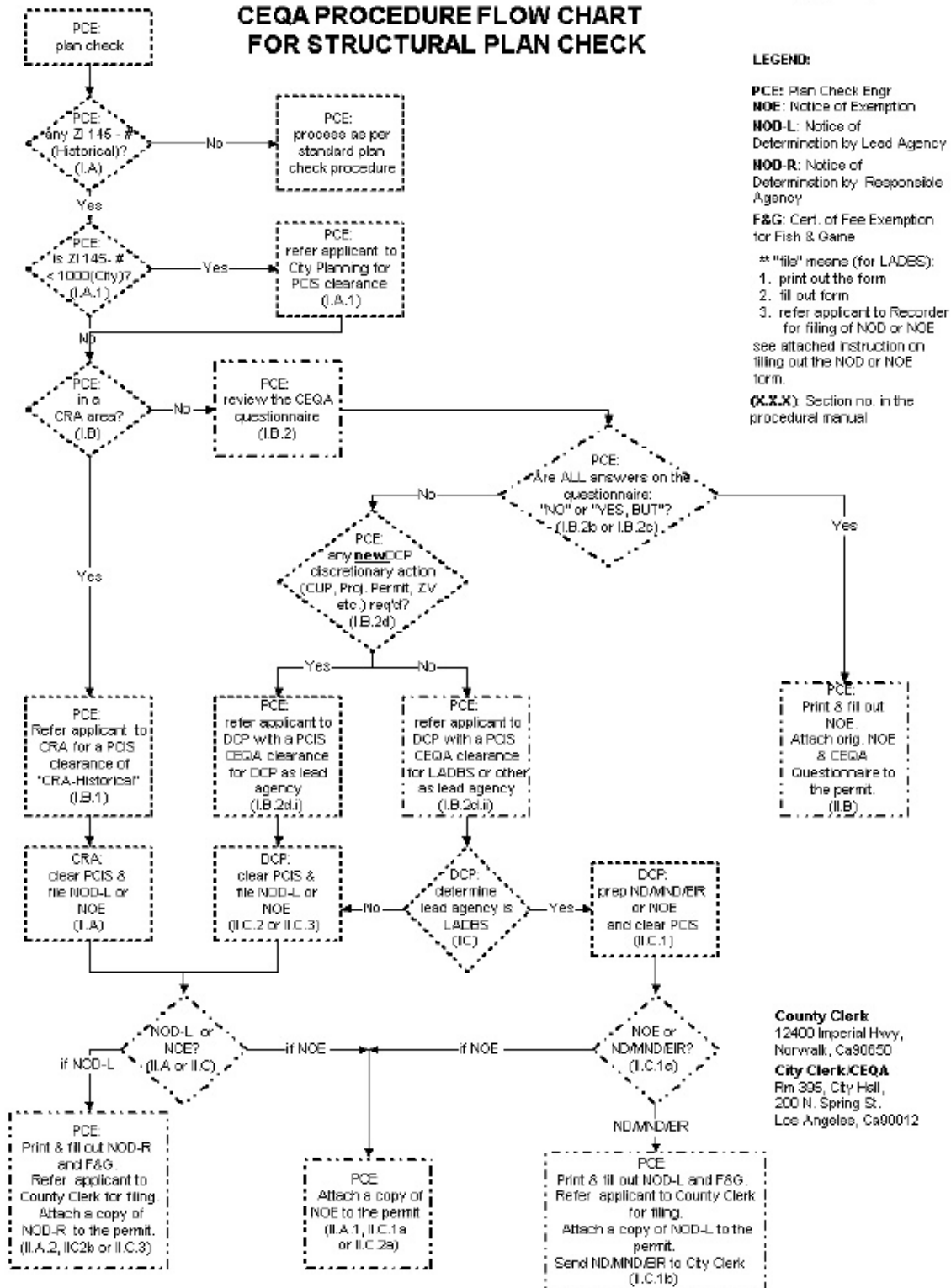
LADBS Office (Check one):  LA    VN    WLA    SLA    SP

*A reproducible copy of this form is located at the end of this section.*

# VI APPENDIX

## VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

(App. F)



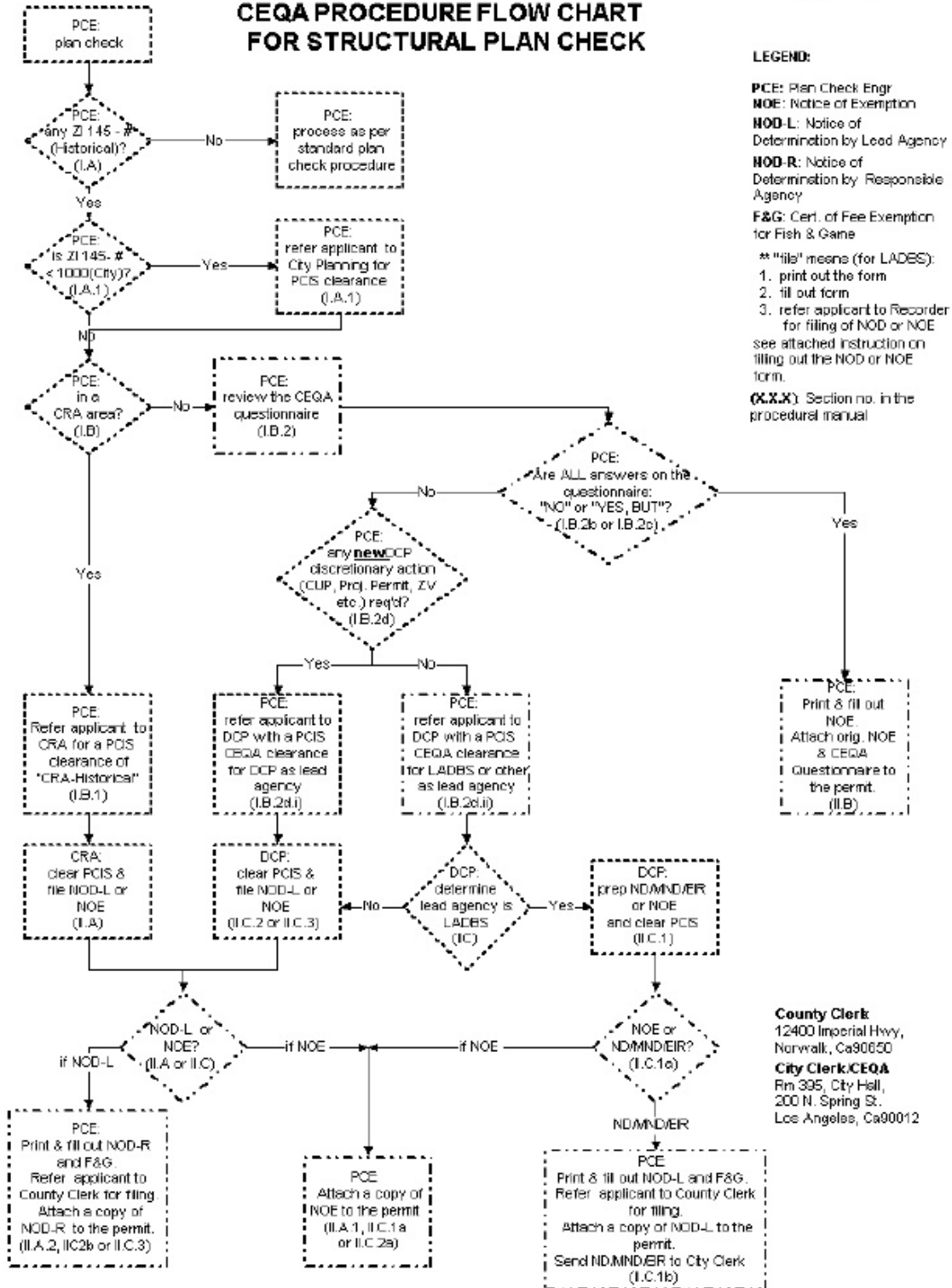


# VI APPENDIX

## VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

(App. F)

### CEQA PROCEDURE FLOW CHART FOR STRUCTURAL PLAN CHECK



**LEGEND:**  
**PCE:** Plan Check Engr  
**NOE:** Notice of Exemption  
**NOD-L:** Notice of Determination by Lead Agency  
**NOD-R:** Notice of Determination by Responsible Agency  
**F&G:** Cert. of Fee Exemption for Fish & Game  
 \*\*"file" means (for LADES):  
 1. print out the form  
 2. fill out form  
 3. refer applicant to Recorder for filing of NOD or NOE  
 see attached instruction on filling out the NOD or NOE form.  
 (X.X.X) Section no. in the procedural manual

**County Clerk**  
 12400 Imperial Hwy,  
 Norwalk, Ca90650  
**City Clerk/CEQA**  
 Rm 395, City Hall,  
 200 N. Spring St.  
 Los Angeles, Ca90012

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

#### APPENDIX H GLOSSARY OF TERMINOLOGY FROM TITLE 19, CHAPTER 3 GUIDELINES FOR CEQA

CEQA means the California Environmental Quality Act. Basic Purposes of CEQA. The basic purposes of CEQA are to:

- (1) Inform governmental decision makers and the public about the potential, significant environmental effects of proposed activities.
- (2) Identify ways that environmental damage can be avoided or significantly reduced.
- (3) Prevent significant, avoidable damage to the environment by requiring changes in projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible.
- (4) Disclose to the public the reasons why a governmental agency approved the project in the manner the agency chose if significant environmental effects are involved.

“Categorical exemption” means an exemption from CEQA for a class of projects based on a finding by the Secretary for Resources that the class of projects does not have a significant effect on the environment.

“EIR” or “Environmental Impact Report” means a detailed statement prepared under CEQA describing and analyzing the significant environmental effects of a project and discussing ways to mitigate or avoid the effects.

“Initial study” means a preliminary analysis prepared by the lead agency to determine whether an EIR or a negative declaration must be prepared or to identify the significant environmental effects to be analyzed in an EIR.

“Lead agency” means the public agency which has the principal responsibility for carrying out or approving a project. The lead agency will decide whether an EIR or negative declaration will be required for the project and will cause the document to be prepared. Possible City Lead Agencies:

- ▶ Planning - All projects involving discretionary approval by City Planning (HPOZ, CUP, ZV, Project Permit etc.)
- ▶ CRA - All projects in CRA areas
- ▶ CDD (Community Development Dept.) - All projects partially or fully funded by CDD (confirmed by Tony at 213-847-4307)
- ▶ LAHD (LA Housing Dept.) - All projects partially or fully funded by LAHD
- ▶ REC & PARK - All projects on City Park Lands or land leased by R&P
- ▶ DWP - Projects involving DWP facilities
- ▶ Harbor - Projects at the Port of LA

## VI APPENDIX

### VIA CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) (continue)

- ▶ State- State owned historical resource
- ▶ LADBS - For projects not belong to one of the above

“Negative declaration” means a written statement by the lead agency briefly describing the reasons that a proposed project, not exempt from CEQA, will not have a significant effect on the environment and therefore does not require the preparation of an EIR.

“Mitigated negative declaration” means a negative declaration prepared for a project when the initial study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, the applicant before the proposed negative declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment.

“Cultural Resources (Historical) Mitigation” from Standard Measures for MND published by City Planning Environmental Review Section includes:

- ▶ A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- ▶ The historic character of a property shall be retained and preserved. The removal of historic material or alteration of features and spaces shall be avoided.
- ▶ Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings, shall not be undertaken.
- ▶ Most properties change over time; those changes that have acquired significance in their own right shall be retained and preserved.
- ▶ Distinctive historic features, finishes and construction techniques or example of skilled craftsmanship which characterize an historic property shall be preserved.
- ▶ Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive historic feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- ▶ Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- ▶ Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- ▶ New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

**The following pages contain  
four reproducible  
CEQA documents**

**CITY OF LOS ANGELES  
CALIFORNIA ENVIRONMENTAL QUALITY ACT  
NOTICE OF DETERMINATION**

(Article V, Section 7; Article VI, Section 11  
City CEQA Guidelines)

Public Resources Code Section 21152(a) requires filing of this information to the County Clerk\*. The filing of the notice starts a 90-day statute of limitations on court challenges to approval of the project pursuant to Public Resources Code Section 21157. Failure to file the notice results in the statute of limitations being extended to 180 days.

CITY AGENCY AND ADDRESS ( <input type="checkbox"/> LEAD or <input type="checkbox"/> RESPONSIBLE) City of Los Angeles Building & Safety Department 201 N. Figueroa St. Room 300 Los Angeles, CA 90012	COUNCIL DISTRICT
	PCIS/CASE NO.
PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)	ZI 145 -

PROJECT DESCRIPTION AND LOCATION

LADBS CONTACT PERSON	STATE CLEARING HOUSE NUMBER	TELEPHONE NUMBER
----------------------	-----------------------------	------------------

This is to advise that on \_\_\_\_\_, the Dept. of Building & Safety of the City of Los Angeles has approved the above described project and/or permit and has made the following determinations:

<b>SIGNIFICANT EFFECT</b>	<input type="checkbox"/> Project will have a significant effect on the environment. <input type="checkbox"/> Project will not have a significant effect on the environment.
<b>MITIGATION MEASURES</b>	<input type="checkbox"/> Mitigated measures were made a condition of project approval. <input type="checkbox"/> Mitigated measures were not made a condition of project approval.
<b>OVERRIDING CONSIDERATION</b>	<input type="checkbox"/> Statement of Overriding Considerations was adopted. <input type="checkbox"/> Statement of Overriding Considerations was not adopted. <input type="checkbox"/> Statement of Overriding Considerations was not required.
<b>ENVIRONMENTAL IMPACT REPORT</b>	<input type="checkbox"/> An Environmental Impact Report was prepared for the project and may be examined at the Office of the City Clerk *. <input type="checkbox"/> An Environmental Impact Report was not prepared for the project.
<b>NEGATIVE DECLARATION</b>	<input type="checkbox"/> A Negative Declaration (ND) or Mitigated Negative Declaration (MND) was prepared for the project and may be examined at the Office of the City Clerk *. <input type="checkbox"/> A Negative Declaration or Mitigated Negative Declaration was not prepared for the project.

Lead Agency finding: The Dept. of Bldg. & Safety as the Lead Agency certifies that the (ND) (MND) reflects the independent judgement of the agency, and has determined that this project will not have a significant effect on the environment. When mitigation measures are required, the Dept. of Bldg. & Safety will assure that the mitigation measures will be implemented.

Responsible Agency finding: The Dept. of Bldg. & Safety as the Responsible Agency has considered that the (ND) (MND) (EIR) prepared by the Lead Agency in approving the (Building) (Grading) (Mechanical) (Plumbing) (Electrical) permit.

SIGNATURE	TITLE	DATE OF PREPARATION
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DISTRIBUTION: <input type="checkbox"/> County Clerk*, <input type="checkbox"/> Resp. State Agency (if any) <input type="checkbox"/> LADBS Record <input type="checkbox"/> City Clerk *	* OFFICE OF THE CITY CLERK Room 395, City Hall 200 N. Spring Street Los Angeles, CA 90012	** County Clerk Office 12400 Imperial Highway, Norwalk, CA 90650
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**CALIFORNIA DEPARTMENT OF FISH AND GAME**  
**CERTIFICATE OF FEE EXEMPTION**

(App. C)

De Minimis Impact Finding

PROJECT TITLE (INCLUDING ITS COMMON NAME, IF ANY)	PCIS/CASE NO.
PROJECT DESCRIPTION	
PROJECT ADDRESS  COUNTY OF LOS ANGELES	
APPLICANT NAME AND ADDRESS	
<b>FINDINGS OF EXEMPTIONS</b> based on the Initial Study prepared by the (City Redevelopment Agency) (City Planning Department) and all evidence in the record, on _____ Building & Safety determined that the subject project, which is located in Los Angeles County, <b>WILL NOT</b> have an adverse impact in wildlife resources or their habitat as defined by Fish and Game Code Section 711.2, because:  <input type="checkbox"/> The Initial Study prepared for the project identifies no potential adverse impact on fish or wildlife resources as far as earth, air, water, plant life, animal life, or risk of upset are concerned. <input type="checkbox"/> Measures are required as part of this approval which will mitigate the above mentioned impacts, to a level of insignificance. <input type="checkbox"/> The project site, as well as the surrounding area (is presently) (was) developed with residential structures and does not provide a natural habitat for either fish or wildlife.	
<b>CERTIFICATION</b> I hereby certify that the Los Angeles Building and Safety Department has made the above findings of fact and that based upon the initial study and hearing record, if any, the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.	
BUILDING & SAFETY OFFICIAL	SIGNATURE
DATE OF PREPARATION	PRINT NAME
CITY AGENCY: LOS ANGELES CITY BUILDING & SAFETY, 201 N. FIGUEROA ST. #300, CA90012	
COUNTY CLERK: LOS ANGELES COUNTY REGISTRAR-RECORDER, 12400 IMPERIAL HIGHWAY, NORWALK, CA90660	



**CEQA QUESTIONNAIRE FOR WORK  
ON HISTORIC BUILDINGS** (App. E) (09/2004)

PCIS NO. \_\_\_\_\_

The building located at \_\_\_\_\_ has been designated or is eligible to be designated as a historic monument as follows:

- National Register of Historic Places (#2000 & up)-----ZI145-\_\_\_\_\_
- California Register of Historic Resources (#1000 - #1999)-ZI145-\_\_\_\_\_
- City of Los Angeles Historic Monument (#1 - #999)-----ZI145-\_\_\_\_\_

**Required Information:**

Please answer the following questions to determine the level of California Environmental Quality Act (CEQA) review your project will require.

*Note: If you are uncertain about what are the historic character defining features of your building, please contact the LA Conservancy at 213-623-2489 for National or California historic monuments, or contact the LA City Planning Department at 213-978-1183 for City of Los Angeles historic monuments.*

1. Will your project include the addition of new floor area or structures to the building, such as a new mezzanine, ramp, stair, room, story, roof structure or antenna?  
 YES       NO
2. Will your project include any change in color, design, texture or material of the exterior of the building?  
 YES       NO
3. Will your project include the installation of electrical work, plumbing pipes and fixtures, heating & ventilation system which affect the exterior of the building?  
 YES       NO       YES but only to replace existing systems with same size and type.
4. Will your project include the addition of new elements inside the building, such as partitions, ceilings, electrical work, plumbing pipes and fixtures, heating & ventilation system, sprinkler system, fire protection system?  
 YES       NO       YES but only in the service areas of the building, such as those spaces housing mechanical equipment or accessory storage, AND the new elements will not impair the viewing or visual quality of any character defining feature.

If you answered YES or YES but to Question 4, please identify the new elements and their locations.

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5. Will your project include the REMOVING of any historic character-defining feature?

- YES       NO

6. Will your project include the REPLACING of any historic character-defining feature?

- YES       NO       YES but the feature is beyond repair and will be replaced with the same design, color, texture & material of the original feature.

If you answered YES or YES but to Question 6, please identify those features and their degree of deterioration. (You should only replace those features which are deteriorated beyond repair. Replacement shall match the original historic features in design, color, texture, and other visual qualities, and where feasible, materials)

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7. Will your project include the REPAIRING of any historic character-defining feature?

- YES       NO       YES but the feature will be repaired using the same design, color, texture & material of the original feature.

If you answered YES or YES but to Question 7, please identify those features and methods of repair. (You **should not** use chemical or physical treatments such as sandblasting that cause damage to the historic materials.)

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**Declaration:**

I certify and affirm under the penalty of perjury that all of the above information is correct.

Print name: \_\_\_\_\_ Phone \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner  Contractor  Architect  Engineer  Authorized Agent

**For Department Use:**

Referred to DCP by (Print name) : \_\_\_\_\_ Phone: \_\_\_\_\_

LADBS Office (Check one):  LA  VN  WLA  SLA  SP

## VI APPENDIX

### VI B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES

(This guideline is a repeat of Information Bulletin IB P/BC 2023-064)

REFERENCE NO.:	L.A. Ordinance 186,952	Effective: 01-01-2023
DOCUMENT NO.:	P/BC 2023-064	Revised: 01-01-2023
Previously Issued As:	P/BC 2020-064	

### FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES

The Flood Hazard Management Ordinance (Ordinance No. 186952, effective April 19, 2021) qualifies the City to be in the Regular Status classification of the National Flood Insurance Program. This plan qualifies property owners for greater coverage limits and generally lower flood insurance premium rates. This Information Bulletin, as required by Section M.3 of the Ordinance, establishes standards necessary to carry out the provisions and intent of the Ordinance.

#### A. DEFINITIONS

For the purpose of this Bulletin, the following terms are defined as follows:

1. **Base Flood:** Any flood having a one percent chance of being equated or exceeded in any given year. Base Flood may also be referred to as a One Hundred-Year Flood.
2. **BOE:** City of Los Angeles Department of Public Works, Bureau of Engineering.
3. **Coastal High Hazard Area:** Any area subject to high velocity waters including, but not limited to, wave wash or tsunami. This area is designated V1-30, V, or VE Zones on the Los Angeles Flood Hazard Map (LAFHM). Properties within the Coastal High Hazard VE Zone must fill out a V Zone Design Certificate. Please see <https://crsresources.org/files/300/310-v-zone-certificate.pdf>.
4. **DFIRM:** Digital Flood Insurance Rate Map. Digital map provided by FEMA and used by the City of Los Angeles, to determine the boundaries of the Special Flood Hazard Areas. See [http://navigatela.lacity.org/common/mapgallery/pdf/la\\_flood\\_haz\\_map.pdf](http://navigatela.lacity.org/common/mapgallery/pdf/la_flood_haz_map.pdf) or <http://zimas.lacity.org/> to determine whether a parcel is located in Special Flood Hazard Area.
5. **Elevation Certificate:** The Elevation Certificate is an important administrative tool to provide elevation information necessary to ensure compliance with the National Flood Insurance Program (NFIP). The Elevation Certificate may be downloaded from the FEMA website [https://www.fema.gov/sites/default/files/2020-07/fema\\_nfip\\_elevation-certificate-form\\_feb-2020.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_nfip_elevation-certificate-form_feb-2020.pdf)
6. **FEMA:** Federal Emergency Management Agency.
7. **FHMO:** Flood Hazard Management Ordinance, Ordinance No. 186952.
8. **Regulatory Floodway:** The channel of a river or other major drainage course and the adjacent land area that must be reserved in order to discharge the Base Flood without cumulatively increasing the water surface elevation more than 1 foot.
9. **Flood-Proofing:** Any combination of structural and non-structural additions, changes or adjustments to structures which reduce or eliminate Flood-related damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

## VI APPENDIX

### VI.B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES

(This guideline is a repeat of Information Bulletin IB 2023-064)

10. **Flood Proofing Certificate:** The Flood Proofing Certificate is an administrative tool to document design information necessary to ensure compliance with the National Flood Insurance Program (NFIP). The Flood Proofing Certificate may be downloaded from the FEMA website at <https://eng2.lacity.org/sites/g/files/wph726/f/Floodproofing%20Certificate%20Form.pdf>
11. **LADBS:** City of Los Angeles Department of Building and Safety.
12. **Market Value:** The value of the structure for which alterations are proposed, including depreciation. This definition is not to be construed to mean the replacement cost. Market Value may be estimated by LADBS as the "Assessed Improvement Value" found in the Los Angeles City Zoning Information web site: <http://zimas.lacity.org/> or LA County Assessors as current tax roll improvements value found at the assessors website: <https://portal.assessor.lacounty.gov/>
13. **Post-FIRM Buildings:** Are new construction and Substantially Improved and Substantially Damaged structures, and those built after the effective date of the first Flood Insurance Rate Map for a community. For the City of Los Angeles, the effective date of the first FIRM was December 2nd 1980.
14. **Pre-FIRM Buildings:** Are those structures built before the effective date (December 2nd 1980) of the first Flood Insurance Rate Map (FIRM) for a community. This means they were built before detailed flood hazard data and flood elevations were provided to the community and usually before the community enacted comprehensive regulations on floodplain regulation. Pre-FIRM buildings are still subject to the Substantial Improvement/ Damage requirements in Title 44 CFR 59.1 and 60.3.
15. **Substantial Improvement:** Any reconstruction, rehabilitation, addition, or other improvement of a Structure, the cost of which equals or exceeds 50 percent of the Market Value of the Structure before the Start of Construction of the improvement. This term includes a Structure which has incurred Substantial Damage, regardless of the actual repair work performed. Substantial Improvement does not include either:
  - a. Any Project for improvement of a Structure to correct existing violations or state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
  - b. Any alteration of a Historic Structure in the National Register of Historic Places or certified by the Secretary of Interior provided that the alteration will not preclude the Structure having continued designation as a Historic Structure.
  - c. The appraised value of the land itself, value of any detached structures from the subject building, and the value of hardscaping/landscaping.
16. **Substantial Damage:** Damage of any origin sustained by a Structure whereby the cost of restoring the Structure to its before damaged condition would equal or exceed 50 percent of the Market Value of the Structure before the damage occurred; or Flood-related damages sustained by a Structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such event, on the average, equals or exceeds 25 percent of the Market Value of the Structure before the damage occurred. This is also known as "repetitive loss."
17. **Structure:** For floodplain management purposes a structure is a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

## **VI APPENDIX**

### **VI B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES**

(This guideline is a repeat of Information Bulletin IB 2023-064)

#### **B. APPLICATION**

The following regulations (FEMA Publication 213 and Ord. 186952) apply to all public and private development in the designated special flood hazard area mapped by the City Engineer.

1. Within an adopted regulatory Floodway, no encroachments, including fill, New Construction, Substantial Improvements, and other development unless certification by a registered civil engineer is provided demonstrating that the proposed encroachment shall not result in any increase in Flood levels during the occurrence of the base flood discharge (Ordinance 186952, Section 5.C.3.b.)
2. Projects other than new buildings and Substantial Improvements may be approved without conditions if the Permit Valuation is less than 50% of the Market Value. Documentation to support Market Value shall be attached to the building permit. If the Permit Valuation is over 40% of the Market Value, then the Market Value and Permit Valuation shall be verified and approved by the BOE.
3. Market Value is verified by the BOE using appraisal reports prepared by an appraiser certified in the state of California.
4. Building permits for new buildings or alterations with Permit Valuation in excess of 50% of the building Market Value are considered "Substantial Improvements" and shall fully comply with the requirements of the FHMO.
5. Requests for variances and waivers to the Flood Hazard Management Ordinance shall follow the procedures in section 9 of the Ordinance.

#### **C. CONSTRUCTION LIMITATIONS**

The Flood Hazard Management Ordinance and FEMA require specific construction limitations based on the location of the development in the Special Hazard Areas (Ordinance 186952, Section 5). Developments located in more than one Special Hazard Area (i.e. floodway, flood-prone, and mudflow) shall comply with the requirements for the most restrictive Special Hazard Area in which the development property is located. The table below shows the group responsible for review and approval for various development phases.

**VI APPENDIX**

**VI.B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES**

(This guideline is a repeat of Information Bulletin IB 2023-064)

<b>Table 1 - City Agency Responsibilities</b>			
<b>City Group</b>	<b>Description of Work</b>		
	<b>New Buildings</b>	<b>Additions, Alterations, Reconstructions, and Repair</b>	<b>Non-building structures (except fences) and Grading (not associated with building construction)</b>
<b>Los Angeles Department of Public Works, Bureau of Engineering "BOE"</b>	<p>Review and approve building and site designs for compliance with FHMO and FEMA requirements.</p> <p>Communicate to LADBS the required forces on structures and buildings.</p> <p>Stamp all approved Flood Proofing Certificate / Elevation Certificate and Coastal High Hazard V Zone Design Certificate.</p> <p>Require applicant to incorporate approved Certificates onto the building plans.</p> <p>Maintain copies of all required Flood Proofing Certificate / Elevation Certificate and Coastal High Hazard V Zone Design Certificate.</p>	<p>Determine Market Value of structure and whether proposed work is a Substantial Improvement.</p> <p><u>For Pre-FIRM Structures:</u></p> <p>If proposed work is a Substantial Improvement, then see requirements for New Buildings.</p> <p>If it is not a Substantial Improvement, then the work may be approved without conditions.</p> <p><u>For Post-FIRM Structures:</u></p> <p>All proposed work is required to meet NFIP regulations for substantial improvement regardless of permit valuation. See requirements for new buildings.</p>	<p>See requirements for New Buildings.</p> <p>Review site plan to verify that site drainage will not create a flood hazard or affect existing flood prevention systems.</p>

**VI APPENDIX**

**VI.B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES**

(This guideline is a repeat of Information Bulletin IB 2023-064)

<b>Table 1 - City Agency Responsibilities</b>			
<b>City Group</b>	<b>Description of Work</b>		
	<b>New Buildings</b>	<b>Additions, Alterations, Reconstructions, and Repair</b>	<b>Non-building structures (except fences) and Grading (not associated with building construction)</b>
<b>LADBS Building Plan Check</b>	<p>Identify projects located within the FHMO area and refer to BOE for plan approval.</p> <p>Review structural strength (hydrologic forces) based on criteria set by BOE.</p>	<p>Identify project located within the FHMO area.</p> <p>For Post-FIRM structures refer to BOE for plan approval.</p> <p><u>For Pre-FIRM structures refer to the following guidelines:</u></p> <p>If permit valuation is greater than 40% of Market Value, then refer to BOE for refined Substantial Improvement calculation.</p> <p>If project is a Substantial Improvement, then review structural strength (hydrologic forces) based on criteria set by BOE.</p> <p>Document all approvals without conditions showing calculations when permit valuation is less than 40% of the Market Value.</p>	<p>See requirements for New Buildings.</p>

# VI APPENDIX

## VI B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES

(This guideline is a repeat of Information Bulletin IB 2023-064)

<b>Table 1 - City Agency Responsibilities</b>			
<b>City Group</b>	<b>Description of Work</b>		
	<b>New Buildings</b>	<b>Additions, Alterations, Reconstructions, and Repair</b>	<b>Non-building structures (except fences) and Grading (not associated with building construction)</b>
<b>LADBS Grading Section</b>	Review and approve Geologic Reports for on-site slope stability, foundations, on-site mudflow, and site drainage.	Same as the requirements for New Buildings.	Same as the requirements for New Buildings.
<b>LADBS Inspection</b>	<p><u>During Construction:</u> Verify lowest floor slab if at or above the lowest floor elevation designated in the approved design plan.</p> <p><u>Upon Construction Completion:</u> Obtain an elevation survey, or a BOE approved elevation certificate from a licensed surveyor or engineer to verify elevation of the Lowest Finished Floor is at or above elevation established by BOE.</p> <p>Obtain clearance from BOE through the Automated Certificate of Occupancy System (ACOS) before a Certificate of Occupancy (CofO) can be issued.</p>	<p>Same as the requirements for New Buildings when a CofO is required.</p> <p>For projects that do not require a CofO, verify Flood Hazard preventive measures per approved plans and as required by BOE.</p> <p>Verify required Flood Elevation Certificate / Flood Proofing Certificate / V-Zone Design Certificate are stamped and approved by BOE.</p>	<p>Verify Flood Hazard preventive measures per approved plans and as required by BOE.</p> <p>Verify Flood Elevation Certificate / Flood Proofing Certificate / V-Zone Design Certificate are stamped and approved by BOE.</p>

## VI APPENDIX

### **VI B FLOOD HAZARD MANAGEMENT ORDINANCE GUIDELINES**

(This guideline is a repeat of Information Bulletin IB 2023-064)

The following is a list of the required documents needed for approval by each city agency.

#### **1. Los Angeles Department of Public Works, Bureau of Engineering, (“BOE”)**

- a. Site plans, licensed survey maps, LADBS geology reports, Significant Improvement calculation, and other documentation necessary to verify compliance with the FHMO and FEMA construction requirements.
- b. Itemized construction cost estimates prepared by the engineer or architect of record for additions, alterations, repairs, rehabilitations, and reconstructions to complete a Significant Improvement determination for existing buildings.
- c. Appraisal Report prepared by an appraiser certified in the State of California.
- d. Reports by civil engineers or geologists to establish structural design requirements for components of the building and site to withstand hydro-geologic forces pursuant to the FHMO Section 5.C.1 (b), Section 5.C.7 (c), and Section 5.C.9 (a). (For properties located within mudflow areas, mud-prone areas, and flood-related erosion hazard areas to determine the extent of the exposure, determine remedies, and to determine that the proposed project will not aggravate existing hazards.)

#### **2. LADBS Grading Section**

Reports prepared by licensed geologists or soils engineer pursuant to the FHMO Section 5.C.7(c) and 5.C.9 (a) for properties located within mudflow areas, mud-prone areas, and flood-related erosion hazard areas to determine the extent of the exposure, determine remedies and to determine that the proposed project will not aggravate existing hazards.

#### **3. LADBS Structural Plan Check**

- a. Structural design drawings and calculations based on loads established by the Department of Public Works.
- b. Building and grading permit applications with designs complying with the FHMO approved by the BOE.

#### **4. LADBS Building Inspection**

A BOE approved Flood Proofing Certificate, a BOE approved Elevation Certificate, or an elevation survey map from a licensed surveyor to approve the top of foundations.

#### **D. REPORTING**

LADBS is required to submit upon request to the City’s Flood Hazard Mitigation Coordinator, all necessary information and report as required under FEMA’s National Flood Insurance Program/Community Rating System (NFIP/CRS); (Ordinance No. 186952, Section 11). Various required reports include, but are not limited to the following:

1. A report of the number of permits issued in Flood Hazard Zones during the bi-annual time period requested by FEMA.
2. A report of the number of waivers that have been applied for and granted in Flood Hazard Zones during the bi-annual time period requested by FEMA.
3. A report of the number of Certificate of Occupancies issued for buildings constructed in Flood Hazard Zones during the bi-annual time period requested by FEMA.

#### **E. ORDINANCE LINK**

Use the following link to view the new Flood Ordinance No. 186952:

[https://clkrep.lacity.org/onlinedocs/2021/21-0346\\_ord\\_186952\\_4-19-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0346_ord_186952_4-19-21.pdf)



## VI APPENDIX

### VIC STORMWATER LID SPECIFIC APPROVALS

All Developments and Redevelopments shall comply with the following:

- a. New Development projects in any of the following categories:
  - (i) Projects equal to 1 acre or greater of disturbed area and adding more than 10,000 square feet or more of impervious surface area (collectively over the entire project site);
  - (ii) Industrial parks of 10,000 square feet or more of surface area; and,
  - (iii) Commercial malls of 10,000 square feet or more of surface area;
- b. Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site) on any of the following:
  - (i) Existing sites of 10,000 square feet or more of impervious surface area;
  - (ii) Industrial parks 10,000 square feet or more of surface area; and,
  - (iii) Commercial malls 10,000 square feet or more of surface area;
- c. New Development and Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site) and support one or more of the following uses:
  - (i) Restaurants;
  - (ii) Parking lots;
  - (iii) Automotive service facilities (SIC 5013, 5014, 5511, 5541, 7532-7534 and 7536-7539); and,
  - (iv) Retail gasoline outlets;
- d. New development or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface area and is located partly or wholly within an Environmentally Sensitive Area as defined in the MS4.

## VI APPENDIX

### VI D1 GENERAL VARIATION 2001 -1 FOR SED DATED MAY 1, 2001

The following variation applies to lots zoned RW-1 or more restrictive containing single-family residential uses except that both of the lots may be vacant. For other than single family properties, see General Variation 2001-2.

Pursuant to the authority vested in the Director of Planning by the provisions of Section 18.12, Article 8, Chapter 1 of the Los Angeles Municipal Code, relating to the issuance of building permits for two existing lots, the Director hereby grants the following variation to permit common driveway facilities without further approval by the Director of Planning, subject to the following conditions:

1. That the lots are separate legal parcels of record prior to July 30, 1962 with required street frontage or are separate parcels or lots shown on a recorded Parcel Map or recorded Tract Map; or have a recorded Certificate of Compliance; and
2. The driveway shall not cross more than one lot and shall not serve more than 2 existing single family residential lots; and
3. The driveway within such easement is improved to a width in conformance with the Fire Department's fire access standards as stated in Section 57.09.03 of the Los Angeles Municipal Code, but in no event less than 20 feet; and
4. Ingress and egress easements in the common driveway have been recorded in favor of the involved owners in a manner satisfactory to the Department of Building and Safety; and
5. The unobstructed distance-from the ground to the sky-between buildings located on either side of said driveway is no less than 20 feet and otherwise meets all other setback and yard requirements of the LAMC.

This variation shall remain in effect until rescinded by subsequent action. It supersedes the previous General Variations dated February 1, 1996, March 28, 1974, and June 23, 1967.

CON HOWE  
Director of Planning

## VI APPENDIX

### VIE GENERAL VARIATION 2001 -2 FOR INDUSTRIAL, COMMERCIAL & MULTIFAMILY DATED MAY 1, 2001

#### **Common Driveways for Industrial, Commercial and Multi-Family Uses**

The following variation does not apply to lots zoned RW-1 or more restrictive containing single family residential uses. See General Variation 2001-1.

Pursuant to the authority vested in the Director of Planning by the provisions of Section 18.12, Article 8, Chapter 1 of the Los Angeles Municipal Code, relating to the issuance of building permits for two or more existing lots, the Director hereby grants the following variation to permit common driveway facilities without further approval by the Director of Planning, subject to the following conditions:

1. That the lots are separate legal parcels of record prior to July 30, 1962 with required street frontage or are separate parcels or lots shown on a recorded Parcel Map or recorded Tract Map; or have a recorded Certificate of Compliance; and
2. Notwithstanding Section 12.21-A of the Los Angeles Municipal Code, a driveway within such easement is permitted over one or more lots to serve another lot(s). The driveway shall not be located and maintained on property which is in a more restrictive zone than that of the property on which the buildings(s) served is (are) located; except that where a lot is partly in the P Zone and partly a C or M Zone, and P Zone may be used. A driveway may also be located in a more restrictive zone than the zone of the lot where any of the building(s) is (are) located provided that the uses are permitted in the more restrictive zone; and
3. The driveway within such easement is improved to a width in conformance with the Fire Department's fire access standards as stated in Section 57.09.03 of the Los Angeles Municipal Code, but in no event less than 20 feet; and
4. Ingress and egress easements in the common driveway have been recorded in favor of the involved owners that need the easement in a manner satisfactory to the Department of Building and Safety; and
5. The unobstructed distance-from the ground to the sky-between buildings located on either side of said driveway is no less than 20 feet and otherwise meets all other setback and yard requirements of the LAMC.

This variation shall remain in effect until rescinded by subsequent action. It supersedes the previous General Variations dated February 1, 1996, March 28, 1974, and June 23, 1967.

CON HOWE  
Director of Planning

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A reproducible form of the  
AQMD Air Quality Permit Checklist  
is shown on the next page.**



# South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91785-4182

**Small Business Assistance Office**  
1-800-388-2121  
smallbizassistance@aqmd.gov  
www.aqmd.gov

## Air Quality Permit Checklist

California Government Code Section 65850.2 prohibits cities from issuing a Certificate of Occupancy to a business without clearance from the local air quality agency. South Coast Air Quality Management District (SCAQMD) developed this Air Quality Checklist as a screening evaluation tool in the clearance process required pursuant to Section 65850.2. Please provide a response to all questions on this checklist.

If you have any question or need assistance completing this checklist, please contact the SCAQMD's Small Business Assistance Office, and a representative will help you complete the information in the checklist.

NOTE: For asbestos/demolition information, please contact the Asbestos Hotline at 909-396-2336.

<b>Section A - Operator/Business Information</b>	
1. Business Name:	
2. Address:	
Street _____	City _____ CA _____ Zip _____
3. Contact Name:	Telephone Number:
Title:	Email:
<b>Section B - Facility Business Information/Business and Equipment Description</b>	
Please provide a detailed description of the business operations to be performed and equipment to be used at this location:	
<b>Section C - Checklist Questionnaire</b>	
Please respond to all questions as it relates to the business activities to be performed at this location. Will business operations at this location:	
1. Result in the release of air pollutants, including but not limited to, dust, fumes, gas, mist, odors, smoke, vapor, or a combination of these to the atmosphere?	Yes No
2. Result in the use of fuel-burning equipment including, but not limited to, boilers, generators, and internal combustion engines?	Yes No
3. Result in the use of hazardous materials, including but not limited to, chemicals, plastics, rubber, resins, solvents, paints, and parts cleaners?	Yes No
<b>Section C - Checklist Questionnaire (continued)</b>	

4. Result in the use of an above or underground storage tank?	Yes	No
5. Consist of manufacturing, fabrication, finishing, or treatment of wood, metal or plastic products:	Yes	No
6. Result in the use of any of the equipment listed below: (Select all that apply)	Yes	No
<input type="checkbox"/> Abrasive Blasting Cabinet/Room <input type="checkbox"/> Air Conditioning Systems (containing > 50 lbs of refrigerant) <input type="checkbox"/> Application of Paints/Adhesives/Resins <input type="checkbox"/> Baghouse/Dust Collector <input type="checkbox"/> Bakery Oven (gas-fired) <input type="checkbox"/> Boiler/Water Heater (max. heat input = or > 1 million BTU/hr) <input type="checkbox"/> Charbroiler/Smoker <input type="checkbox"/> Coffee Roaster/Afterburner <input type="checkbox"/> Deep Fryer (excluding equipment located at eating establishments) <input type="checkbox"/> Dry Cleaning Equipment <input type="checkbox"/> Electrostatic Precipitator <input type="checkbox"/> Etching/Plating/Casting/Melting/Forging/Grinding/Cutting of Metals <input type="checkbox"/> Fermentation <input type="checkbox"/> Gasoline Storage & Dispensing Equipment <input type="checkbox"/> Internal Combustion Engine (rated > 50 bhp; e.g. back-up generator) <input type="checkbox"/> Mixing/Blending of Liquids and/or Powders <input type="checkbox"/> Molding/Extruding/Curing of Plastics <input type="checkbox"/> Pharmaceutical/Nutraceutical <input type="checkbox"/> Plasma/Laser Cutter <input type="checkbox"/> Printing/Coating/Drying <input type="checkbox"/> Production of Fumes/Dust/Smoke/Odors <input type="checkbox"/> Refrigeration Systems (containing > 50 lbs of refrigerant)	<input type="checkbox"/> Soldering Oven <input type="checkbox"/> Spray Booth <input type="checkbox"/> Storage of Acids/Solvents/Organic Liquids/Fuels <input type="checkbox"/> Storage Silos (sugar, flour, etc.)	

**Section D - Business Self Certification**

7. Preparer:	Title:	
Signature:	Date:	Telephone Number:

*I hereby certify by my signature above that, I am a duly authorized representative of the above-named business, and that all information contained herein is true and correct.*

<b>SCAQMD USE ONLY</b>	Equipment:	Clearance Issued By:
	<input type="checkbox"/> Applicant has permit(s) from the SCAQMD:	
	<input type="checkbox"/> Applicant has filed for permit(s) with the SCAQMD:	
	<input type="checkbox"/> Applicant is exempt from permit requirements:	
	<input type="checkbox"/> Applicant has complied with filing requirements of R222:	

**This page is intentionally left blank.  
A reproducible form of the  
Radiation Shielding Plan Application  
is shown on the next two pages.**

RADIATION SHIELDING PLAN APPLICATION

PURSUANT TO L.A. COUNTY ORDINANCE 11.22.620, SHIELDING DESIGNS FOR RADIATION SAFETY MUST BE APPROVED BY THIS OFFICE FOR ALL NEW OR REMODELED X-RAY ROOMS.

INSTRUCTIONS:

1. MUST BE PRINTED OR TYPED CLEARLY. WHERE INDICATED, CHECK THE APPROPRIATE BOX. ALL INFORMATION MUST BE PROVIDED. AN INCOMPLETE APPLICATION WILL RESULT IN DELAYS.
2. PLAN APPROVAL REQUIRES PAYMENT OF FEE AND COMPLETION OF SECTIONS 1 THROUGH 12.
3. MAKE CHECK OR MONEY ORDER PAYABLE TO LOS ANGELES COUNTY TREASURER.
4. MAIL THE ORIGINAL AND ONE COPY OF THIS APPLICATION WITH CHECK OR MONEY ORDER TO:

RADIATION MANAGEMENT  
COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
550 SOUTH VERMONT AVENUE, ROOM 601  
LOS ANGELES, CA 90020

5. IF YOU HAVE ANY QUESTIONS, CONTACT THE OFFICE AT (213) 738-4059

6. PLANS SUBMITTED BY:

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_

7. JOB/X-RAY MACHINE LOCATION:

NAME \_\_\_\_\_  
FIRST \_\_\_\_\_ LAST \_\_\_\_\_  
MEDICAL TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_

8. IS THIS AN ADDITION TO EXISTING EQUIPMENT AT THIS LOCATION? ( ) YES ( ) NO  
IS THIS EQUIPMENT ONLY REPLACING EXISTING EQUIPMENT AT THIS LOCATION ( ) YES ( ) NO  
IS THIS EQUIPMENT BEING RELOCATED FROM ANOTHER ADDRESS? ( ) YES ( ) NO

IF YES, WHAT WAS THE NAME, ADDRESS AND REGISTRATION NUMBER OF THE PREVIOUS LOCATION?

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
REGISTRATION# \_\_\_\_\_

IF HEALTH PHYSICIST REPORT IS SUBMITTED, SECTIONS 9 AND 10 NEED NOT BE COMPLETED.

9. EQUIPMENT AND USE SPECIFICATIONS:

MACHINE TYPE: ( ) RADIOGRAPHIC ( ) FLUOROSCOPIC ( ) DENTAL ( ) THERAPY ( ) CT ( ) PODIATRIC  
( ) OTHER (SPECIFY) \_\_\_\_\_

MAXIMUM mA \_\_\_\_\_ MAXIMUM kVp USED \_\_\_\_\_  
AVERAGE EXPOSURE TIME \_\_\_\_\_ SEC.  
AVERAGE NUMBER OF EXPOSURES PER WEEK \_\_\_\_\_  
FLUOROSCOPIC ON TIME \_\_\_\_\_ (IN MINUTES PER WEEK)



10. PROVIDE BLUE PRINT OR SKETCH OF X-RAY AND INCLUDE THE FOLLOWING INFORMATION. (SEE SAMPLE ATTACHED)\*\*PROVIDE TWO COPIES\*\*

- A) COMPASS ORIENTATION
- B) SCALE
- C) DIRECTION OF MEAN AND PERCENTAGE OF USE IN EACH DIRECTION.
- D) CONSTRUCTION MATERIAL AND THICKNESS OF WALLS, CEILING AND FLOOR IN MULTI-STORY BUILDING.
- E) TYPE OF OCCUPANCY IN IMMEDIATE ADJOINING AREAS.
- F) IN MULTI-STORY BUILDING, INCLUDE FLOOR TO CEILING DISTANCE AND TYPE OF OCCUPANCY ABOVE AND BELOW X-RAY ROOM.
- G) LOCATION OF WALL CASSETTE HOLDER, X-RAY TABLE, OPERATOR POSITION, DENTAL CHAIR, ETC. (AS APPLICABLE).
- H) INDICATE THICKNESS, LOCATION, AND DIMENSIONS OF EXISTING OR PROPOSED LEAD SHIELDING.

11. FEE

RADIATION SHIELDING CLASSIFICATION  
 DENTAL/PODIATRIC/VETERINARIAN RADIATION  
 OTHER RADIATION

PLAN CHECK FEE  
 \$192.00 (PER X-RAY UNIT)  
 \$380.00 (PER ROOM)

MAKE CHECK OR MONEY ORDER PAYABLE TO:  
 LOS ANGELES COUNTY TREASURER

\*\*\*\*\*  
 CASH NOT ACCEPTED  
 \*\*\*\*\*

CHECKS OR MONEY ORDER MUST BE FOR THE EXACT AMOUNT OF THE FEE. PERSONAL CHECKS MUST BEAR A NAME, ADDRESS AND TELEPHONE NUMBER. THIS FEE IS NOT REFUNDABLE NOR IS THE APPLICATION TRANSFERABLE. POST DATED AND TWO PARTY CHECKS WILL NOT BE ACCEPTED. FEES MAY CHANGE ON JULY 1<sup>ST</sup> OF EACH YEAR.

12. WHEN THE PLAN CHECK REVIEW IS COMPLETE:

WHAT TO BE CALLED ( ) ADDRESS LETTER TO INDIVIDUAL IN SECTION 6 ( ) 7 ( )  
 WANT LETTER FAXED ( )  
 WANT LETTER MAILED ( )

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ FAX# ( ) \_\_\_\_\_

OWNER/REPRESENTATIVE DECLARATION

I UNDERSTAND THAT THE AMOUNT OF FEE PAID IS BASED ON DECLARATION OF RADIATION CLASSIFICATION OF PLANS SUBMITTED. IF DECLARATION IS INCORRECT, OR ANY NECESSARY INFORMATION IDENTIFIED ON THIS FORM IS NOT PROVIDED, I UNDERSTAND THAT THE PLANS WILL NOT BE APPROVED.

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY

DATE PLANS RECEIVED: \_\_\_\_\_ FEE: \_\_\_\_\_

PLANS RECEIVED BY: \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_

PLAN CHECK NO.: \_\_\_\_\_

VI APPENDIX

VI H SAMLE COASTAL DEVELOPMENT LETTER FROM THE PORT OF LA.  
(For Jobs on Port Properties).

September 18, 2003

426 S. Palos Verdes Street  
Post Office Box 161  
San Pedro, CA 90733-0161  
Tel/TDD 310 964-PORT  
www.portoflosangeles.org



James K. Hehn, Mayor  
City of Los Angeles

Board of Harbor  
Commissioners

Nicholas G. Tansich, President

Elwood Lui, Vice President

James E. Asvedo

Camille T. Hood

Thomas H. Wampan

Larry A. Keller  
Executive Director

Dear Mr. \*\*\*\*\*

SUBJECT: COASTAL DEVELOPMENT PERMIT EXEPTION

The Port of Los Angeles' Planning and Research Division has reviewed the Application for Development Projects (ADP No. \*\*\*\*\* , dated September 18, 2003) regarding \*\*\*\*\* proposed removal of a 30-inch section of pipe at the western side of \*\*\*\*\* between \*\*\*\*\* Way and \*\* Street, near Berth 82.

Based upon the project description provided in the ADP, it has been determined that the proposed project does not require a coastal development permit (CDP). The proposed project is exempt from CDP requirements under Section 30610(d) of the California Coastal Act of 1976, as amended.

Although the proposed project is exempt from the CDP requirements, it requires evaluation by the Port's Environmental Management Division to determine its consistency with the California Environmental Quality Act (CEQA), as well as issuance of a Harbor Department Engineering permit. Your application has been forwarded to those divisions for further processing.

Issuance of the Harbor Department Engineering permit does not eliminate the need for other City permits (e.g. Building & Safety) which may be required for your project.

If you have any questions relative to the processing of the application, please contact Property Management Division at (310) 732-3860.

Sincerely,

DAVID MATHEWSON  
Director of Planning and Research

DM/MC  
G:\Planning\ADP\unc\ \*\*\*\*\* exempt.wpd  
ADP No.: \*\*\*\*\*

Cc: Property Management Division (S. Yon)  
Engineering Division / Permits (D. Raasch)  
Environmental Management Division

An Affirmative Action/  
Equal Opportunity Employer

Recycled and Recyclable

## VI APPENDIX

### VII CALIFORNIA COASTAL COMMISSION EXEMPTION LETTER

STATE OF CALIFORNIA – NATURAL RESOURCES AGENCY

EDMUND G. BROWN, JR., GOVERNOR

#### CALIFORNIA COASTAL COMMISSION

South Coast Area Office  
200 Ocaangate, Suite 1000  
Long Beach, CA 90802-4302  
(562) 590-5071



#### EXEMPTION LETTER

**Date:** December 12, 2011  
**Reference Number:** 5-11-137-X  
**Applicant:** City of Los Angeles Dept. of Building and Safety  
Attn: Bud Ovrom, General Manager  
c/o Sarah Clark, Development Reform Analyst  
Office of Mayor Antonio R. Villaraigosa  
201 N. Figueroa Street, 10th Floor  
Los Angeles, CA 90012

**Project Locations:** Existing buildings in the City of Los Angeles Coastal Zone, Single and Dual Jurisdiction (except for structures on the beach).

**Project Description:** Installation of rooftop, flush-mounted solar power systems that do not increase the height of the existing building by more than ten percent.

This is to certify that, pursuant to Sections 30610(a) and (b) of the Coastal Act and Sections 13250 and 13253 of Title 14 Calif. Code of Regulations, a coastal development permit is not necessary for the installation of rooftop solar power systems on existing buildings (as described above) for the reasons checked below. The City may issue a building permit for the described projects without any further review by the staff of the Coastal Commission.

- Single Jurisdiction Area:** The proposed development is an improvement to an existing structure which is not located in the area between the sea and the first public road or within 300 feet of the inland extent of any beach or high tide line.
- Dual Jurisdiction Area:** The proposed development is an improvement to an existing structure and is located in the area between the sea and the first public road or within 300 feet of the inland extent of any beach or high tide line, but is not: a) an increase of 10% or more of internal floor area, b) an increase in height over 10%, or c) a significant non-attached structure.

Please be advised that only the project described above is exempt from the permit requirements of the Coastal Act. Please call our Long Beach office at 562-590-5071 if you have any questions.

Sincerely,

Charles R. Posner  
Coastal Program Analyst

G:LA exemptions/5-11-137-X LA solar panels xmptn Dec11 CP