



LADBS  
ELECTRICAL PLAN CHECK

OPERATIONAL GUIDELINE

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## A. PURPOSE

The mission of the Department of Building and Safety Electrical Plan Check is to protect the lives and safety of the residents and visitors of the City of Los Angeles against fire, shock hazards and minimize personal injury, preserve the City's quality of life, and contribute to the City's economic development. This is accomplished through implementation of the City's codes (Electrical, Mechanical, Fire & Building Codes), State of California Electrical Code, State Energy Code, Fire Alarm Code, and other pertinent state laws and regulations for construction and maintenance of all types of electrical installations. Verification of plans and design calculations for compliance with codes and pertinent state regulations are the primary means of ensuring safe electrical installation.

This Electrical Plan Check Operational Guideline will help the plan check engineers to develop a more effective and systematic approach to the plan check and verification process, thus fulfilling the Department's commitments for quality and timely service to the general public. This guideline shall be implemented and followed by all electrical plan check engineers and supervisors.

**The expected minimum standard for a complete plan check review shall reflect all corrections on the set of plans, marked legibly, and indicate on the correction sheets with corresponding code violation charging sections.**

The following objectives are to be the primary focus when performing plan check and verification services:

- **Compliance with Regulations**  
Reference all code sections in your correction letter or in your conversations to assist the applicant in complying with the corrections.
- **Uniformity and Consistency**  
Utilize standardized LARUCP correction sheets, interpretive manuals(s) and this operational procedure.
- **Accuracy and Efficiency**  
Write concise and specific corrections. Avoid writing vague or unnecessary corrections, unclear requirements, irrelevant corrections and unnecessary clearances.
- **Priority**  
Understand and prioritize code requirements from the major to the minor violations.
- **Quality Customer Service**  
Exhibit courtesy and professionalism in all interactions with the public.

## B. PLAN PREVIEW

### 1. PLAN SUBMITTAL PREVIEW

#### A. AT THE COUNTER:

1. Update the Q-matic by calling a customer's number, whether the customer is present or a no-show.
2. Provide general information. (i.e., Plan check status, phone numbers, locating other stations, print applications, and etc.).
3. Respond to code questions as follows:
  - a. If the question relates to field wiring or an installation issue, these are typically an inspection question and should be referred to Electrical Inspection Code Desk at 213-482-0057.
  - b. If the question relates to a plan check job or is a specific code question as it relates to Plan Check, you should help out the customer.
4. Handle received plans (other than Verifications) and plans to be picked up by the applicant who have received "Notice to Pickup" their plans.
5. Redirect or transfer the applicant to another counter (i.e., customer service, to obtain a number, express permit and etc.).
6. Monitor the Q-Matic for the waiting time. No waiting time shall exceed more than 60 minutes. Any counter job that can not be checked due to possible time delay exceeding 60 minutes shall be taken in on appointment bases and reviewed in the same day or immediately the next day between 7:30 to 9:30 AM or in the afternoon between 2:30 and 4:30 PM with the applicant. No counter jobs shall be checked as a back room job.
7. Have an applicant fill out a plan check application worksheet. Make sure that the work description is accurate. The job address, type of building and applicant information must be filled out on Form E worksheet by the applicant (see *attachment #1* in Section K).
8. Use the building permit application copy to create the electrical application, when possible or appropriate, to save time, and update the work description.
9. Review the Geo Indicator to determine if the proposed installation is in a Methane Zone.
10. If indicated in PCIS, process California Environmental Quality Act (CEQA) required paper works as follows:
  - a. Prepare CEQA questionnaire and review for completion.
  - b. Prepare or complete clearance work sheets in PCIS.
  - c. Prepare Notice of Exemption letter as required.
  - d. Finalize the permit application for CEQA.
11. Preview plans for completeness. See *attachment #2* in Section K "Required Information on Electrical Plans" for specific details on what constitutes a complete set of plans. Incomplete plans shall not be processed and returned to the customer. Attach a copy of the "Required Information on Electrical Plans" form indicating what is lacking on the plans.
12. Determine the number of electrical circuits and equipment and enter them on the worksheet to calculate fees (see *attachment #3* for the fee schedule).
13. The PCIS work description of each backroom plan shall contain the following minimum information:

- a. Number of buildings when more than one building is included on the submitted plan. (Note: Separate building require separate permits)
  - b. Building(s) use.
  - c. Number of stories or units.
  - d. Building(s) or areas square footage.
14. Using the plan check criteria and plan check hour assignment program (or work sheet) determine whether the project should be:
    - a. A Backroom plan check (more than 2 hours of plan checking time),
    - b. A Counter plan check project (2 hours and below).
  15. When finished entering the information in PCIS, the engineer will give the PCIS print out to the customer to take to cashier for payment. The engineer should verify that all the necessary information such as Job Address, Applicant information, Geo indicators, contact phone numbers and fax numbers are on the application. The engineer should also request the customer to review the application print out to make sure there are no disagreements prior to leaving for the cashier.
  16. After reviewing a plan, If a permit is going to be issued, the following steps shall be followed:
    - a. Verify the equipment count and any additional fees to be paid.
    - b. Check contractors information as required.
    - c. Verify as appropriate that the permittee has city business license and insurance.
    - d. Print the permit and direct the permittee to go to the cashier with a triplicate copy of the permit.
  17. Updating PCAM and PCIS  
The following items shall be recorded in PCAM timesheet system:
    - a. Plan check time spent.
    - b. New status of the application.

The PCIS disposition will be updated automatically from PCAM data.

## **B. BACK ROOM PLANS SUBMITTAL:**

1. Review the customer's electrical work sheet, Form E and create electrical application in PCIS.
2. Enter the following information into PCIS to create an application:
  - a. Job address
  - b. Applicant information
  - c. Description of work
  - d. Fees (itemized count of equipment and circuits)
  - e. Estimated plan check hours, using the plan check assignment program.
  - f. Event code (when applicable, such as PV, JM, etc.)
  - g. Identify if this Job is Expedited and by whom.
  - h. Identify if this plan is a Regular PC, Regular O.T., Fee Supported O.T.
  - i. Comment(s) when deemed necessary.
2. Automatic capture of application information by PCAM  
The following information is automatically captured into PCAM from the

PCIS when the fee is paid:

- a. Project Address
- b. PCIS number and PCAM number
- c. Date of submittal
- d. PC fees' Paid.
- e. Project description
- f. Number of plan check hours assigned
- g. Applicant information
- h. Current status

3. Use the following designations in PCIS for each project:

Category Designation	Definition
R	A Residential apartment or condominium plan
C	A Commercial building plan
TI	A Tenant Improvement in a building plan
IN	An Industrial building plan
FA/M	A Fire alarm or Methane detection building plan(s)
E	A T-24 Energy plan
D	A Single Family Dwelling plan

NOTE: If the project is NEW, a "N" before R, C, TI, IN, FA, or D will appear. Otherwise, the project is considered an existing building with new work.

For example: NC is for new commercial building plan.

Category Designation	Definition
NR	New Residential apartment or condominium plan
NC	New Commercial building plan
NTI	New Tenant improvement in new shell building plan
NIN	New Industrial building plan
NFA	New Fire alarm plan
NM	New Methane Plan
NE	New T-24 Energy plan
ND	New Single Family Dwelling plan

In the event the job may consist of different plan such as T-24 energy plan with commercial building plan and fire alarm plan, the plan category designation will be NCEFA

4. **WHEN TO PREVIEW PLANS**

Plans and their applications shall be previewed prior to Thursdays before assigning jobs. After completing the preview, the number of hours assigned to the plan shall be verified and if necessary modified and recorded in PCIS and the PCAM log and also noted on the application form.

5. **HOW TO PREVIEW**

When previewing plans, the supervisor shall determine if the plan is ready to be checked and assign the proper class and plan check hours (if not already done) to the project.

a. To determine if the plan is ready to be checked, the following questions must be answered:

- Is the proposed work described in the application properly presented on the plan?
- Is the submitted set of back room plans about 80% complete, indicating when appropriate, the load, panel schedules, single line diagram(s), T-24, wiring methods and calculations Power & Lighting Plans? Site Plan indicating location of service?

b. Convey pertinent information such as emergency lights or fire alarm system requirements, variances, etc. by attaching separate correction notes on the application or by writing them directly on the plans.

## **C. PLAN ASSIGNMENT**

Unless otherwise instructed by the Chief of Plan Check or management, supervisor shall process and assign plans following the established procedure below:

### **1. ASSIGNING PLAN CHECK HOURS**

The plans shall be previewed to determine the level of difficulty and verify the estimated plan check hour that was assigned during the plan preview step. The following chart shall be used as a guideline in assigning the job category and plan check hours. However, the final hours assigned to check each plan should be adjusted, by the supervisor, by adding to or subtracting from the standard hours based on the complexity and contents of the plans. The hour adjustment must be done in PCAM under plans assignment window. The final assigned plan check hours will be the amount of time needed by a plan check engineer to review and issue the first correction letter (if any).

## Guideline for Assigning Electrical Plan Check Hours (The Time Required to Generate First Correction)

Application	Code	Project Size	*Standard Hours		<sup>1</sup> Reduction Factor
Residential	R	# of Non-Typical Units.	1 hr. / unit		80%
		Emergency System	add 2 hours		
		Common Area (not in the units)	# 2K sq. ft.= 0.5, 2K to 30K=10 min/ 1500 sq. ft. >30K=15 min/ 3000 sq.		
Commercial and Industrial	C and IN		<b>C</b>	<b>IN</b>	60%
		S (less than \$100.00 plan check	1.5	2	
		M (\$100 to \$299.99)	2	3	
		L (\$300 - \$500)	3	4	
		L (\$500 - \$800)	4	6	
		L (\$800 - \$2000)	6	9	
		L (over \$2000) for increment of	add 1 hour		
Life Safety	R	Life Safety System	add 3 hours		None
Tenant Improvement	TI	up to 2000 sq. ft.	2		70%
		over 2000 sq. ft. but # 30,000 sq. ft.	add ¼ hr. for every 1000 sq.		
		over 30,000 sq. ft.	add ¼ hr. per 1500 sq. ft.		
Fire Alarm	FA / M	up to 50 devices (including any	1		None
		over 50 devices (including panels)	add ½ hr. per every 50		
T-24 Energy only	E	up to 10,000 sq. ft.	1		70%
		over 10,000 sq. ft. but # 30,000 sq.	add ½ hr. for every 5000 sq.		
		Over 30,000 sq. ft.	add ½ hr. for every 10,000		
Single Family Dwelling	D	up to 10,000 sq. ft.	5		None
		over 10,000 sq. ft. (increment of	add ½ hr. for every 2000 sq.		
Typically Difficult Projects	C and IN	High Voltage or Frequency	multiply by 2.0		None
		Hazardous Areas	multiply by 2.5		
		High Voltage and Hazardous Areas	multiply by 4.0		
		Cranes or very Complex Job	multiply by 4.0		

1. Reduce the standard time by the reduction factor to determine the required plan check time.



## **2. HOW TO ASSIGN PLANS**

- A. Use the PCAM log to review each plan check engineer's progress on the previously assigned jobs and when calculating the additional work hours to be assigned. Four hours for new jobs shall be assigned for each day to engineers with primary responsibility of checking back room jobs. The engineer shall be responsible for rechecks, verifications and other duties during the remaining five hours (for 9/80 schedule) or four hours (for 5/40 schedule). Use the staffing schedule for determining availability of engineers during the week. A counter engineer's secondary responsibility is to work on back room jobs. These engineers will be assigned 0 to 2 hours of back room plan check for each work day, based on the available counter work.
- B. The assignment is to be done on Thursdays and the assigned projects are expected to be completed on or before the following Thursday, unless it has been discussed with the supervisor. Expedite jobs shall be assigned first and they shall take top priority. Unless directed by the Plan Check Chief or Management to assign the job immediately, expedite jobs shall be assigned on the Thursday following the plan submittal.
- C. Use the PCAM plan assignment window to assign jobs. Print out the assignment roster and give to each engineer.
- D. The assignment status is automatically updated into PCIS.

## **D. PLAN CHECK PROCEDURES**

### **1. ALL PLAN CHECK OFFICES**

- A. Plan check engineers shall use the standard and the supplementary correction letters. Additional corrections must be concise and clear with corresponding charging sections in the code.
- B. Upon completion of a back room plan check, the plan check engineer shall send a notification letter informing the applicant that the plan and corrections are ready for picked up. The letter shall also indicate the name, phone number, and office location of the plan check engineer for customer's convenience.
- C. When the plans are picked up, the PCIS shall be updated under "Activity Timekeeping, Data Entry" window to indicate when the plans were picked up and by whom.
- D. Overtime plans (fee or regular over time) shall be completed and returned promptly.

### **2. WEST LOS ANGELES OFFICE**

The West Los Angeles Office Electrical Plan Check is a single person operation that performs back room and counter plan check in addition to code referral functions and is supervised and supported by the Metro Office Electrical Plan Check. Because of its unique operation, the procedure below was implemented to ensure quality and timely customer service. It is also required that the West Los Angeles Office (WLA) plan check engineer maintains a weekly manual log of every backroom plan submitted in addition to maintaining the electronic log book. The manual log contains

the application number, job address, submittal day and completion date and which must be continuously updated. This will enable the Metro Electrical Plan Check Supervisor to monitor the plan checking and work load activities of the office.

- A. The WLA engineer shall process any fee-expedited job as Metro submittal when more than 6 hours of fee-expedited job has already been assigned to the WLA engineer, and subsequently, transfer the plans to Metro on the next mail pickup. The plans will be assigned by the Metro Office Supervisor to a plan check engineer within the Engineering Bureau, no later than five working days from the date the application is filed.
- B. Metro Electrical Plan Check Supervisor, during the week, will use PCAM (under weekly report module) to review the WLA "unassigned" electrical plans, and decide which plan, when deemed appropriate, is to be sent to Metro. Plans maybe transferred to the VN office (when requested by the VN office supervision and approved by the office manager).
- C. Metro Electrical Plan Check Supervisor will assign the WLA regular and overtime plans when the WLA engineer has already received two overtime plans with the total of 6 hours.
- D. Metro Electrical Plan Check Supervisor may review the number of hours assigned to each backroom plan. The hours may be modified as deemed necessary by the Metro Electrical Plan Check Supervisor.
- E. Metro Electrical Plan Check Supervisor will review the WLA overtime time sheet(s).
- F. WLA overtime reports will be processed in the Metro Electrical Plan Check.
- G. The overtime plans assigned to WLA will be sent to WLA Electrical Plan Check Engineer.

### **3. VAN NUYS OFFICE**

This section is reserved for future use.

### **4. CHECKING PLANS**

#### **A. Prior to Checking a Plan**

Review the PCIS Application, Plans, and Submitted Documents as follows:

1. Read the "description of work" on the permit application and review the plans in detail. Understand the scope of the work for the proposed project.
2. Ascertain that the "description of work" agrees with the plans. If it is unclear or if there are pertinent questions, contact the applicant immediately for clarification. Plans should not be checked if there is lacking information or if it is unclear.
3. Identify special requirements on the permit application, such as T-24 for lighting energy, fire alarms, emergency lighting, emergency generators, smoke controls, and etc.
4. Ascertain that the submitted package provides substantial information. Notify the supervisor immediately if essential information (such as panel schedules or single-line diagrams) is incomplete or if the plans are deficient for a thorough plan check. Follow the direction of your supervisor as to how to

handle the situation. Put the plans on hold only when you are directed by your supervisor.

5. Review all submitted documents. If there is any unclear or lacking information, contact the applicant for clarification.
6. If the plan check time exceeds the assigned hours, notify your supervisor immediately and resolve any discrepancy that affects the plan checking time.

## **B. Update PCAM and PCIS**

1. Update the work description as needed under PCIS.
2. Update the disposition in PCAM to "PC in *progress or Correction*" Or any other disposition as deemed appropriate. PC Information Complete and Ready to Issue status are done under PCIS only.

## **C. During Plan Check**

1. When Checking Plans
  - a. Begin the plan check by reviewing each sheet of the plan to understand the scope of the work and establish a complete picture of the project (with the information from the permit application, submitted documents, specification and plans).
  - b. Use the standard (and standard supplemental) correction sheets along with the codes, relevant policies, and interpretive manual to check the plans.

Thorough knowledge and understanding of the code and regulations are the fundamental requirements in performing a quality plan check.

The standard correction sheets are logically designed to highlight the important code corrections in order to check plans in a logical order. It should be used as a guide to reduce oversight. Use of the standard correction sheet(s) reduce plan checking errors and speeds up the plan checking process. It should be noted that many code requirements and exceptions (such as feeder tap rules) are not included in the correction sheets, which should only be used in conjunction with the codes, but not in lieu of the codes and would be treated as additional corrections.

- c. For items that are missing or unclearly presented on the plans, ask the applicant for clarification and/or additional details.
    - d. Plan check review should be prioritized in the following order: scope of work, fault current information, overcurrent protection, load analysis, voltage drops, work clearances, and other miscellaneous items.
2. When Checking for Title 24 (T-24) Energy Compliance
  - a. Make sure the proposed use of the area is consistent with what is shown on the T-24 calculation forms.
  - b. Check for switching requirements, lighting power, and the quantity of each type of lighting fixtures.
  - c. Verify the applicable mandatory notes are provided and comply with the

current T-24 code.

- d. Check the override shutoff locations and the schematic wiring diagram showing how it will be wired.
- e. Verify all the pertinent forms (LTG 1, LTG 2 and may be LTG 3) are completed and signed.
- f. Verify that fluorescent luminaries are provided in the kitchen and bathrooms of dwellings (or alternate lighting is met.)
- g. The use of display lighting is regulated in the Tailored Method.

### 3. When Checking for Fire/Life Safety Regulations

- a. Review the building design and occupancy and check whether fire alarm, smoke evacuation, pressurization, voice evacuation system, and smoke detectors, manual pull stations, tamper or flow switch and strobe lights are required for the occupancy. Obtain the building permit from PCIS or DAFS (if existing building and information is not in PCIS) to verify the occupancy.
- b. Advise the client with the option of filing a variance to separate the fire alarm / life safety system from the main electrical plan if the specialty contractor will design and build them and the plans will be submitted at a later time.
- c. Ascertain that the means of egress is well-defined and the emergency lights and exit signs (including low level path lighting) are placed properly.
- d. Ascertain that the fire alarm system shows the control panel and annunciator details and location, location of initiating (smoke or heat detectors, pull stations (and the mounting height), etc.) and alarm devices (horn, strobe, bell, etc), back up battery calculation, wire and conduit sizes and type, voltage drop calculation, sequence of operation, tamper and flow switches and the Fire Department approval. Make sure that Class 1 system (typically the horn) is not mixed with Fire Alarm circuits. Verify power limited vs non-power limited circuits. Verify to make sure that the installation conforms to the requirements of the NFPA 72, the Fire Alarm Code.

## 5. Writing Corrections

- Use the LARUCP standard correction sheets and the LADBS supplemental correction sheets whenever possible.
- Write only applicable corrections that can be supported by codes. Department's policies and procedures maybe cited if it is a code interpretation.
- Corrections must be legible and concise.
- Use a pen instead of pencil.
- Write corrections on plans and on correction sheet(s)
- When unsure of an item, write "please clarify" next to that item instead of only using a question mark.

- When asking for a missing detail or section, clearly show where the detail or section is required.
- When writing a correction, specify the applicable code section and if the correction is for clarification. Indicate the plan sheet number(s) and detail number(s), etc.
- Number the correction sheets (if needed).
- Indicate the job address, PCAM number and PCIS number

## **6. End of Plan Check**

### **A. Update PCIS (to minimize future verification time)**

1. Update the application for the following:
  - Work Description (it should accurately refer to the proposed work)
  - Any clearances required
  - Fees
  - Use “Application Comment” in PCIS to leave comment for a project when deemed necessary.
2. Create a Clearance Summary Sheet with clear explanations regarding the reason for sign-offs to the staff of the agencies responsible for those clearances. If needed, use the “comments field” in the PCIS clearance summary screen to explain further.

### **B. Update PCAM**

1. Change the disposition in PCAM to “Corrections Issued.” The PCIS status will be automatically updated.

### **B. Wrap up the Plans and Relevant Documents**

1. With the plans enclose a copy of the application showing the fees to be paid, clearance sheet, correction sheets, and all the required forms referenced in the corrections, and return them to the supervisor for review.
2. Keep a copy of the correction sheets for your file until the permit is issued, no exception.

## **E. SUPERVISOR REVIEW**

### **1. TYPES OF PLANS TO REVIEW**

There are three types of plans to review as indicated below. The project maybe a simple installation or a complex system. The difference is how they are scheduled for assignment because of the urgency of the project, the applicant’s interest, and political interest.

- Regular plans are plans that are scheduled in a normal manner.
- Overtime plans are either expedited plans where customers paid extra for the quick service, or those that are of interests to management, City Counsel and the

Mayors office where an expedite was requested thru management.

- Training plans are regular plans but assigned for a specific purpose to enhance the plan check engineer's skill. This requires close supervision.

The extent and depth of the review will be based on part three (3) of this section.

## **2. WHEN TO REVIEW PLANS**

The supervisor shall review the checked plans as soon as they are completed by the engineer. Review of plans shall be in the order received, unless they are expedited where the plans should be taken out of line. Expedited plans shall be reviewed first. When there are more than one expedited plans, they should be reviewed in the order that they were received based on the cashier's cash register marking.

## **3. HOW TO DETERMINE AND PERFORM QUICK, DETAILED AND ONE-ON-ONE REVIEW**

There are three types of review: "Detailed Review," "One-On-One Review," and "Quick Review" or review for completeness.

The type of review on a set of plan shall be based on the complexity of the project and the engineer's experience and thoroughness. Detailed review is usually performed on training plans and on more complex projects. One-on-one review is used primarily when training new engineers or with an engineer who apparently lack experience or needs refreshing in certain areas. Sometimes it is requested by the plan check engineer for validation of their comments. Quick review is usually a cursory type review with specific items or subject of interest in mind and for completeness.

### **A. Quick Review**

Every job shall be reviewed by the supervisor for accuracy based on the following criteria:

1. Clarity or completeness of the correction statements and comments,
2. Verified that an applicant notification letter is completed.
3. Ensure mandatory requirements and scope of work is covered (e.g. fire alarm, variance, energy, etc.)
4. Verified that the job address is on the plan or is part of the correction.
5. Ensure that PCAM and PCIS are being properly updated.
6. The application has been completed for the plan check time used.
7. The circuits, equipment, and fees were counted accurately and PCIS fees updated (when appropriate).
8. The plan check engineer's name appears on the application.
9. Corrections are marked on the plans.
10. All code violations have been addressed and the applicable code sections

noted.

11. All required clearances (e.g. CEQA, LAFD, DWP, etc) are asked for.

If errors were found during the review, the supervisor shall counsel the plan check engineer for the incomplete work. The supervisor should also encourage the plan check engineer to improve by providing positive coaching.

**B. Detailed Review**

Detailed review shall be conducted on training plans and complicated or difficult plans as requested by the engineer or as deemed necessary by the supervisor.

**C. One-On-One Review**

If a new engineer is on board or an engineer apparently lack's plan check experience in certain areas, the backroom plan check supervisor shall schedule time to review the corrections with the engineer on one-on-one basis. If the subject could be a topic in the tail gate session, the plan check supervisor may request the engineer to prepare notes and encourage the engineer to make a presentation during the backroom weekly tailgate meeting.

**4. WHEN TO RETURN PLANS TO ENGINEERS**

If the supervisor determines that plan check is incomplete due to major or minor omissions and oversights, the plan is to be returned to the engineer along with a written list of additional corrections or comments. When the review of the plans is satisfactory and it shows that a complete check was performed, the plan and correction sheet shall be returned to the engineer for further processing and filing.

**5. HOW TO DETERMINE TRAINING PLAN ASSIGNMENTS**

At each rotation or whenever new engineers are assigned to a group, the supervisor shall assess the training needs of the new staff. This information should be used to identify areas needing improvement and also for developing training and plan assigning strategies as follows:

- A. Assigning of training plans to engineers that need enhancement of their skills and experience. The supervisor should be on the look out on this type of plans.
- B. If a specific plan or project needs immediate attention and must be completed with a high degree of accuracy and swiftness, then the supervisor could refer to the assessment survey to identify the staff that is qualified to do the checking.
- C. The assessment could also be used to assign overtime plans (fee and regular overtime) to the most qualified staff and be completed in the most expeditious manner possible with minimum supervision and high degree of accuracy.

**6. PLAN CHECK ENGINEER'S RESPONSIBILITIES**

- A. The plan check engineer is responsible for complete and accurate review of assigned plans.
- B. The plan check engineer shall consult with the supervisor when a difficult technical problem arises.
- C. The plan check engineer is responsible for updating PCAM data for time spent

on the project (time keeping), disposition, and PCIS data for updating of fees (Submittal 2 or final fees, as applicable).

- D. The plan check engineer shall also update his time sheet from the time he/she starts working on the plan until its completion.
- E. When the plan check engineer works overtime, the time sheet shall be printed and submitted to the supervisor for review and processing on his/her following work day.
- F. Whenever plans are checked, the plan check engineer shall provide correction sheets, marked up plans, and application to the supervisor for "Review".
- G. The plan check engineer shall practice good customer service by:
  - 1. Returning all phone messages within 24 hours.
  - 2. Continually updating voice mail messages especially on long leave of absence, and etc.
  - 3. Scheduling and meeting appointments promptly when requested by the customer.
  - 4. Citing only relevant code sections whenever corrections are issued.
  - 5. Offering a second opinion or supervisor's review when dispute arises with Customer.
  - 6. Providing verification appointment within five (5) working days of request for all jobs that was worked on all jobs.
  - 7. Providing a courteous and professional customer service.

## **F. SUPERVISORY MONITORING**

The supervisor or lead person will monitor plan assignment as follows:

### **1. DETERMINING PLAN CHECK ASSIGNMENT:**

#### **A. HOW TO DETERMINE THE NUMBER OF WORKING DAYS**

- 1. Count the number of work days the engineer is scheduled to be in the office for the next work period. The work period starts on Friday and ends on the following Thursday.
- 2. Any whole day off or absence such as a regular day off, vacation, sick, or other approved day off, counter assignment, and special assignment, will be deducted from the work days as determined in Part 1B below.

#### **B. FORMULA TO DETERMINE THE NUMBER OF ASSIGNMENT HOURS**

The number of assignment hours available is determined by multiplying the number of work days available by four (4) hours for plan check engineers with primary responsibility to check back room jobs. For Counter Engineer, or an engineer who does both back room and counter plan check, when deemed appropriate, shall be assigned 2 hours of back room plan check for every work day. Any approved absence of more than four hours or approved special assignment hours will be deducted from the number of assigned hours based



Example:

Number of working days is (5)

Number of "left-over" hours is (2),

Number of approved absence hour is (5),

Then (4 hrs. PC/day)x(5 days)-(2 hr. left over)-(5 hr. absent) – 11 hours of new plan check assignment for the upcoming work week period.

## **2. MONITOR ASSIGNMENT PROGRESS**

- A. On a daily basis, plan check engineers will fill out their daily time sheets before the end of the day.
- B. Supervisors will follow up on incomplete assignments as often as necessary, identify the cause of delays and discuss with the employee how to alleviate the situation and agree on a new target date for job completion.

## **3. TRANSFERRING PLANS TO OTHER OFFICES**

When an office supervisor finds out that there are too many plans submitted for the week and the backlog may exceed the normal pattern, the supervisor shall transfer excess plans to other offices by following these procedures:

- A. Notify the receiving office supervisor and ensure that the office manager is informed about the additional workload.
- B. Pick up applications and plans and roll them in bundles and place in mailing boxes or mailing wrappers. Attach a mail address label/sheets.
- C. Update the PCAM log and indicate the transaction as transferred. Update the PCIS under "Activity Timekeeping, Data Entry" window to indicate the plan routing.
- D. In the third column of the "Plan Check # " in the PCIS B1Permit screen, insert the letter "R". Furthermore, provide a brief explanation at the bottom of the PCIS B1PERMIT under "Special Text" indicate the job was transferred to the destination office and the date it was transferred. For example, you may use this brief note in the PCIS if a job is being transferred to metro: "x-ferred to metro on 6/6/04."
- E. Update the PCIS activity time keeping plan route (B31MAIN). Under the Data entry click MAN to get to the Activity Group. Under the Activity Group click on Plan Route. In the new screen, under the activity type select Electrical PC Plan Route. Then under the activity description select the office receiving the plan. Then under the activity status select the office sent to or received from. Enter the date, choose save and exit.

## G. VERIFICATION

In general, the ratio of verification hours to plan check hours is about 50% to 60%. However, there are variables that impact the effectiveness of the verification process, for example: An applicant shows up with many corrections unaddressed or a plan check engineer does not schedule an adequate amount of time to go through all of the corrections. Plan check engineers shall follow the guidelines listed below for each stage of the verification process for the purpose of obtaining an efficient verification.

### 1. Prior to Verification (when an applicant calls for an appointment)

Other than major or complicated projects, a verification appointment should be set up only if almost all of the corrections have been addressed.

#### A. Ask the Applicant the Following Questions:

- *What is the Work Description on the plan check/permit application?*

This will provide the scope of work and allow you to estimate the time necessary for the verification.

- *Have all the corrections been made (including fault current information) and all the clearances obtained (such as CEQA clearance)?*

This will provide an indication whether or not the applicant is ready for an appointment.

Note: On the second verification appointment, the majority of the clearances should have been obtained by the applicant, if not, appointment should not be scheduled, unless authorized by the supervisor.

#### B. Set Appointment

1. If the applicant has not complied with all the corrections, do not setup a verification appointment. Inform the applicant that the Department's policy is to be efficient and the permits are intended to be issued with the least number of verifications (less than three), and that could only be done if all the corrections are made. Respond to any questions that the applicant may have and assure the applicant that an appointment will be made once all corrections are made. Then ask the applicant to call back for an appointment when all the required information are ready and all corrections have been made.
2. If the applicant requests an appointment only to address questions or for clarification of the corrections, try to address the questions by phone or fax so that verification time is not wasted.
3. If the applicant is ready for verification, schedule the appointment for the next available time slot, and preferably, no later than five (5) working days. Expedited plans should be scheduled sooner when possible. Notify your supervisor, if your next available appointment is beyond five (5) working days

and your customer insists on having an earlier appointment, or if you will not be in the office at that time due to vacation or other time off.

- a. Estimate the time required to go through all the addressed corrections and schedule the appointment accordingly. Schedule the appointment so you will be on time for this appointment and for the following appointment (for another project), if any. If the permit is to be issued, allow time for the cashier to complete the process before the 4:45 p.m. closing time, and for the time needed to stamp and sign the plans.
- b. Remind the applicant to do the following:
  - Bring the original checked set of plans, calculations and a copy of the correction letter(s).
  - Bring the revised set of plans, calculations, and other relevant documents.
  - Be on time (arrive 15 minutes earlier prior to the appointment time), especially if you have another appointment immediately following. Advise the applicant that arriving late for the appointment may prevent you from being prompt and you may not have ample time for a complete review.

## **2. During Verification**

Other than major or complicated projects, a permit should be finalized on or before three (3) verification appointments.

### **A. Avoid Being Late for the Appointment**

If you are delayed by a previous appointment or an uncontrollable situation, estimate the delay time and call your supervisor(s) to notify the waiting applicant immediately. If the delay is extensive, meet with the applicant to remedy the situation. Offer an apology when meeting with the applicant about the delay.

### **B. Be Methodical and Systematic**

1. First, review the revised plans and the original checked plans with the marked corrections and verify the corrections marked on the original plans page by page. Initial the items that are in compliance.
2. Then, verify the corrections that are marked on the correction sheets and initial those items that are shown to be in compliance.

### **C. When a Correction is Not Addressed or is Contested**

1. If a correction is not addressed or is contested, leave it alone and move on to the next item. Once the first round of a verification is completed, you should go back and discuss the contested items (from easiest to the most difficult). Do not get into a long discussion or argument on contested corrections. Obtain assistance from your supervisor when you are in doubt.
2. If the applicant has difficulty in complying with a correction, offer any possible alternate solutions; however, the applicant must make the final decision in

choosing the method of construction and code compliance.

- D. When a Modification is Requested, follow the procedure outlined in Section I (Administrative Approval).
- E. When New Corrections Have to Be Added During Verification
  - 1. Avoid writing new corrections unless they are related to changes or new items on the plans because of incomplete original plans.
  - 2. If the new correction is an important item that was missed during the original plan check, apologize to the applicant. If the applicant is unhappy, notify your supervisor.
  - 3. Additional corrections shall be added to the original correction sheets and document the date. If an extra sheet is needed, be sure to cross reference it on the original correction sheet.
  - 4. Inform your supervisor when changes are so significant that they warrant a re-submittal of the plans.

### **3. End of Verification**

#### **A. Lack of Effort on the Applicant's Part in Addressing Corrections**

- 1. If the verification appointment is not as effective as it should be due to a lack of effort on the applicant's part to address all the corrections or the inability of the applicant to direct you to the corrected items on the plans, inform the applicant that:
  - The next appointment(s) will be scheduled only when all the corrections are addressed.
  - The designer(s) who are familiar with the project should be present at the next verification.
  - If the corrections are still not addressed after the third correction, then an additional fee will be assessed at \$75 per hour for the verification time.
- 2. Inform your supervisor before an additional \$75 per hour fee is added.
- 3. Items corrected shall be crossed out from the correction letter and pending corrections shall be re-circled.
- 4. Use a new cover sheet (page 1 of the standard correction sheet) and identify the correction as 2<sup>nd</sup> or 3<sup>rd</sup>. Fill out all other pertinent information on the cover sheet.

#### **B. When Additional Plan Check Fee is Required**

- 1. Additional plan check fees are required when there are proposed changes to the original checked set of plans that 1) require substantial rechecking of single-line diagrams, load summaries or floor plan, or 2) require additional time to review or insufficient fee was originally collected.
- 2. No additional plan check fees shall be charged for revisions resulting from

compliance with the corrections.

C. Disposition update in PCAM and PCIS.

1. Update the PCIS fees and finalize the fees.
2. Update the disposition in PCAM to show the latest status such as “Additional Fees Due,” “PC Approved” (after it was reviewed by supervisor and the status shows “Reviewed By Supervisor”) or “Correction Issued.” The PCIS data will be automatically updated.

## H. INTERACTING WITH CUSTOMERS

1. When receiving a phone call
  - a. Determine the nature of the call. Is it related to Electrical Plan Check or Electrical Inspection?
  - b. If the question relates to filed wiring or an installation issue, these are typically an inspection question and should be referred to Electrical Inspection Code Desk at 213-482-0057.
  - c. If the question relates to a plan check job or is a specific code question as it relates to Plan Check, you should help out the customer
2. Maintain a Professional Manner at All Times
  - a. Greet the applicant courteously.
  - b. Avoid being condescending (although we certainly have more code knowledge than most applicants that we are interacting with. They look up to us for guidance).
  - c. Avoid the “We Are the Authority” attitude.
  - d. Promote the “Facilitator” attitude - guide and assist the applicants towards code compliance.
  - e. Apply common sense.
  - f. Be a good listener
3. When a Correction is Challenged
  - a. Listen attentively to the applicant.
  - b. Clarify the code requirement, but avoid arguments.
  - c. If you are uncertain about the validity of the correction or the applicant strongly disagrees with you, ask for assistance from your supervisor to obtain a second opinion.
4. When the Applicant is Frustrated and Angry
  - a. Do not take things personally.
  - b. Stay calm and avoid making rude statements and offensive body language.
  - c. Try to calm down the applicant if you can.
  - d. Offer alternate solutions, if there are other options.
  - e. If all of the above fails, offer the applicant an opportunity to speak with your supervisor.

## I. ADMINISTRATIVE APPROVAL

1. If a variance (other than the standard variance) is required or is an alternate solution, discuss the modification with the supervisor. If the supervisor agrees that the variance is a viable solution and could be approved, then inform the customer to fill out and submit a variance with all relevant data, calculations, diagrams, with justifications attached. If a variance is not a viable solution, inform the applicant. If the applicant insists on submitting a variance in spite of the plan check engineer's advise, then refer to the supervisor.
2. Whenever possible, use the pre-printed standard variance forms. All necessary information is already filled out such as conditions of approval, distribution list, and code sections so it is faster to process the variance.
3. Verify on the back of the standard variance to see if you need to enter any additional information (i.e., Requests for extension of time).
4. When the variance form is completed, the engineer shall review the filled out form before directing the customer to the Cashier to pay the processing fee. Ensure that the proper code is indicated such as "\$100.00 EPC", (for regular variance) or "\$165.00 EPC", (for variances needing field inspection or for use of unapproved equipment) and initials the "by \_\_\_\_\_" line. Provide 3 copies of the completed variance then direct the applicant to the Cashier. Instruct the applicant to bring back the original application, with the cashier's cash register mark of the right fees, for processing.
5. When the paid variance is received, the plan check engineer completes the form and enter the information on "*Reviewed by,*" *Date*, building data information portion, check the *Department Action* in accordance with Sec. 98.0403 L.A.M.C., check the box "*Granted*", check the "*Request (IS)*" (circled), and signs under the *Department Action by* for standard variances. For non-standard variances, they should be transmitted to the supervisor for review and approval after filling out the additional information.

## J. MISCELLANEOUS

### 1. Instructions for Filing A Claim for Refund

#### A. What form to use?

Claim for Refunds must be prepared on the Department of Building and Safety Claim for Refund form. You may also use the "City of Los Angeles Claim For Refund" form (Form Gen 64).

#### B. Where to get the forms?

For a printable online claim form, go to the LADBS Home Page at [www.ladbs.org](http://www.ladbs.org). Claim forms are also available from all Department of Building and Safety Cashiers located at each [District and Branch Office](#). They may also be obtained from Financial Services 201 N. Figueroa St., Room 940, Los Angeles or at any Office of the City Clerk. You may inform the customer that they can request for a refund form to be mailed to them by calling the Financial Services Office at

(213) 482-6890 or toll free (LA County): (888)LA4BUILD. Financial Services can also answer questions that the customer may have.

C. What should be attached to the refund request?

The applicant needs to attach the original cash register receipt and the application or permit copy containing the original cash register validation. If the applicant does not attach their original receipt and application or permit, an affidavit stating why they cannot submit the originals, signed by them and notarized, will be accepted by the Financial Services. However, if the applicant submits an affidavit in lieu of receipts, they are also required to submit a copy, front and back of their canceled check or other proof of payment. Their claim will NOT be processed without these documents.

D. Where to file the refund?

The completed refund form and attached documents can be filed at any Office of the City Clerk or mailed to:

City Clerk  
Room 395, City Hall  
200 N. Spring St.  
Los Angeles, CA 90012-4869

The applicant may also submit their refund form at any Department of Building & Safety cashier counter. The cashier will then forward the claim to the City Clerk's Office.

E. A claim for refund of fees paid to the Department of Building and Safety must be filed:

1. Within one year from the date of payment of the fee ([L.A.M.C. Section 22.12 & 22.13](#)) or
2. Within one year from the date of expiration of extensions on building or grading permits granted by the Department of Building and Safety ([L.A.M.C. Section 98.0420](#)).

F. What will be refunded?

Refunds will be made on fees where no work has been performed for which the fee, application, permits or appeal was required, provided that the City has not made any physical inspection or review or conducted any hearing, conducted any test, or done any similar work. Under these conditions, 80% of the fees paid will be refunded (20% is retained to cover clerical and administrative costs). If a valuation on a building permit was reduced, 100% of the difference will be refunded. If a Department of Building & Safety error was made in issuing the application, 100% of the fees paid will be refunded.

G. What happens to the refund claim?



1. The City Clerk's office will assign a number, date stamp and log in the claim. They will then send it to Building and Safety, Financial Services for review.
2. Financial Services staff will also log it in. The refund will be forwarded to the applicable division for refund recommendation. For example, if the refund is for a electrical permit, requests will be sent to our Plan Check Engineers and our Electrical Inspectors. Our Department staff will review the refund requests and make appropriate recommendations. These recommendations will be sent back to Financial Services.
3. Financial Services staff will complete the audit on the claim, make the necessary calculations and set up either the refund or the denial letter. When completed, the refund or denial letter will be mailed to the claimant.

#### H. Change of Address

An applicant requesting for a change of an address shall pay a minimal fee and provide a new legal address which corresponds with the approved plan.

#### I. Change of Applicant

1. No permit shall be issued to a contractor for a plan that is designed by another contractor.
2. A permit can be issued to a contractor (C-10 or B-1) when a plan is designed, and stamped by the California registered professional electrical engineer or architect. Plan design can normally be verified by the design company logo and address on the plan.
3. Plans that were originally designed by one contractor cannot be substituted by another plan designed by another contractor.

#### J. Plan Check Time Goal

1. Counter - Each customer at the counter shall be served within 60 minutes when they obtain a number.
2. Back room plan days delay shall not exceed 12 days from the date of a plan submittal.

### **K. ATTACHMENTS**

1. Electrical Plan Check / Permit Application Worksheet - E Form.
2. Information Required on the Electrical Plans.
3. Permit Fee Schedule
4. Qualification Criteria for Electrical Counter Plan Check and Regular Plan Check.
5. Refund Form.
6. Sample Forms of Standard Electrical Variance.



**(888) LA4-BUILD (in L.A. County)**  
**(213) 482-0000 (outside L.A. County)**

### Application for Electrical Permit or Electrical Plan Check

For Office Use Only

Customer Name:	Q-Matic #:
PCIS #:	- -

Project Address	City	Zip	Unit No.
Cross Street:			

Work Description (briefly describe the scope of work):	Check one:	Check one:
	<input type="checkbox"/> House/Duplex	<input type="checkbox"/> Low rise
	<input type="checkbox"/> Apartment, Condo, Commercial, Hotel, Motel	<input type="checkbox"/> High rise
	<input type="checkbox"/> Life/Safety	

Applicant's Name	Number & Street Name	City & Zip Code	Phone Number
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Property Owner's Name	Number & Street Name	City & Zip Code	Phone Number
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Contractor's Name	Number & Street Name	City & Zip Code	Phone Number
City of Los Angeles Business Tax Registration Certification	State License #	Class	
Worker's Compensation Carrier	Policy #	Expiration Date	

Engineer's / Architect's Name	Number & Street Name	City & Zip Code	Phone Number
State License #	Expiration Date		

<b>Application Processing Information</b>
OK for Cashier: _____ Date: _____

<b>For Cashier's Use Only</b>

Permit Fee - Subtotal	
Permit Issuing Fee	
Permit Supp. Issuing Fee	
Permit Investigation Fee	
Plan Check Fee - Subtotal	
Additional Plan Check Hours	
Off - Hour Plan Check	

## List of Equipment

Please enter the number of items in each box below. Leave blank if not applicable.

### New Branch Circuits

Ltg/Gen Rec, Dwell App, Non-Dwell App	15-20 Amp 208V to 277V Lighting Circuit	All Other Lighting 600V or Less	Three-Phase Lighting
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Existing Branch Circuits

Permanent Yard Lighting	Lamp holder for Temporary Lighting	Number of Units	Utilization Equipment Not Over 3 HP-KVA
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Non-dwelling Power Equipment (Hp-kva)

3.1 thru 5	5.1 thru 20	20.1 thru 50	50.1 thru 100	Over 100
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Busway Cable Bus & Bus Equipment

0 to 99A	100 to 400A	Over 400A	Cable Tray (Ft)
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Services

0 to 200A	201 - 600A	601 - 1200A	Over 1200A	Over 600V
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Panelboards and Switchboards

0 to 200A	201 - 600A	601 - 1200A	Over 1200A	Over 600V
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Signs

Sign or Gas Tube System 1 Branch Circuit	Additional Circuit for Sign or Gas Tube System	Added Sign or Gas Tube System to 1 Circuit	Number of Flashers, Time Clocks or Controls
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Events

Trade Show  
or  
 Carnival

### Special Inspections

Existing Building	Reconnect Existing Service	Special Equipment	Witnessing Tests
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Fire Alarm, Communication & Control

Number of Communication Devices	Number of Communication Panels	Number of Control Devices	Number of Control Panels	Number of Fire Alarm Devices	Number of Fire Alarm Panels	Guest Rooms Smoke Detectors	SFD & Apartment Smoke Detectors
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Miscellaneous

Change of Address	Extra Trip	Misc. Permit	Moved Building	Swimming Pools	Transfer of Permit (1)
<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>

### Energy

Conditioned floor area  
in square feet

NOTE: (1) For change of contractor, check the "Transfer of Permit" box.

## 2. INFORMATION REQUIRED ON THE ELECTRICAL PLANS

Section 93.0207 of the Los Angeles Electrical Code lists the required information on the electrical plans for review.

- A complete plan showing the layout of the proposed electric systems for each floor or area, including dimensions of all work spaces, a full scope of the project, and clearly showing what is new and existing.
- A legend of all symbols used.
- Fixture schedule.
- The type, location and capacity of all service equipment.
- The routing of the service conductors into the building.
- The elevation view of the service equipment
- The available fault current at the service and fault current analysis showing available faults at each panels.
- Single-line diagram.
- The sizes and lengths of all feeders.
- The voltage drop at each panels.
- The dimensions of all pull boxes, utility vaults, and junction boxes larger than 4 inches trade size.
- The number, size and type of all conductors to be installed.
- The location of every proposed outlets, switches, light fixtures, exit signs, and controls.
- The location, voltage, and H.P. ratings of motors and the KW ratings of generators.
- The location and KVA ratings of transformer, inverter and other power conversion equipment.
- Panel load schedules.
- Service load calculations and distribution board load summaries.
- T-24 compliance forms and calculation sheets.
- Emergency lighting illumination level calculation.

## Permit Fee Schedule For Electrical Permits

Line	Item	Quantity	Price Each	Total
<b>New Branch Circuits</b>				
General Use Branch Circuits 120V				
1	1 - 10 Branch Circuits		12.50	
	Additional Circuits from 11 to 40		12.00	
	Additional circuits in excess of 40		11.00	
2	15-20 Amp 208V to 277V Lighting		22.00	
3	All Other Lighting 600V or less		26.00	
4	Three-Phase Lighting		25.00	
<b>Existing Branch Circuits</b>				
Permanent Yard Lighting				
5	50 or less lights, total fee		21.00	
	More than 50 lights, but less than 101 lights, total fee		40.00	
	More than 100 lights, but less than 501, total fee		70.00	
	Each 100 or less lights in excess of the initial 500, additional fee		17.00	
Lampholders for Temporary Lighting				
6	50 or less lampholders, total fee		10.50	
	More than 50 Lampholders, but less than 101 lampholders, total fee		20.00	
	More than 100 lampholders, but less than 501 lampholders, total fee		35.00	
	Each 100 or less lampholders in excess of the initial 500, additional fee		8.50	
Number of Units (Receptacle, Light, Switch, Telephone)				
7	1 - 5 Units, total		13.00	
	6 - 10 Units, total		16.50	
	Each Additional 10 units or fraction thereof		8.50	
8	Utilization Equipment Not over 3HP-KVA		12.00	
<b>Non-dwelling Power Equipment. (Hp-kva)</b>				
9	3.1 Thru 5		14.00	
10	5.1 thru 20		21.00	
11	20.1 thru 50		30.00	
12	50.1 thru 100		55.00	
13	Over 100		85.00	
<b>Busway Cable Bus &amp; Bus Equipment</b>				
14	0-99A/Less than 100 feet		25.00	
15	0-99A/Over 100 feet		0.25 per foot	
16	100 to 400A/Less than 100 feet		30.00	
17	100 to 400A/Over 100 feet		0.30 per foot	
18	Over 400A/Less than 100 feet		45.00	
19	Over 400A/Over 100 feet		0.45 per foot	
20	Cable Tray/Less than 100 feet		35.00	
21	Cable Tray/Over 100 feet		0.35 per foot	
<b>Services</b>				
22	0-200A		12.00	
23	201-600A		25.00	
24	601-1200A		45.00	
25	Over 1200A		55.00	
26	Over 600V		95.00	

	<b>Panelboards and Switchboards</b>			
27	0-200A		12.00	
28	201-600A		28.00	
29	601-1200A		35.00	
30	Over 1200A		65.00	
31	Over 600V		100.00	
	<b>Signs</b>			
32	Sign or Gas Tube System 1 Branch Circuit		26.00	
33	Additional Circuit(s) for Sign or Gas Tube System		11.00	
34	Added Sign or Gas Tube System to 1 Circuit		10.00	
35	Number of Flashers, Time Clocks or Controls		10.00	
	<b>Special Inspections</b>			
36	Existing Building		75.00 (per hr)	
37	Reconnect Existing Service		37.50 (per hr)	
38	Special Equipment		75.00 (per hr)	
39	Witnessing Tests		75.00 (per hr)	
	<b>Fire Alarm, Communication &amp; Control</b>			
	Number of Communication, Control, and Fire Alarm Devices			
40	1 to 10 total devices		35.00	
	11 to 40 devices		3.00	
	41 or devices		2.50	
41	Number of Communication, Control, and Fire Alarm Panels		26.00	
	SFD and Apartment Smoke Detectors			
42	1 residential unit		11.00	
	Each additional residential unit in a multi-dwelling occupancy		9.00	
	Guest Room Smoke Detectors			
43	1 guest room		11.00	
	2 to 20 guest rooms		9.00	
	Each additional guest room over 20		5.50	
	<b>Miscellaneous</b>			
44	Change of Address		25.00	
45	Extra Trip		65.00	
46	Miscellaneous Permit		65.00	
47	Moved Building		100.00	
48	Swimming Pools		65.00	
49	Transfer of Permit		35.00	
(A)	Minimum \$65 if applying for 2 or more items, or if applying for 1 item costing more than \$40. Minimum \$40 if applying for 1 item costing less than \$40		<b>(A) Permit Sub-total 1</b>	
(B)	\$17.00 if Sub-total 1 is over \$65, or if obtaining a miscellaneous permit \$0 if Sub-total 1 is \$65 or less, and not obtaining a miscellaneous permit		<b>(B) Permit issuing fee</b>	
(C)	= Permit Sub-total 1 (A) + permit issuing fee (B)		<b>(C) Permit Sub-total 2</b>	
			<b>One Stop Surcharge (2% of permit Sub-total 2) \$1.00 MINIMUM</b>	
			<b>System's Surcharge (6% of permit Sub-total 2) \$1.00 MINIMUM</b>	
	<b>Total = Permit Sub-total 2 (C) + One Stop Surcharge + System's Surcharge</b>		<b>TOTAL</b>	



**INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION**

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**QUALIFICATION CRITERIA  
FOR  
ELECTRICAL  
(1) COUNTER PLAN CHECK  
(2) REGULAR PLAN CHECK**

**QUALIFICATION INSTRUCTIONS**

The following criteria will be used to determine if your project qualifies as a Counter or Regular Plan Check. It is imperative that the electrical plans are clear and complete in content in accordance with the applicable State and City codes or standards adopted by the Department. All plans are required to be stamped and signed by the responsible design engineer, contractor or architect who is qualified to sign and currently registered with the State of California. This will ensure you an expedient service as well as faster permit.

If you need additional information or clarification regarding project qualification for Counter or Regular Plan Check, please contact the electrical plan check supervisor at the following offices:

**Metro Office**  
**Electrical Counter**  
**201 N Figueroa St.**  
**4<sup>th</sup> Floor**  
**(888) 524-2845**

**Van Nuys Office**  
**Electrical Counter**  
**6262 Van Nuys Blvd.**  
**Room 251**  
**(888) 524-2845**

**West Los Angeles Office**  
**Electrical Counter**  
**1828 Sawtelle Blvd.**  
**2<sup>nd</sup> Floor**  
**(888) 524-2845**

**For telephone inquiries originating from outside of Los Angeles County, call (213) 482-0000.**

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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. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.

## **GENERAL PLAN CHECK REQUIREMENT**

The following is a clarification of Section 93.0206 of the Los Angeles Electrical Code regarding plan check requirement. Projects that need plan check are as follows:

- 1. Theaters or motion picture theaters.**
- 2. Assembly rooms or similar places having an assemblage or seating capacity exceeding 500 persons. (See Item 8 below for assembly rooms having a seating capacity not exceeding 500 persons.).**
- 3. All health care facilities within the scope of Article 517 of the C.E.C..**
- 4. A new building, or addition, where the computed area exceeds 30,000 square feet (2787 m<sup>2</sup>), except where the total service load does not exceed 84 K.V.A. (computed with demand factor, if allowed). The computed area shall be the sum of the areas on each floor bounded by the outside surfaces of the exterior walls and shall include floor areas beneath building projections which extend more than 6 feet (1829mm).**

For example, a project consisting of:

- a. > 30,000 sq. ft. area and > 84 KVA load needs plan check.
  - b. < 30,000 sq. ft. area and > 84 KVA load but < 600 Amps does not need plan check.
  - c. > 30,000 sq. ft. area and < 84 KVA load does not need plan check.
  - d. < 30,000 sq. ft. area and < 84 KVA load does not need plan check.
- 5. All electrical installations over 600 volts.**
  - 6. Installation in locations classified as hazardous locations, unless otherwise satisfactory to the Department.**
  - 7. Proposed installations, other than items 1 through 6, where over 600 amperes of load are to be added or where a disconnecting means rated over 600 amperes is to be installed.**
  - 8. Assembly rooms or similar places having an assemblage capacity exceeding 100 persons but not exceeding 500 persons.**
  - 9. Installations of a complicated nature, including those which require an emergency supply system pursuant to the provisions of this Code, except for the following.**
    - a. **Plan check will not be required for the addition of strobe power supplies and their attached devices connected to any existing fire control unit (panel).**



- b. **Plan check will not be required for the installation of special extinguishing, central station monitoring systems, dialers, and their attached devices.**
  - c. **Plan check will not be required for the addition of any fire warning devices connected to an existing programmable fire warning system.**
  - d. **Plan Check will not be required for the installation of any Non-Required Fire Warning System.**
10. **Installation of lighting fixtures weighing more than 300 pounds (136kg).**
  11. **Installation of electrical devices, equipment and lighting, subject to the California Energy Code as required to be enforced by Item 6 of Subsection (a) of Section 98.0403.1.**
  12. **Installation of all fire alarm systems. In addition, the Fire Department shall approve the plans for the location of the fire alarm devices.**
  13. **Installation of exit sign or egress lighting. In addition, the Fire Department shall approve the plans for the location of the exit signs and egress lightings.**

## **COUNTER PLAN CHECK**

**A counter plan check offers applicants the convenience and expedience of the same day plan check review and permit issuance without an appointment. Simple construction projects as well as small tenant improvements or alterations qualify for over-the-counter category if it does not exceed 2 hours of review time.**

## **REGULAR PLAN CHECK**

**Regular plan check jobs require detailed review in the backroom. These jobs typically take more than 2 hours of review and are usually complex in nature. They usually contain numerous specifications, calculations, details, and require engineering research and analysis. The applicant may call the plan check supervisor for workload information and plan check assignment.**

## **QUALIFICATION CRITERIA FOR COUNTER PLAN CHECK**

The following is a list of various types of projects which may qualify as a Counter Plan Check. If further clarification is needed regarding this project description list, please contact the electrical plan check supervisor.

### **Commercial (B), Educational (E), Mercantile (M), Storage (S), Residential (R) and Utility(U):**

- ' **General wiring 600 volts or less solidly grounded system within a commercial, educational, mercantile, storage (non hazardous) and residential occupancy (including single family dwellings) with no more than 120 branch-circuits and not more than 1,000 amperes service.**
- ' **General wiring less than 600 volts with a service rated not more than 1,000 amperes.**
- ' **Required fire-alarm system with not more than 200 devices.**
- ' **Emergency system with not more than 300 occupants.**
- ' **Title 24, State energy compliance for four-story (or higher) residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of 1,000 to 30,000 square feet and an occupant load of at least 49, calculated per Table 10A of the Building Code.**

### **Institutional (I):**

- ' **All 600 volts or less solidly grounded system wiring work within health care centers, clinics, nurseries, nursing homes, sanitariums or outpatient hospitals and similar places having an occupant load of no more than 6.**

### **Industrial or Factory (F):**

- ' **All 600 volts or less solidly grounded system wiring work with not more than 1000 amperes of a load or disconnect with a total motor load not exceeding 100 horsepower within factories or industrial facilities such as motion pictures and television filming and videotaping, furniture, dry cleaning and dyeing, clothing, laundries, food processing, musical instruments, optical goods, plastic products, printing and publishing or any other similar locations which are not considered as a classified hazardous area by the Los Angeles Electrical Code or Fire Department.**
- ' **Title 24, State energy compliance for four-story (or higher) residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of 1,000 to 30,000 square feet and an occupant load of at least 49, calculated per Table 10A of the Building Code.**

**Hazardous (H):**

- ' All 600 volts or less solidly grounded system wiring work within commercial garages, gas stations, repair and storage buildings.
- ' Title 24, State energy compliance for four-story (or higher) residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of 1,000 to 30,000 square feet and an occupant load of at least 49, calculated per Table 10A of the Building Code.

**Assembly (A):**

- ' General wiring 600 volts or less solidly grounded system within any place of assembly as defined in Article 518 of the NEC, having an occupant load not more than 300.
- ' Emergency system with not more than 300 occupants.
- ' Title 24, State energy compliance for four-story (or higher) residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of 1,000 to 30,000 square feet and an occupant load of at least 49, calculated per Table 10A of the Building Code.

## **QUALIFICATION CRITERIA FOR REGULAR PLAN CHECK**

The following is a list of various types of projects which may qualify as a Regular Plan Check. If further clarification is needed regarding this project description list, please contact the electrical plan check supervisor.

**Commercial (B), Educational (E), Mercantile (M), Storage (S), Residential (R) and Utility(U):**

- ' General wiring within a commercial, educational, mercantile, storage (non hazardous) and residential occupancy (including single family dwellings) with more than 120 branch circuits.
- ' General wiring with a service rated over 1,000 amperes.
- ' Required fire-alarm system with more than 200 devices.
- ' Emergency system with more than 300 occupants.
- ' Title 24, State energy compliance for four or larger story residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of over 30,000 square feet and occupant load of more than 49, calculated per Table 10A of the Building Code.
- ' Over 600 volts wiring.

**Institutional (I):**

- ' All 600 volts or less wiring work within health care centers, clinics, nurseries, nursing homes, sanitariums or outpatient hospitals and similar places having an occupant load of more than 6.
- ' Over 600 volts wiring.

- ' Required fire-alarm system.
- ' Emergency system.
- ' Title 24, State energy compliance.

**Industrial or Factory (F):**

- ' All wiring system with more than 1,000 amperes of a load or a disconnect with total motor load exceeding 100 horsepower.
- ' General wiring with a service rated more than 1,000 amperes.
- ' Required fire-alarm system with more than 200 devices.
- ' Emergency system with more than 300 occupants.
- ' Title 24, State energy compliance for four or larger story residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of over 30,000 square feet and occupant load of more than 49, calculated per Table 10A of the Building Code.
- ' Over 600 volts wiring.

**Hazardous (H):**

- ' All wiring works except as permitted for counter plan check (regardless of voltage or current).
- ' Title 24, State energy compliance for four or larger story residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of over 30,000 square feet and occupant load of more than 49, calculated per Table 10A of the Building Code.

**Assembly (A):**

- ' General wiring solidly grounded system within any place of assembly as defined in Article 518 of the NEC, having an occupant load more than 300.
- ' Over 600 volts wiring.
- ' Required fire-alarm system with more than 200 devices.
- ' Emergency system with more than 300 occupants.
- ' Title 24, State energy compliance for four or larger story residential and all other occupancies (as defined by the standard) within a building or a room having a conditioned space of over 30,000 square feet and occupant load of more than 49, calculated per Table 10A of the Building Code.



# CLAIM FOR REFUND

CLAIM # \_\_\_\_\_

Received Date Stamp

Print Name of Claimant (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Mailing Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_

(Area Code) (Phone Number) \_\_\_\_\_

### REFUND INFORMATION

**JOB LOCATION:** \_\_\_\_\_

**Amount Claimed \$** \_\_\_\_\_ **Date Fees Paid:** \_\_\_\_\_

**RECEIPT #/PERMIT #/REFERENCE #:** \_\_\_\_\_

**STATE REASON FOR REQUESTING A REFUND - (Details):**

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

**NOTE:** A Claimant may be required to submit to examination under oath. (Charter Section 217.)  
Presentation of a false claim is a felony. (California Penal Code Section 72.)

**I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.**

_____	_____
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SIGNATURE AND TITLE OF CLAIMANT

DATE

**FOR DEPARTMENT OF BUILDING & SAFETY USE ONLY 7**

AMOUNT APPROVED FOR REFUND \$ \_\_\_\_\_

REMARKS: \_\_\_\_\_

Audited by: _____	Date: _____
Approved by: _____	Date: _____

## What form do I use?

Claim for Refunds must be prepared on the Department of Building and Safety Claim for Refund form. You may also use the "City of Los Angeles Claim For Refund" form (Form Gen 64).

## Where do I get the forms?

For a printable online claim form, go to the LADBS Home Page at [www.ladbs.org](http://www.ladbs.org). Claim forms are also available from all Department of Building and Safety Cashiers located at each District and Branch Office. They may also be obtained from Financial Services 201 N. Figueroa St., Room 940, Los Angeles or at any Office of the City Clerk. You may request that a refund form be mailed to you by calling the Financial Services Office at (213) 482-6890 or toll free (LA County): (888)LA4BUILD. They can also answer questions you may have. Please use the comments section on the Home page to request a form.

## What do I need to attach?

You will need to attach your original cash register receipt and your application or permit copy containing the original cash register validation. If you do not attach your original receipt and application or permit, an affidavit stating why you cannot submit the originals, signed by you and notarized, will be accepted. However, if you submit an affidavit in lieu of receipts, you will also be required to submit a copy, front and back of your canceled check or other proof of payment. Your claim will NOT be processed without these documents.

## Where do I file the refund?

Your completed refund form and attached documents can be filed at any Office of the City Clerk or mailed to:

City Clerk  
Room 395, City Hall  
200 N. Spring St.  
Los Angeles, CA 90012-4869

You may also submit your refund form at any Department of Building & Safety cashier counter. The cashier will then forward the claim to the City Clerk's Office.

## How long do I have to file a claim?

A claim for refund of fees paid to the Department of Building and Safety must be filed:

1. Within one year from the date of payment of the fee (L.A.M.C. Section 22.12 & 22.13) or
2. Within one year from the date of expiration of extensions on building or grading permits granted by the Department of Building and Safety (L.A.M.C. Section 98.0420).

## What will be refunded?

Refunds will be made on fees where no work has been performed for which the fee, application, permit or appeal was required, provided that the City has not made any physical inspection or review or conducted any hearing, conducted any test, or done any similar work. Under these conditions, 80% of the fees paid will be refunded (20% is retained to cover clerical and administrative costs). If a valuation on a building permit was reduced, 100% of the difference will be refunded. If a Department of Building & Safety error was made in issuing the application, 100% of the fees paid will be refunded.

## What happens to my refund claim?

1. The City Clerk's office will assign a number, date stamp and log in your claim. They will then send it to Building and Safety, Financial Services for review.
2. Financial Services staff will also log it in. The refund will be forwarded to the applicable division for refund recommendation. For example, if the refund is for a building permit, requests will be sent to our Plan Check Engineers and our Building Inspectors. Our Department staff will review the refund requests and make appropriate recommendations. These recommendations will be sent back to Financial Services.
3. Financial Services staff will complete the audit on the claim, make the necessary calculations and set up either the refund or the denial letter. When completed, the refund or denial letter will be mailed to the claimant.

## REFUND POLICY

### **SEC. 98.0420 REFUNDS OF DEPARTMENT FEES (Added by Ord. No. 171,185, Eff. 7/22/96.)**

No claim for refund of Department fees shall be allowed in whole or in part unless filed with the City Clerk within 12 months from the date of expiration of the permit/application or of any extensions granted by the Department or within 12 months from the date of any Department or Board action in which a valuation, as required by Chapter IX of the Los Angeles Municipal Code, is lowered pursuant to the provisions of Section 98.0403.1 of this Code. In the case a valuation is lowered, the refund shall be 100% of the difference paid and what should have been paid on all fees.

Insofar as the provisions of this section are in conflict with the provisions of Sections 22.12 and 22.13 of the Los Angeles Municipal Code, the language of this section shall be construed to control and supersede the language of said sections as to any such conflict.

### **SEC 22.12. REFUNDS - TAX, LICENSE AND PERMIT FEE IN EXCESS OF \$5,000. (Amended by Ord. No. 173, 587, Eff. 12/7/00.)**

**(a) (Amended by Ord. No. 170,745, Eff. 12/3/95.)** Whenever any money is excess of \$29,457.00, including any tax administered by the City, license or permit fee, or fee for the renewal or transfer thereof, is collected or received by this City, it may be refunded as herein provided, and not otherwise, if a verified claim in writing therefore is filed with the City Clerk within 12 months after the date of payment. The claim shall be audited in the manner provided for in the Charter and shall be made on forms prescribed by the Controller. Such refund may be made only under the following conditions:

1. In any of the conditions specified under Subsection (a) of Section 22.13 of this Code.
2. Where the money paid was not required by law, or, was erroneously or illegally collected or received by this City through mistake, inadvertence or error of law or of fact, and whether paid or charged under color of any provision of this Code, or otherwise.

**(b)** This section is remedial in purpose; its terms and requirements shall not be deemed to limit or qualify the lawful right of any person to bring or maintain any action or proceeding based upon the general law of this state for any remedy provided by that law. **(Added by Ord. No. 79,588, Eff. 5/21/38.)**

**(c)** The monetary limitations in Subsection (a) above shall be subject to an adjustment at the beginning of each fiscal year after 1995-96 based upon the Consumer Price Index for all urban consumers for the Los Angeles area published by the United States Department of Labor, Bureau of Labor Statistics. The Controller shall calculate the adjustment in accordance with the methodology used to calculate monetary limits for intra departmental fund transfers pursuant to Los Angeles City Charter Section 343(c) and shall notify department heads in writing of the adjusted monetary limit. **(Amended by Ord. No. 173,304, Eff. 6/30/00, Oper. 7/1/00.)**

### **SEC. 22.13. REFUNDS OF TAX, LICENSE PERMIT OR APPLICATION FEES BY HEADS OF DEPARTMENTS. (Amended by Ord. No. 173, 587, Eff. 12/7/00.)**

**(a)** The head of a department in which there is collected or received for and on behalf of the City any tax administered by the City, license fee, permit fee or application fee may, upon written application of the person who paid such tax or fee, filed with the City Clerk, refund all or part of such payment as herein provided, and not otherwise, without the necessity of first receiving the approval of the City Council therefore, if such refund does not exceed the sum of \$29,457.00, and if such department head is satisfied, upon such proof as may be presented to or required by him, that any of the following conditions exist:

1. Where a refund is specifically authorized by the provision of law requiring payment of the tax, license, permit or application fee.
2. Where the money is paid to secure a business tax registration certificate, license or permit not required by law.
3. Where the amount paid was in excess of the amount required by law.
4. Where the money paid was not required by law.
5. Where the applicant for any business tax registration certificate, license or permit has not, at any time after



the commencement of the period or term during which the requested certificate, license or permit would have been effective, commenced or engaged in the business or occupation, or performed any act, for which the certificate, license or permit was required; or where a person has filed an application or appeal and subsequently has withdrawn said application or appeal; provided, however, that the City has not made any physical inspection or examination of real property, held or conducted any hearing, performed any tests, or done any similar work, whether required or contemplated by law or not, as a result of the filing or issuance of any of the foregoing; and, provided further, that the certificate, license, or permit, if the same has in fact been issued, must be surrendered for cancellation and a written request for such cancellation must be filed with the department of the City issuing the same on or before the date of refund. In case of refunds made under this condition, 20 percent of the amount paid shall be deducted and retained by the City to cover clerical and other overhead costs and expenses entailed in the transaction.

(b) The provisions of this section shall not relieve any person from compliance with the provisions of Section 350 of the Charter relating to the presentation of claims prior to the bringing of a suit or action thereon, or be deemed to limit or qualify the lawful right of any person to bring or maintain any action or proceeding based upon the general law of this state for any remedy provided by that law. **(Amended by Ord. No. 173,304, Eff. 6/30/00, Oper. 7/1/00.)**

(c) The head of any department making any refund of fee hereunder is hereby authorized to cause a demand to be drawn on the general fund or such other fund in which said tax, license, permit or application fee may have been deposited. **(Added by Ord. No. 88,458, Eff. 6/9/44.)**

(d) The head of any department, authorizing any refunds of taxes or fees hereunder, shall cause a detailed report thereof to be made, showing the names and addresses of the persons receiving such refunds, the amounts thereof, the kinds of taxes or fees refunded, and reasons why said refunds were made. Such report shall be transmitted to the Council at such times as the Council may require. **(Added by Ord. No. 88,458, Eff. 6/9/44.)**

(e) The monetary limitations in Subsection (a) above shall be subject to an adjustment at the beginning of each fiscal year after 1995-96 based upon the Consumer Price Index for all urban consumers for the Los Angeles area published by the United States Department of Labor, Bureau of Labor Statistics. The Controller shall calculate the adjustment in accordance with the methodology used to calculate monetary limits for intra departmental fund transfers pursuant to Los Angeles City Charter Section 343(c) and shall notify department heads in writing of the adjusted monetary limit. **(Amended by Ord. No. 173,304, Eff. 6/30/00, Oper. 7/1/00.)**

## District and Branch Offices

**Visit us at one of the following Building and Safety office locations:**

### **COUNTER HOURS**

Monday, Tuesday, Thursday, Friday: 7:30 am - 4:30 pm  
Wednesday: 9:00 am - 4:30 pm

### **Downtown**

201 N. Figueroa St. 4th Fl.  
Los Angeles, CA 90012

If parking in Figueroa Plaza,  
the first 30 minutes are free.  
Obtain validation stamp on the 4th floor.

Metered street parking also available.

### **South L.A. \***

8475 S. Vermont Ave. 2nd Fl.  
Los Angeles, CA 90044

Metered parking next to the Constituent Services  
Center and metered street parking.

### **West Los Angeles**

1828 Sawtelle Blvd. 2nd Fl.  
West Los Angeles, CA 90025  
Metered street parking

### **FOR INFORMATION**

1 (888) LA4-BUILD (Inside L.A. County)  
1 (888) 833-8389 (TDD)  
1 (213) 482-0000 (Outside L.A. County)

### **San Pedro \***

638 S. Beacon St. Room 276  
San Pedro, CA 90731

Metered street parking.

### **Van Nuys**

6262 Van Nuys Blvd.  
Van Nuys, CA 91401

Metered street parking.  
Commercial parking lots in the area.

\*San Pedro and South L.A.

Offices are closed between noon--1:00 pm daily.