

ADDING A LOCATION WHEN APPLYING ON EPIC-LA

Step 1 for all Permit applications on EPIC-LA require adding a location. Click the tile to search for a location

The screenshot displays a multi-step application process. At the top, a horizontal timeline shows six steps: 1. Locations (highlighted with a blue circle), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the timeline, the 'LOCATIONS' section is titled. A paragraph of instructions reads: 'Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.' A blue tile with rounded corners is highlighted with a purple border. The tile contains a search bar with the placeholder text 'Location' and a dropdown arrow. Below the search bar, the text 'Add Location' is centered, followed by a large white plus sign. At the bottom of the tile, the word 'REQUIRED' is written in white capital letters. At the bottom of the page, there are three buttons: 'Create Template' (light blue), 'Save Draft' (light blue), and 'Next' (dark blue).

Search for an address first by using only the street numbers and street name. Click “Add” from the results

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Add Location

Address Parcel

Add Address As Location ⌵

Search

Address Information

Search 900 Fremont 🔍

This option cannot be changed

Search for address number and street name only, ex: “1234 Main”

Address	Action
88 Fremont Place Los Angeles, CA 90005	Add
89 Fremont Place Los Angeles, CA 90005	Add
90 Fremont Place Los Angeles, CA 90005	Add
900 S Fremont Avenue Alhambra, CA 91803	Add
900 S Fremont Avenue Alhambra, CA 91803	Add

Alternatively, a location can be searched for via Parcel.

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Add Location

Address

Choose this option to switch to Parcel

Parcel Information

Search

1. Search for APN using numbers only, ex: "1234567890"

Parcel Number	Section	Township	Range	Action
5342005904				<input type="checkbox"/>

Results per page 1 - 1 of 1 << < 1 > >>

2. Check the box

3. Click this button to search for associated addresses

Associated Addresses

Associated Addresses for Parcel - #5342005904 +

Address	Action
900 S Fremont Avenue Alhambra, CA 91803	<input checked="" type="checkbox"/>

Results per page 1 - 1 of 1 << < 1 > >>

4. Check the box for the address to add

5. Click this button to add. If there are no associated addresses or the address is not found, you can click the button without checking a box to only add the parcel and please write in the project address later in the work description

After adding a location, please be aware the following may appear under the address tile:

In following example, the project location is in an incorporated city, but the submittal can continue by clicking 'Next'. Please only continue if the project is a Los Angeles County Capital Project (project owned/operated by the County of Los Angeles. Not for personal property projects)

LOCATIONS

Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.

Type: Location
900 S Fremont Avenue
Alhambra, CA 91803

Main Address

Parcel Number
5342005903

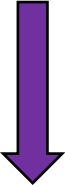
Main Parcel

Remove

Location

Add Location

+



The following information is relevant to your application:

- ***** Warning: Location must be in the Unincorporated County Area. Your selected location is not. Only proceed if this is related to a County Capital Project. *****
 - Parcel Number: 5342005903

Create Template **Save Draft** **Next**

In the following example, the project location is in an incorporated city and the submittal is not allowed to continue. If the project is a Los Angeles County Capital Project (project owned/operated by the County of Los Angeles) please contact Building & Safety IT Support for assistance at BSD-ITSupport@dpw.lacounty.gov

LOCATIONS

Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.

Type: Location
900 S Fremont Avenue
Alhambra, CA 91803

Main Address

Parcel Number
5342005903

Main Parcel

[Remove](#)

Location

Add Location

+



The following scenarios are preventing your application:

- Location must be in the Unincorporated County Area. Your selected location is not.
 - Parcel Number: 5342005903

[Create Template](#)

[Save Draft](#)

[Next](#)