

ADDING A CONTACT TO AN EXISTING PERMIT CASE (BUILDING & SAFETY)

The screenshot shows the EPICLA website interface. At the top, the URL is <https://epicla.lacounty.gov/>. The header includes the EPICLA logo, "Los Angeles County - Electronic Permitting & Inspections", and the County of Los Angeles seal. A user greeting "Good Evening, Guest" is visible. A navigation bar contains links for "Apply", "Transportation", "Building Permit Help", "Customer Survey", "Map", "Pay Invoices", "Search", "Help", and "Calendar".

The main content area features a "Log In" form with the following elements:

- Username input field
- Password input field
- "Remember Me" checkbox
- "Log In" button
- Links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Two callout boxes provide instructions:

- A green callout box on the left says: "To log in, enter your username and password".
- An orange callout box on the right says: "If you forgot your password, username, or have not registered, use the appropriate links here".

My Work – My Permits

You can use the search bar to narrow down your list of permits here

Click on the link of the permit you would like to upload files to or download files from

Permit Number	Project	Address	Permit Type	Status	Attention Reason
UNC-BLDH [REDACTED]			Hotel/Motel New Construction Building Permit - County	Attention, Pending	Fail Failed Reviews
UNC-BLDM [REDACTED]				Attention, Pending	Unpaid Fees
UNC-BLDR [REDACTED]				Attention, Pending	Fail Failed Reviews
UNC-GRAD [REDACTED]				Attention, Pending	Fail
UNC-SOLR [REDACTED]			Ground Mount Solar	Attention, Pending	Fail Failed Reviews

After logging in, click on “My Work” and then click on the “My Permits” tab to see permits your account is linked to. Find the appropriate Permit Case number and click the number to open it

Permit Case – Contacts

Permit Number: UNC-BLDH [REDACTED]

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: [REDACTED] Status: [REDACTED] Project Name: [REDACTED]

Applied Date: [REDACTED] Issue Date: [REDACTED]

District: [REDACTED] Assigned To: [REDACTED] Expire Date: [REDACTED]

Description: [REDACTED] Valuation: [REDACTED]

Select the "Contacts" menu to add more contacts

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

[Contacts](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Contacts Sort

[Add Contact](#) Click "Add Contact"

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant	[REDACTED]	[REDACTED]	[REDACTED]		N/A	Yes	

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[← Back to Record](#)

Add Contact

Add Contact As

Account Holder

Account Holder

Agent

Applicant

Architect

Contractor

Developer

Engineer

Land Surveyor

Other

Owner

Owner/Applicant

Owner/Builder

Payer

Soils/Geotechnical Engineer

Tenant

Search

Search

Name, E

Select the contact type from the "Add Contact As" drop down menu

[◀ Back to Record](#)

Add Contact

Add Contact As

Search

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="button" value="★"/>	█	█	█	█	█	<input type="button" value="Add"/>

Results per page 1-1 of 1

It is highly suggested that the property owner creates an EPIC-LA account and be added to the permit case prior to the permitting process.