



INSPECTION BUREAU

RESIDENTIAL INSPECTION SECTION OVERVIEW

The Residential Inspection Division performs inspections of one and two family dwellings when a permit has been issued for new construction or mechanical installations. The division consists of three regional, and six satellite offices. Each region is managed by a Principal Inspector and each satellite by a Senior Inspector.

With the exception of Division Managers, Chief and Principal Inspectors, staff are assigned to the 5/40 work schedule. Designated working hours for all field staff are 7:00 A.M. through 3:30 P.M. with a thirty minute lunch period. All requests for overtime requires prior approval.

Designated office hours for field staff are 7:00 A.M. to 8:30 A.M. During this time staff are to be available to our customers and are to be at their respective office location.

It is expected that staff utilize office hours for any required documentation of activities, assist other staff as warranted, return telephone calls to customers, be available to the visiting public, and attend assigned training sessions. It is the inspector's responsibility to notify their supervisor should they require any assistance or guidance to enable them to complete their daily duties and responsibilities. Major grading projects and fire sprinkler installations require assistance from Commercial New Construction Inspection.

The Standard Operations Procedures (SOP) listed in this Annex are to be used in addition to the applicable Code Sections of the City of Los Angeles Building Code, the City of Los Angeles Zoning, Mechanical and Electrical Code and the Inspection Bureau Operations Manual.

The SOP's are intended to be a quick reference to the most important aspects of the type of inspection being conducted to help standardize inspection procedures and to make sure that inspectors perform their inspections in a thorough and safe manner.

Inspectors are required to perform complete, accurate and thorough inspections. Documentation that is complete, accurate and thorough aids the constituent, contractor, developer and the inspector who may be assigned to make an inspection during the absence of the district inspector. In addition, the supervisor can have readily available and clear information if he or she must respond to requests for information during or after the construction.



INSPECTION BUREAU

RESIDENTIAL INSPECTION

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RESIDENTIAL INSPECTION

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INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R1	ACOS	Reviewed: 3/09	Next Review: 10/10
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PROCEDURE: Issuing Certificates of Occupancy, (C of O), Using the Automated Certificate of Occupancy System, (ACOS)

PERFORMED BY: Inspector/Senior Inspector

APPROVALS REQUIRED: Principal Inspector

OTHER DIVISIONS / AGENCIES: Grading, Fire Sprinklers, Elevators, Public Works.
Bureau of Engineering (BOE), LAFD, AQMD

A Certificate of Occupancy (C of O) is issued after approval of final inspections by LADBS, and the completion of all required public improvements. No building, structure, or portion thereof shall be occupied before the issuance of a C of O.

The ACOS portion of PCIS allows for a more automated system of issuing C of O's and includes all permits issued after October 18, 2004.

ACTIONS REQUIRED:

1. To open the ACOS records for a particular permit or address, the inspector can either enter the assigned ACOS number or search by permit number, or address. Each master permit within ACOS has a unique C of O number.
2. For permits issued prior to the implementation of ACOS, it may be possible to generate a master permit and utilize ACOS for the issuance of a C of O. Use the following procedure for a permit or address to initiate a C of O number or master permit within ACOS:
 - a. Open ACOS, using the permit tab screen, enter the PCIS permit number, click search, then click on the "Create Master Permit" button, if highlighted. If the button is not highlighted, then the ACOS system cannot be used to issue a C of O.
 - b. Use the inventory tab to review all inventory information. For any missing or errant inventory information, send an e-mail to the plan check engineer of record requesting that the information be added to the inventory. Continue the procedure when the data is updated. Inform you supervisor of your request and calendar a follow up.

- c. If the message “this permit can not be made a master permit” appears, call PCIS support personnel for assistance.
 - d. If conversion to the ACOS system is not possible, the legacy procedure is followed to issue a certificate of occupancy using form B-93, see procedure R2. End of process.
3. For jobs having a Master Permit open the C of O Inventory tab. If the C of O comment section is empty, the inspector adds a comment of the description of work. This comment is used as a description for this permit when queried in the I.D.I.S. system.
4. On the C of O Inventory tag, the permit in the upper window is clicked to populate the Work Description and Permit Structure Inventory sections.
5. The inspector verifies that the inventory data is correct for the master permit and any supplemental permits in the Permit Structure Inventory section, then uses the Add/Delete/Full Transfer buttons to assure that the data in the C of O Structures section is accurate and complete.
6. The inspector is responsible for sending verification inspection requests to other required clearance personnel (Elevators, Fire Sprinklers, Grading, Pressure Vessels, Public Works, and LAFD, and AQMD, as required) under the C of O Clearances tab in ACOS.
7. For verifications that are not required, the inspector will request that the senior inspector enter a ‘Not Applicable’ entry in the appropriate section under the C of O Clearances tab in ACOS.
8. When each building and mechanical section of inspection has been approved, the inspector is responsible for entering ‘OK for C of O’ into the appropriate sections under the C of O Clearances tab in ACOS.
9. The inspector finalizes all supplemental permits prior to changing status to ‘OK for C of O’ on the C of O Clearances tab.
10. When all required verifications are met, the inspector changes the BMI Verification to ‘OK for C of O’ in the ‘C of O Clearances’ tab, and changes the ‘C of O Clearances’ to ‘OK for C of O’ in the C of O Status tab, then sends notification and the completed job documents to the supervisor.

11. Upon receiving a completed job folder, the senior inspector shall review and verify the following:
 - a. All permits are completed and finalized, or in "98" status.
 - b. The work description covers the work completed and the address is correct.
 - c. If a supplemental permit has been issued, verify that the inventory section has been updated to reflect the changes and contains no incorrect data.
 - d. Verify any comments for accuracy.
 - e. Verify that all required clearances have been received and documented.
 - f. Upon review and approval, the permit and inventory lines on the C of O Status tab are changed to 'OK for C of O' status.
12. If the senior inspector finds omissions, errors, or inaccuracies in the ACOS entries, they shall be corrected. Upon review and approval the senior inspector forwards to the principal inspector.
13. The principal inspector reviews the data on the ACOS system for completeness and issues the C of O by updating the status to "C of O Issued" on the C of O Status tab.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R2 COFO LEGACY Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Issuing Certificates of Occupancy Without ACOS (Legacy)

PERFORMED BY: District Inspector

APPROVALS REQUIRED: Senior Inspector

OTHER DIVISIONS / AGENCIES: Public Works Bureau of Engineering, Grading,
Fire Sprinklers

A Certificate of Occupancy (C of O) is issued after the approval of the final inspections by LADBS and the completion of all required public improvements. No building or structure or portion thereof shall be occupied before the issuance of a C of O.

The Legacy procedure involves the manual preparation of the C of O by the inspector and clerical staff and is used whenever the Automated Certificate of Occupancy System (ACOS) is not applicable.

ACTIONS REQUIRED:

1. When a permit has the required approvals for the issuance of a C of O, the inspector completes a B-93 form, including the Assessors Parcel Number (which may be added at the top of the B-93), cashier's reference number (e.g., 99VN12345) next to the PCIS permit number, complete job address, and the correct mailing address with proper zip code.
2. For new buildings and added dwelling units, Department of Public Works clearance must be obtained.
3. After the B-93 has been completed and reviewed by the senior inspector, it shall be submitted to clerical staff for typing. The Principal Inspector then signs the C of O and returns to clerical for mailing.
4. In drafting certificates of occupancy use the following sample formats:

NEW BUILDINGS:

- ()Story, ___x___, Type V, (describe building), (Occupancy)
- ()Story, ___x___, Type V, Single family dwelling, R3 Occupancy
- ()Story, ___x___, Type V, Single family dwelling and attached garage, R3/U1 Occupancy

- () Story, ___ x ___, Type V, Garage, U1 accessory to R-3 Occupancy
- () Story, ___ x ___, Type V, Recreation room accessory to an R3 Occupancy

ADDITIONS:

- () Story, ___ x ___, Type V, addition to an existing (describe building),
(Occupancy)
- () Story, ___ x ___, Type V, addition to an existing dwelling, R3 Occupancy
- () Second story, ___ x ___, Type V, addition to an existing dwelling, R3
Occupancy
- () Story, ___ x ___, Type V, Patio cover addition to an existing dwelling,
Accessory to R3 Occupancy

CONVERSIONS:

- () Convert ___ x ___ (describe part being converted) within an existing
- () Story, ___ x ___, Type V, Dwelling, R-3 Occupancy
- () Convert ___ x ___ garage to habitable area within an existing 1 story,
Type V Dwelling, R-3 Occupancy

ADDITION AND CONVERSION:

Add ___ x ___ (describe portion added), and convert ___ x ___
 _____ (describe part being converted) within an existing () Story, Type V, Dwelling,
 R-3 Occupancy

Add ___ x ___ carport, and convert _____ x _____ garage to
 habitable area within an existing 1 Story, Type V, Dwelling, R3/U-1
 Occupancy



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R3	TCO	Reviewed: 3/09	Next Review: 10/10
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PROCEDURE: Issuing Temporary Certificates of Occupancy, (TCO)

PERFORMED BY: Inspector/Senior Inspector

APPROVALS REQUIRED: Principal Inspector

OTHER DIVISIONS / AGENCIES: Grading, Fire Sprinklers, Public Works Bureau of Engineering (BOE), LAFD

Temporary Certificates of Occupancies (TCO's) may be issued for a building or portion thereof, based on the authority of the LAMC and per Bureau Policy when the Department confirms, through inspection and testing, that the building or portion thereof is substantially complete, meets fire-life safety requirements, and no hazards exist. The inspector is to verify that all required approvals, including other divisions, departments, and agencies, are obtained and documented prior to the issuance of a TCO.

Every effort should be made to final the entire project. However, when an owner, developer, or contractor maintain that they are unable to fully complete the project and desire to pursue a TCO, the following guidelines shall be employed in addition to those identified in Information Bulletin P/BC 2002-114.

Compliance with all items identified does not constitute a guarantee of issuance of a TCO.

ACTIONS REQUIRED:

Zoning:

1. All conditions of approval of any Planning action, Specific Plan, HPOZ, etc. shall be met.
2. All required yards and height restrictions shall meet compliance.
3. All off street parking shall be provided, including paved access.

Grading:

1. The grading inspector's approval is required.

Processing:

1. Upon verification that all minimum requirements are met, the inspector completes form B-95D (Rev 8/89) "Request For Temporary Certificate of Occupancy", indicating approvals required from other Divisions, Departments, or Agencies.
2. A TCO is valid for a maximum of 6 months and the date of expiration shall be noted on the form.
3. The inspector is to provide conditions of approval on the back of the form.
4. The senior inspector reviews the form, and forwards it to the principal inspector for final approval or denial.
5. The approval becomes effective when the required fees are paid and the original form returned to the principal inspector.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R4	CTS	Reviewed: 3/09	Next Review: 10/10
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PROCEDURE: Construction Temporary Service (CTS)

PERFORMED BY: Inspector

APPROVALS REQUIRED: Senior Inspector

OTHER DIVISIONS / AGENCIES: Department of Water and Power (DWP) / Clerical

New construction may require a temporary source of electrical power which is safe for both the construction personnel and utility service personnel. The requirements for temporary service are dictated by the California Electric Code and LADWP.

ACTIONS REQUIRED:

1. A CTS requires a permit, inspection and approval from LADBS before electrical service is provided by DWP.
2. No CTS shall be approved which is located in a public way or on a lot other than the lot for which a valid building permit has been issued.
3. Where the location of lot lines or public way is unclear, the inspector shall require a survey prior to releasing power for a CTS.
4. Upon inspection and approval a request for release of electrical service form IN.Form 13 (REV. 6/1/2005) is to be completed and forwarded to senior inspector.
5. The senior inspector is to review and forward approved releases to clerical staff.
6. Clerical staff records the release in a log, maintained by each region, and faxes a daily list of releases to DWP.



REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

JOB ADDRESS: _____

REMARKS: _____

PERMIT NO. AND YEAR ISSUED: _____

BUILDING INSPECTION DIVISION: _____

BY: _____

OR

REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

ADDRESS: _____ CITY: _____

REMARKS: _____

								ADDED METER INFO.		F	C
O.H.	U.G.	RES.	COML.	LITE	POW.	1Ø	3Ø	3 W	4 W	120/208	
120/240	240	277/480	480	NO MTRS.	CTS.	NEW	CHANGE	RESET	RESEAL	REROUTE	

CD # / PERMIT # _____

INSPECTOR NAME: _____

RETURN TO INSPECTOR? YES OR NO
 (circle one)



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R5 DEP. INSP. Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Deputy Inspector Monitoring
PERFORMED BY: Inspector / Senior Inspector
APPROVALS REQUIRED: None
OTHER DIVISIONS / AGENCIES: LADBS Materials Control Section

INTRODUCTION:

The purpose of the Deputy Inspector Program report is to evaluate the performance of registered deputy inspectors with respect to their duties and responsibilities. The report is completed by the district inspector and can be either positive or negative. While a positive report is added to the deputy inspector's personnel file, a report that details the deputy inspector's failure to perform properly and effectively can lead to revocation or suspension of the deputy inspector's Certificate of Registration.

ACTIONS REQUIRED:

1. Inspectors may complete a positive Performance Report and forward to the Deputy Coordinator of the Materials Control Section, for inclusion in the Deputy Inspector's personnel file.
2. For a negative report, the inspector should include all pertinent information and forward to the senior inspector.
3. The senior inspector shall review a negative Performance Report and conduct additional research, as required, to determine if the Deputy Coordinator should be contacted directly.
4. Information accompanying a negative report should include, photos if available, B-94s, and any applicable correction notices and copies of permits.
5. The inspector and the senior inspector shall make themselves available should the Deputy Coordinator schedule any hearings in response to the negative report.



DEPUTY INSPECTOR PROGRAM
PERFORMANCE REPORT

Deputy Inspector _____

License Number & Type _____

Location of Observation and Pertinent Facts

Job Address _____

Date and Time _____

Description of Project _____

Inspection Being Made _____

THIS IS A POSITIVE REPORT

THIS IS A NEGATIVE REPORT

Conditions Observed and Comments

Evidence (B-94 Reports; Photos; G-49a Correction Notices; Signed Statements etc.)

Witness(es) _____

Department Representative _____

District Office & Telephone Number _____

I understand that by filing this report I may be called upon to provide testimony in any hearings or action taken by the coordinator of the Deputy Program on behalf of the Department.

Sign & Date:



**REGISTERED DEPUTY INSPECTOR PROGRAM
UNSATISFACTORY PERFORMANCE REPORT
(Every item must be completed)**

Deputy Inspector: (Full Name): _____

License Number & Type: _____

Is this Deputy Inspector a City Employee: YES _____ NO _____

If yes, what Department: _____

Site Location Observation and Pertinent Facts:

Job Address: _____

Date and Time of Incident _____

Permit Application #: _____

Description of Inspection Performed and Violation Observed.. Identify Building Code Section under which violation is alleged to have been done.

Evidence (IN.Form.07 previously known as B-49 Report, Photos, G-49A Correction Notices, Signed Statements etc.) Any correction notice G-49 or Order To Comply or Work Stop Order was issued to the owner/contractor/superintendent and what the outcome was:

Witness (es) if any: _____

I understand that by filing this unsatisfactory report I may be called upon to provide testimony in any hearings or action taken by the Deputy Inspectors Program Coordinator on behalf of the Department.

Department Representative
(Print full Name)

Date this report prepared: _____

Signature

District Office & Telephone number



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R6 FLOOD HAZARD MGMT Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Flood Hazard Management

PERFORMED BY: Inspector/Senior Inspector

APPROVALS REQUIRED: Public Works Bureau of Engineering

OTHER DIVISIONS / AGENCIES: Public Works Bureau of Engineering (BOE)

The National Flood Insurance Program requires a community to adopt a flood-plane management ordinance that specifies minimum requirements for reducing flood losses. In turn, flood insurance is made available in the community with greater coverage limits and generally lower flood insurance rates. One of the requirements of the ordinance is that records of the elevation of the lowest floor level of all new and substantially improved buildings subject to flooding are maintained. The Elevation Certificate is a way for the community to document compliance with the ordinance.

ACTIONS REQUIRED:

1. When the Inspection Checklist on a permit indicates "Flood Elevation Certificate Required" the inspector shall require the elevation of the lowest finished floor to be verified by a licensed surveyor or qualified engineer or architect prior to approval of the footings, and a second verification of the finished floor elevation.
2. When the Inspection Check List on a permit indicates "Flood Proofing Certificate Required", the inspector shall require that any flood proofing measures are completed and that all work conforms to the approved plans that have been reviewed and approved by the BOE.
3. Prior to issuing a Certificate of Occupancy, the inspector shall send verifications through the Automated Certificate of Occupancy System (ACOS) to Public Works to verify that the BOE section has received and approved the Elevation and Flood Proofing certificates submitted by the owner. A copy of these certificates, stamped by Public Works, shall be retained with the inspector's file.
4. Principal Inspectors of each region are to maintain copies of all elevation certificates required.
5. Job files requiring an elevation certificate shall be kept in a blue colored folder.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R7 PRE-DEMO INSPECT Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Demolition Pre-Inspections (DPI)

PERFORMED BY: Inspector / Senior Inspector

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

ACTIONS REQUIRED:

1. Inspectors are required to manage DPI's located in their inspection district on a daily basis. Pending DPI's are automatically added to the inspector's PCIS District Assignment screen.
2. Once a DPI is assigned to an inspector, it is added as a Special Inspection to their PCIS Route Screen. Inspectors are not to change the DPI from a Special Inspection to a Called Inspection, as this will cause problems in the system.
3. DPI's that are not assigned to an inspector will transfer to the next working day on the District Assignment screen until assigned to an inspector.
4. Prior to leaving for the field, the inspector prints the blank Pre-Inspection Checklist.
5. The Pre-Inspection Checklist is obtained by highlighting the inspection on the route screen. The C of O button now changes to 'Field Slip'. Clicking on the 'Field Slip' button will print the blank pre-inspection checklist and by clicking on the 'ATT' button you will find links to the PDF copy of the plot plan which can also be printed.
6. During the inspection, check for accuracy of the plot plan and record the size, location and number of buildings. Check location of swimming pools and sewer location, depth and size. Note any discrepancies on the form.
7. Identify the level of protection devices required; if any, for the demolition: fences, barricades, etc.
8. When the inspection is completed, the inspector enters 04, 05, 06, 07, 10, or 86 as the PCIS High Level Result (HLR). Note: at this time these are the only HLR codes that can be entered for a DPI.

9. The inspector inputs the information into the Pre-Inspection Checklist System, by opening the icon on their computer desktop. The inspector enters their PCIS username and password, then enters the necessary search criteria. Once the DPI checklist is displayed, the inspector enters the inspection information into the system and clicks on the 'Save and Exit' button. This sends the information to Plan Check.
10. The inspector creates a job file with the completed Pre-Demo Checklist & plot plan (with notes) for future reference.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R8 GRADING Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Verification of Grading Approval
PERFORMED BY: Inspector
APPROVALS REQUIRED: Grading Inspector
OTHER DIVISIONS / AGENCIES: Grading Division

INTRODUCTION:

Whenever a property has been required to obtain a Grading Pre-Inspection (GPI), it is important that the inspector be aware of any conditions imposed by the Grading Inspector.

ACTIONS REQUIRED:

1. If a demolition permit has been obtained, a Grading Pre-Inspection Report is required after the demolition is complete and before the issuance of a building permit, unless waived by the Grading Division.
2. The inspector shall review the GPI, which can be obtained from either the contractor or the Department's Intranet site (Applications / Basec / Grading Pre-Inspection). A copy of this report shall be included in the job file.
3. A GPI may indicate that a Soils Report and/or a Grading permit is required. A Soils Report must be submitted to the Grading Division and to Plan Check before the issuance of a building permit.
4. When a grading permit is required, the inspector shall verify that one has been obtained, and required grading approvals been granted, prior to any inspections.
5. When a Soils Report is required, the inspector shall require a field report from the soils engineer prior to approving any excavations.
6. Special care should be taken to verify where primary and secondary fill areas are located on the plot plan prior to any approvals.
7. If questions regarding the grading work or approvals arise, the inspector should contact the grading inspector for clarification.

8. The Residential Division inspector is responsible for inspecting:
 - a. Foundations for houses and accessory buildings.
 - b. Piles and grade beams beneath the house or accessory building.
 - c. Piles beneath pools and grade beams.
 - d. Retaining walls up to eight feet, from bottom of footing or grade beam to top of the wall and retaining walls in contact with buildings.
 - e. Basement walls (any height).
 - f. The house connection to septic tank of a private sewage disposal system and the lateral to the seepage pit.
 - g. Verification of site drainage, including roof and ground gutters.
 - h. Dispersal walls.
 - i. Irrigation on slopes.
 - j. Planting on slopes up to 15 feet in height.
 - k. Shoring, slot cuts, and soldier piles.
9. A grading permit for backfill is required for all retaining walls which require a permit.
1. Verify that grading permits have been finalized before giving an 'OK for C of O' it is imperative that the inspector obtain a copy of the Soils Report and the Grading Approval letter, as both documents will detail conditions for the construction.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R9 SGSOV/EFISOV Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Seismic Gas Shut-Off Valves (SGSOV) & Excess Flow Shut-Off Valves (EFISOV)

PERFORMED BY: Inspector / Senior Inspector

APPROVALS REQUIRED: Senior Inspector

OTHER DIVISIONS / AGENCIES: The Gas Company

Seismic gas shut-off valves (SGSOV) and Excess Flow Shut-Off Valves (EFISOV) are designed to automatically shut off the supply of natural gas to a building to prevent a fire or explosion due to accumulation of gas in the building in the event of a major earthquake.

ACTIONS REQUIRED:

1. SGSOV & EFISOV are required for:
 - a. All new residential buildings constructed after September 1, 1995.
 - b. For residential buildings performing additions, alterations, or repairs with a building permit issued after January 10, 1998 and a valuation over \$10,000.
 - c. For all buildings sold after February 5, 1998.
 - d. Alterations or additions to the fuel gas piping system which involve the replacement of the gas meter.
2. SGSOV & EFISOV is to be installed on service side of meter and properly sized according to manufacturers' installation instructions.
3. The inspector is to verify correct installation of valve and verify approval of valve by current Research Report.
4. Upon approval, the inspector enters "21" as the high level result code on PCIS route sheet for building permits, or '99' as the high level result if permit is for a valve only.
5. The senior inspector is to verify that the inspector has entered the appropriate result code for an SGSOV or EPISOV whenever a building permit which requires a valve is finalized.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R10 RELEASES Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Utility Releases on New Dwellings

PERFORMED BY: District Inspector

APPROVALS REQUIRED: Senior Inspector / Supervisor

OTHER DIVISIONS / AGENCIES: Department of Water and Power, (DWP) / Gas Co.

Because the release of gas and electrical service by LADBS invites occupancy of the structure, it is important not to release these utilities until a Certificate of Occupancy (C of O) is ready to be issued. However, in certain circumstances, release of electrical service is necessary to complete some final inspections (eg., elevators) or services (eg., installation of underground feeders, transformers, etc. by DWP).

ACTIONS REQUIRED:

1. After approvals of final inspections and all other applicable approvals are verified, Grading, Fire Sprinklers, LAFD, BOE, etc., utilities may be released. All utility releases shall be reviewed and approved by a senior inspector.
2. The inspector authorizes the release of electrical service by completing the form IN.Form 13 (Rev. 6/1/2005).
3. The inspector authorizes the release of gas service by completing the form IN.Form 15 (Rev. 6/1/2005).
4. The inspector forwards the release(s) to the senior inspector for review and approval.
5. The senior inspector forwards approved release(s) to clerical section; clerical logs the release(s) and fax's the release(s) to DWP and/or the gas company.
6. In the event that a preliminary release of electrical service is required for the completion of the inspection process and/or the installation of electrical service, a Request for Modification (Form Req. Mod.01 (Rev. 7/26/2007)) is submitted to the senior inspector by the owner/agent.

7. The senior inspector reviews the Request for Modification and forwards it to the Regional Manager with a recommendation of approval or denial.
8. The Request for Modification is approved or denied by the regional manager. If approved, a release of electrical service is sent to clerical section and forwarded to DWP.



**REQUEST FOR RELEASE OF
GAS SERVICE**
CITY OF LOS ANGELES DEPARTMENT OF BUILDING & SAFETY

DATE: _____

ADDRESS: _____

REMARKS: _____

PERMIT NO. AND YEAR ISSUED: _____

BUILDING INSPECTION DIVISION

BY: _____



REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

JOB ADDRESS: _____

REMARKS: _____

PERMIT NO. AND YEAR ISSUED: _____

BUILDING INSPECTION DIVISION: _____

BY: _____

OR

REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

ADDRESS: _____ CITY: _____

REMARKS: _____

								ADDED METER INFO.		F	C
O.H.	U.G.	RES.	COML.	LITE	POW.	1Ø	3Ø	3 W	4 W	120/208	
120/240	240	277/480	480	NO MTRS.	CTS.	NEW	CHANGE	RESET	RESEAL	REROUTE	

CD # / PERMIT # _____

INSPECTOR NAME: _____

RETURN TO INSPECTOR? YES OR NO
 (circle one)



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R11 UPGRADE Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Utility Releases, Upgrade of Electrical Service

PERFORMED BY: Inspector

APPROVALS REQUIRED: Senior Inspector

OTHER DIVISIONS / AGENCIES: Department of Water and Power (DWP) / Clerical

ACTIONS REQUIRED:

1. Upon inspection and approval, the permit is finalized in the Plan Check Inspection System (PCIS).
2. The inspector is to complete and forward a request for release of electrical service form IN.Form 13 (REV. 6/1/2005) to the senior inspector.
3. Release of electrical service is to be reviewed by the senior inspector and forwarded to clerical staff.
4. Clerical staff logs the release and fax's the release to DWP.



REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

JOB ADDRESS: _____

REMARKS: _____

PERMIT NO. AND YEAR ISSUED: _____

BUILDING INSPECTION DIVISION: _____

BY: _____

OR

REQUEST FOR RELEASE OF ELECTRICAL SERVICE

DATE: _____

ADDRESS: _____ CITY: _____

REMARKS: _____

								ADDED METER INFO.		F	C
O.H.	U.G.	RES.	COML.	LITE	POW.	1Ø	3Ø	3 W	4 W	120/208	
120/240	240	277/480	480	NO MTRS.	CTS.	NEW	CHANGE	RESET	RESEAL	REROUTE	

CD # / PERMIT # _____

INSPECTOR NAME: _____

RETURN TO INSPECTOR? YES OR NO
 (circle one)



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R12 SUBMETER Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Water Sub-Meter

PERFORMED BY: Inspector

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: Department of Water and Power (DWP)

Residential and commercial customers of DWP have the option of reducing the 'sewer service charge' portion of their billing by installing a water sub-meter that measures the amount of water that does not drain to the sewer (tributary) lines.

ACTIONS REQUIRED:

1. The customer initiates the process by obtaining a permit for the sub-meter installation from the Department of Building and Safety (LADBS).
2. The customer purchases a meter from DWP by showing the permit and paying the fees. DWP records the serial number of the sub-meter and the stated address of installation.
3. Customer or contractor installs the meter and requests inspection.
4. The inspector verifies:
 - a. Compliance with the plumbing code
 - b. Horizontal installation of sub-meter
 - c. The meter's serial number (inside of meter's cover flap or on face of meter).
 - d. The installation as Type 'A' if the sub-meter measures the flow to the nontributary (irrigation) lines, or Type 'B' for flow to the tributary (sewer) lines.
5. The inspector includes the following information in a fax to DWP:
 - a. Address and date of inspection
 - b. Inspectors name and signature
 - c. Meter number
 - d. Type of installation
6. The inspector forwards the same information to the Van Nuys Regional office (clerical) for archival log.



INSPECTION BUREAU - RESIDENTIAL INSPECTION

IB - R13 SWPPP Reviewed: 3/09 Next Review: 10/10

PROCEDURE: Storm Water Pollution Prevention Plan (SWPPP)

PERFORMED BY: Inspector

APPROVALS REQUIRED: None

OTHER DIVISIONS / AGENCIES: None

The Storm Water Pollution Prevention Plan (SWPPP) is intended to help eliminate deleterious construction related runoff and pollution from entering the storm drainage system. Construction projects in designated areas (except for projects with a slope of 10% or less, or where Grading pre-inspection reports have been waived) shall be inspected for SWPPP compliance at least once during each rainy season.

ACTIONS REQUIRED:

1. The Inspector will note any job site conditions where site materials or operations are resulting in pollution runoff into the storm drain system and notify responsible parties to correct these conditions immediately. If this is not done, the Inspector is to notify the Stormwater Management Division of the Bureau of Sanitation either by phone (323) 342-1501 or by fax (323) 342-1511.
2. When a SWPPP inspection is made or violations noted during a called inspection, the Inspector will add a Request for Inspection (RFI) for SWPPP and enter the appropriate result code.
3. For all requested inspections during the rainy season in designated hillside areas, SWPPP inspections should be routinely added to the Inspector's route to ensure job sites are inspected for possible runoff violations, and compliance with SWPPP.