

# HOW TO APPLY FOR PERMITS ON EPIC LA

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

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

- Username input field
- Password input field
- "Remember Me" checkbox
- Blue "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 additional instructions:

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

# Home

The screenshot shows the EPIC-LA home page. At the top, there is a navigation bar with the EPIC-LA logo and the text 'Los Angeles County - Electronic Permitting & Inspections'. Below this is a secondary navigation bar with links for Home, Dashboard, Apply, My Work, Today's Inspections, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. A blue banner contains a COVID-19 notice: '\*\*\* The County Board of Supervisors has directed the closure of all County owned buildings and public counters to the public until further notice. \*\*\* We continue to offer permitting and inspection services through EPIC-LA. Check out the COVID-19 Construction Guidelines. We also offer teleconferencing for meetings as necessary. Please contact your assigned project manager or email us at [epiclahelp@lacounty.gov](mailto:epiclahelp@lacounty.gov).' The main content area features a 'Welcome to EPIC-LA' heading and four service tiles: 'My Account', 'Apply', 'Permit/Plan Helper App', and 'Pay Invoice'. A green callout box with a white border points to the 'Apply' tile, containing the text 'Click on Apply from the Home Screen'.

epicla.lacounty.gov/SelfService/#/home

Good Morning, 0

Home Dashboard Apply My Work Today's Inspections Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help Calendar 0

\*\*\* The County Board of Supervisors has directed the closure of all County owned buildings and public counters to the public until further notice. \*\*\*  
We continue to offer permitting and inspection services through EPIC-LA  
[Check out the COVID-19 Construction Guidelines](#)  
We also offer teleconferencing for meetings as necessary.  
Please contact your assigned project manager or email us at [epiclahelp@lacounty.gov](mailto:epiclahelp@lacounty.gov).

## Welcome to EPIC-LA

**My Account**  
Click here to access your account information.

**Apply**  
This tool will allow you to view permits/plans that are available to be applied for.

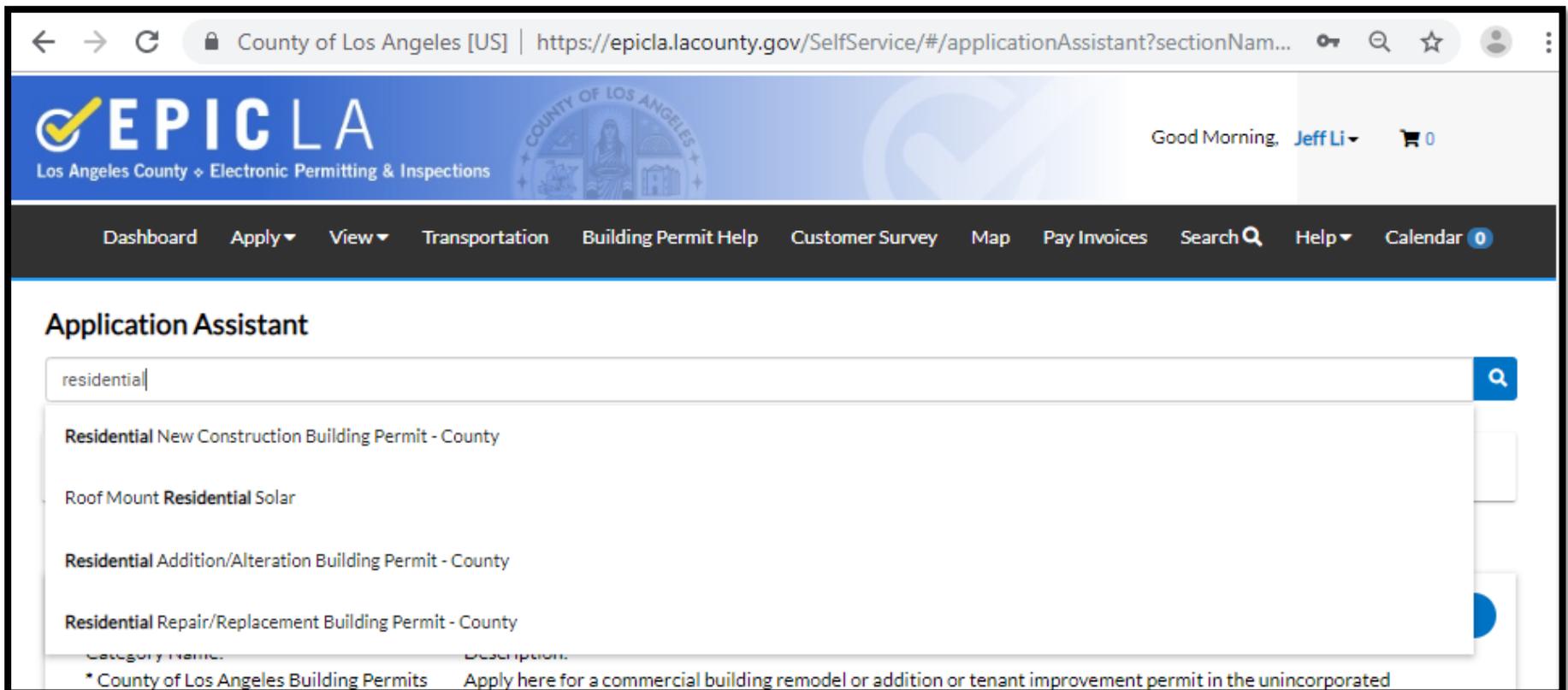
**Permit/Plan Helper App**  
This tool will help you select the correct permit or plan to apply for.

**Pay Invoice**  
Pay for an invoice. An invoice number is required.

Click on Apply from the Home Screen

# Finding a Permit Application

The screenshot shows the EPICLA (Electronic Permitting & Inspections) website interface. At the top, the navigation bar includes the EPICLA logo, the text "Los Angeles County - Electronic Permitting & Inspections", and the County of Los Angeles seal. A user profile for "Jeff Li" is visible in the top right. Below the navigation bar, the "Application Assistant" section features a search bar with the placeholder text "Search for application names and keywords". A callout bubble points to this search bar with the text "Search keywords to narrow down permit selection". Below the search bar are five filter buttons: "All", "Trending", "My History", "PERMITS" (highlighted with a green border), and "PLANS". A callout bubble points to the "PERMITS" button with the text "Or scroll through to see your available selections". Below the filters, there is a list of permit categories. The first category is "Commercial Addition/Alteration/TI Building Permit - County", with a callout bubble pointing to it that says "You can also narrow by Category". The second category is "Commercial New Construction Building Permit - County". Each category card includes a description and an "Apply" button.



Typing keywords into the Application Assistant bar like Residential, Commercial, Mechanical, Electrical, Plumbing, Solar etc will list available choices to select from.

Permits that list "Simple" or "Repair/Replacement" indicate that the application does not need plan review.

Home Dashboard Apply My Work Today's Inspections Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help Calendar

### Application Assistant

Search for application names and keywords

All Trending My History **PERMITS** PLANS

< Hide Categories

- All
- PERMITS 47**
- All 47
- \* County of Los Angeles Building Permits 32
- \* County of Los Angeles Flood Control District Permits 2
- \* County of Los Angeles Road Permits 8
- \* County of Los Angeles Sewer Infrastructure Permits 1
- \* County of Los Angeles Solar Permits 4

**Commercial Addition/Alteration/TI Building Permit - County**  
Category Name: Description: model or addition or incorporated County area. Apply

**Commercial Repair/Replacement Building Permit - County**  
Category Name: Description: \* County of Los Angeles Apply here for a commercial repair or replacement building permit in the unincorporated County area. Apply

**Demolition Permit - County**  
Apply

The boxed items are specifically Building & Safety permit applications to filter through

If searching by category, click “Show Categories” to expand the left-hand menu  
In the Permits category, Building & Safety applications include  
“County of Los Angeles Building Permits” and “County of Los Angeles Solar Permits”

County of Los Angeles [US] | https://epicla.lacounty.gov/SelfService/#/applicationAssistant?sectionNam...

**EPICLA**  
Los Angeles County • Electronic Permitting & Inspections

Good Morning, **Jeff Li**  0

Dashboard Apply View Transportation Building Permit Help Customer Survey Map Pay Invoices Search Help Calendar

### Application Assistant

Residential New Construction Building Permit - County

**All** Trending My History PERMITS PLANS

> Show Categories

Category Name:	Description:	Apply
* County of Los Angeles Building Permits	Apply here for a new residential building permit in the unincorporated County area.	<a href="#">Apply</a>

Click "Apply" on the desired permit application type

## Step 1 – Location

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

1 — 2 — 3 — 4 — 5 — 6

Locations — Type — Contacts — More Info — Attachments — Review and Submit

**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.

Location ▼

Add Location

+

REQUIRED

Click the “+” to add a project location

[← Back to Application](#)

### Add Location

Address

Parcel

The default selection is to search by Address

Add Address As

Location ▼

Search

Searching by number and street name only is enough (ex: 900 Fremont)

### Address Information

Search



[Back to Application](#)

## Add Location

Address

Parcel

Add Address As

Location

Search

### Address Information

Search



Address

[Redacted]

Action

Add

Results per page 10

1 - 1 of 1

<< < 1 > >>

Click "Add" to set the project location

[← Back to Application](#)

### Add Location

Address

Parcel

Alternatively, locations can be search by Parcel Number

### Parcel Information

Search

Search Parcels



Search using only numbers  
(ex:1234567890)

[Back to Application](#)

## Add Location

Address

Parcel

### Parcel Information

Search

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

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

Check the box

Search to find address

Search Associated Addresses

### Parcel Information

Search

Parcel Number	Section	Township	Range	Action
[REDACTED]				<input checked="" type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Check the box with the correct address

### Associated Addresses

Associated Addresses for Parcel - # [REDACTED] +

Address	Action
[REDACTED]	<input checked="" type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Add the address



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.

The form is split into two panels. The left panel is white and contains: 'Type: Location' with a blacked-out value; 'Main Address' with a checked checkbox; 'Parcel Number' with a blacked-out value; 'Main Parcel' with a checked checkbox; and a blue 'Remove' button. The right panel is blue and contains: a 'Location' dropdown menu; the text 'Add Location'; and a large white plus sign.

A draft of the application can be saved and then continued a later time. Drafts are accessed from the Dashboard

Save Draft

Next

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

1 Locations    2 Type    3 Contacts    4 More Info    5 Attachments    6 Review and Submit

**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

██████████

Main Address

Parcel Number

██████████

Main Parcel

[Remove](#)

Location ▼

Add Location

+

If you see this warning, the location is not within unincorporated LA County. Please only continue if the project is a Los Angeles County owned or operated facility

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: ██████████

[Create Template](#)

[Save Draft](#)
[Next](#)

If there is a warning message as indicated in the screenshot above, please only continue if your project is a Los Angeles County owned or operated facility (not personal property projects)

## Step 2 – Description

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

Locations 2 3 4 5 6

Locations Type Contacts More info Attachments Review and Submit

**PERMIT DETAILS**

Please provide a short description of this plan case in relation to the overall project.

\* Permit Type

Description

Valuation

Back

Permit Type cannot be changed

Add a description of work. Please be clear with description

Include valuation of project (if applicable)

Click "Next" to continue

## Step 3 – Contacts

The screenshot shows a progress bar at the top with six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the heading 'CONTACTS' is followed by a paragraph: 'Please add any additional contacts that will participate on this project, such as submitting documents, paying bills, and checking status. You can only add contacts that have previously registered in EPIC-LA. You will be able to add contacts at any time during the project.'

The main content area features two panels. The left panel, titled 'Applicant', shows a person icon and the text '(You)'. The right panel, titled 'Add Contact', has a blue background and contains a dropdown menu with 'Account Holder' selected, the text 'Add Contact', and a large white plus sign. An orange speech bubble points to the 'Add Contact' panel with the text: 'You are the default Applicant Contact. Additional contacts may be added if they have an EPIC-LA account. Please select contact type from drop down prior to adding contact'.

At the bottom, there are three buttons: 'Back' (blue), 'Save Draft' (grey), and 'Next' (blue). A green speech bubble points to the 'Next' button with the text: 'Click "Next" to continue'.

## Step 4 – More Info

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ **More Info** 4 Attachments 5 Review and Submit 6

**MORE INFO**

Please fill in the required and pertinent additional information. You will NOT be able to add or update this information after you submit this plan.

Permit Details [Top](#) | [Main Menu](#)

Building Table - New

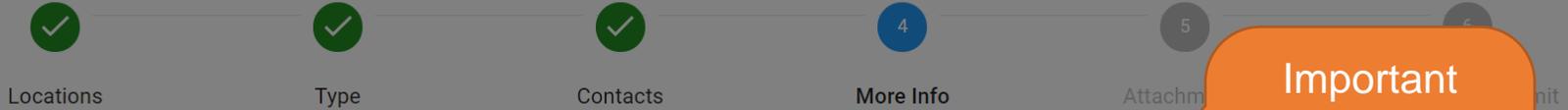
**+ Add Row**

	Floor Type	Floor Level	Construction Type	Occupancy Group	Sq Ft	Description

Back Create Template Save Draft Next

Click this button to add a row to the table

In this example, add rows to the table to denote the details of the construction



Important project specific information may be found on plans or construction documents

Edit [X]

**Floor Type** Floor [v]

**Floor Level** 1

**Construction Type** V-B [v]

**Occupancy Group** R-3 [v]

**Sq Ft** 2000 [v]

**Description** 2 Bed, 2 Bath, kitchen, dining, living, fan

[✓ Update] [Cancel]

When all information is added, click "Update" to add the row

Permit Details

Building Table - New Details

+ Add Row

	Floor Type	Floor	Sq Ft	Description
[Edit] [Trash]	Floor	1	2000	2 Bed, 2 Bath, kitchen, dining, living, family

Back

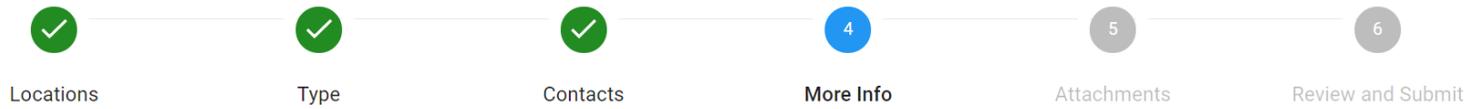
Create Template

Save Draft

Next

# Apply for Permit - Residential New Construction Building Permit - County

\*REQUIRED



## MORE INFO

Please fill in the required and pertinent additional information after you submit this plan.

## Permit Details

[Top](#) | [Main Menu](#)

### Building Table - New Details

+ Add Row

Additional rows may be added if there are multiple stories or if the same story has divided uses (ex: residence and attached garage)

	Floor Type	Floor Level	Construction Type	Occupancy Group	Sq Ft	Description
	Floor	1	V-B	U	400	garage
	Floor	1	V-B	R-3	2000	2 Bed, 2 Bath, kitchen, dining, living, family

[Back](#)    [Create Template](#)

Click "Next" to continue

[Save Draft](#)    [Next](#)

## Step 5 – Attachments

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Review and Submit 6

**Attachments**

Please attach the required and supported files.

If denoted as "REQUIRED" a file must be added there before in order to proceed in the application

Building Plan

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

REQUIRED

Building Plan

Building Plan

Supporting Document

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

Depending on the permit application, attachments for plans, calculations, or other construction documents should be uploaded at submittal. Select file type from the drop-down menu before selecting the file

Back Save Draft Next

Apply for Permit - Residential New Construction Building Permit - County

\*REQUIRED



Attachments

Please attach the required and supporting documents.

Building Plan  
Size: 3.06 KB  
Remove

Supporting Document  
Size: 3.06 KB  
Remove

Supporting Document  
Add Attachment  
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

Multiple files can be uploaded. Please select the appropriate description from the drop-down

Back

Click "Next" to continue

Save Draft

Next

## Step 6 – Review and Submit

Apply for Permit - Residential New Construction Building Permit - County \*REQUIRED

Progress: Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

[Submit](#)

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**Locations**

Location	[REDACTED]
Parcel Number	[REDACTED]

**Scroll down to review the application**

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**Basic Info**

Type	Residential New Construction Building Permit - County
Description	Type in Description here
Valuation	10000

More Info

Permit Details

[Top](#) | [Main Menu](#)

Building Table - New

Floor Type	Floor Level	Construction Type	Occupancy Group	Sq Ft	Description
Floor	1	V-B	R-3	888	description of floor here

Attachments

Building Plan  
Supporting Document

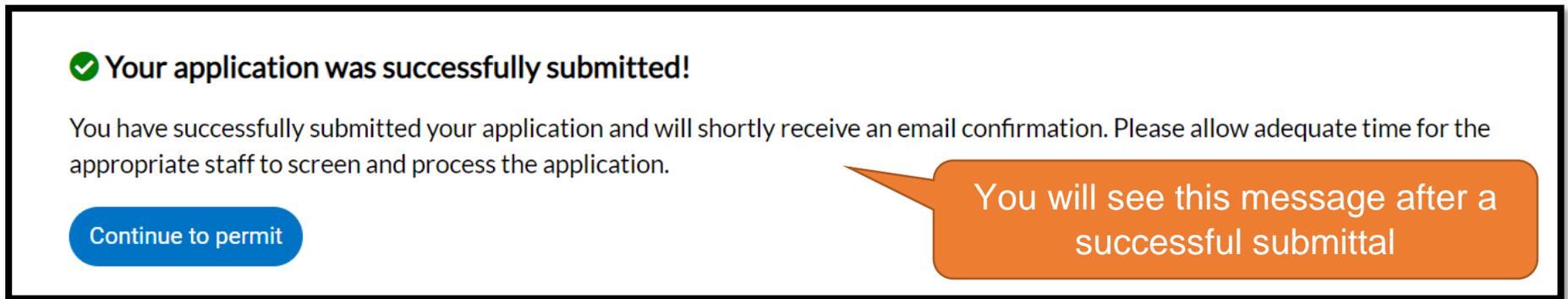
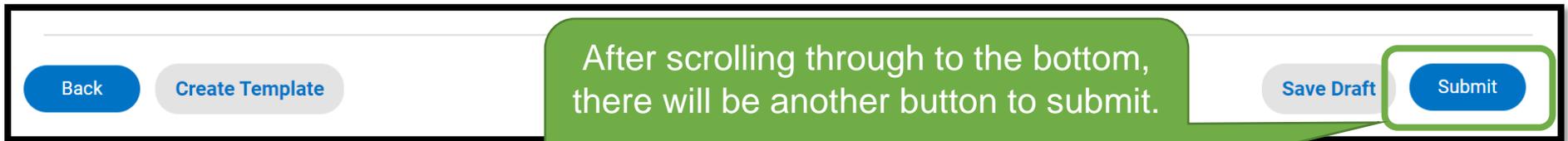


Click "Submit" to finish

Back

Save Draft

Submit



You will see a confirmation screen after submitting. Click "Continue to permit" to enter the permit case page to see the permit case number. The application is sent to the [local LA County Building & Safety office](#) that serves your project address and will be reviewed by staff. A staff member may contact you directly to request more information on the project. If the application is accepted, an invoice will be sent to your account. Fees can then be paid online.

Your permit applications can be found on the Dashboard or My Work menu of EPIC LA under "My Permits".