



NEW PRELIMINARY PLAN CHECK SERVICE

Effective March 23, 2009, Preliminary Plan Check Service will be available for a fee for the following disciplines:

- Building Code / Zoning Code regulations
- Disabled Access regulations
- Land Subdivision (as it relates to Zoning Code)
- Mechanical / HVAC Systems
- Electrical Systems
- Plumbing Systems
- Fire Sprinkler Systems

Preliminary Plan Check provides applicants the opportunity to meet with a plan check engineer to discuss questions, code requirements or obtain other information concerning their project before submitting to Plan Check. This service can assist design professionals to better understand LA City Code requirements and required permit clearances from other agencies / City departments. This valuable service will streamline your project by minimizing delays during the permit process and will provide the practical benefit of savings of both cost and time for an applicant.

To apply for this service please do the following:

1. Complete and follow the instructions as listed on the Preliminary Plan Check application. The Application is available at all Building and Safety Public Counters and online at www.ladbs.org.
2. Submit a completed Preliminary Plan Check application via fax, e-mail at LADBS.CMServiceRequest@lacity.org or in person at the following locations:

Type of Service	Meeting Location	Fax	Phone (For cancellation)
Building / Zoning Code	221 N. Figueroa St. Rm. 180 6262 N. Van Nuys Blvd., 2 nd Fl	213-482-6874	213-482-6864
Disabled Access	201 N. Figueroa St. Rm. 880	213-202-9943	213-482-0455
Land Subdivision	201 N. Figueroa St. Rm. 1050	213-482-0477	213-482-0473
Mechanical Systems	201 N. Figueroa St. Rm. 880	213-202-9943	213-482-0455
Plumbing Systems			
Fire Sprinkler Systems			
Electrical Systems	201 N. Figueroa St. 4 th Floor	213-482-0070	213-482-0052

3. Take the completed Preliminary Plan Check application form to any LADBS cashier and pay the required \$162.00 fee prior to the scheduled appointment time.
4. Bring the Preliminary Plan Check application, proof of payment, a detailed list of questions and any available drawings to the scheduled appointment. Each appointment will be limited up to a maximum of two hours.

Preliminary Plan Check Application



Indicate the type of service requested: **(Please check only one box per form)**

Type of Service	Meeting Location	Fax	Phone (For cancellation)
<input type="checkbox"/> Building / Zoning Code	221 N. Figueroa St. Rm. 180 6262 N. Van Nuys Blvd., 2 nd Floor	213-482-6874	213-482-6864
<input type="checkbox"/> Disabled Access	201 N. Figueroa St. Rm. 880	213-202-9943	213-482-0455
<input type="checkbox"/> Land Subdivision	201 N. Figueroa St. Rm. 1050	213-482-0477	213-482-0473
<input type="checkbox"/> Mechanical Systems	201 N. Figueroa St. Rm. 880	213-202-9943	213-482-0455
<input type="checkbox"/> Plumbing Systems			
<input type="checkbox"/> Fire Sprinkler Systems			
<input type="checkbox"/> Electrical Systems	201 N. Figueroa St. 4 th Floor	213-482-0070	213-482-0052

Instructions:

- Completed application form may be submitted via e-mail at LADBS.CMServiceRequest@lacity.org, fax, or in person at the above locations. **Please check only one box per form.** This form is also available online at www.ladbs.org.
- The department staff will contact you to schedule the appointment time within 5 business days.
- After confirmation of scheduled appointment time, take the completed Preliminary Plan Check application to any LADBS cashier and pay the required \$162.00 fee.
- Bring this preliminary plan check application form, proof of payment, a detailed list of questions, and any available drawings to the scheduled appointment.
- Each appointment will be limited up to a maximum of two hours.
- For cancellation of the appointment, please call at least 24 hours prior to the scheduled appointment time.

Applicant Name:		<input type="checkbox"/> Owner <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Agent <input type="checkbox"/> Other: _____		Date:	
Phone No:		Fax No:		E-mail Address:	
Project Address:		<input type="checkbox"/> SFD/Duplex <input type="checkbox"/> Apartment <input type="checkbox"/> Mixed Use <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____		No. of stories:	No. of units:
Project Description:					
Have you submitted your project for: LADBS Plan Check? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, provide Permit App No.: Planning Department Entitlement Action? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, provide Planning Case No.:					
To ensure the best possible service, please provide a detailed list of questions:					
				Cashier Use Only:	
				Initial consultation fee \$150.00 Surcharge 8% \$12.00 Total Fee \$162.00	
Office use Only Appointment Information: Date Time Prelim Engineer Log No.					