

HOW TO APPLY FOR BUILDING & SAFETY GRADING PERMITS ON EPIC LA

The screenshot shows the EPIC LA website interface. The header includes the EPIC LA logo, the text "Los Angeles County ♦ Electronic Permitting & Inspections", and the County of Los Angeles seal. 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 fields for Username and Password, a "Remember Me" checkbox, and a "Log In" button. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

To log in, enter your username and password

Log In

* Username

* Password

Remember Me ☐

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

If you forgot your password, username, or have not registered, use the appropriate links here

Home

The screenshot shows the EPIC-LA Home screen. At the top, the browser address bar displays `epicla.lacounty.gov/SelfService/#/home`. The header features the EPIC-LA logo and navigation links: 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 from the County Board of Supervisors, advising the closure of public counters and providing contact information for teleconferencing. The main content area, titled "Welcome to EPIC-LA", displays four service tiles: "My Account", "Apply", "Permit/Plan Helper App", and "Pay Invoice". A green callout box with a speech bubble 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.

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 the Grading Permit Application

The screenshot shows the EPIC LA (Electronic Permitting & Inspections) website for Los Angeles County. The header includes the logo, navigation links (Home, Dashboard, Apply, My Work, Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, Calendar), and a user greeting. The main content area is titled "Application Assistant" and features a search bar with "grading" entered. Below the search bar are filters for "All", "Trending", "My History", "PERMITS", and "PLANS". The "PERMITS" filter is highlighted. Under "Show Categories", the "Grading Permit - County" category is listed with a description: "Apply here for a grading permit for single lot developments or residential developments 4 units or less in the unincorporated County area. Include grading plan and hydrology study to be reviewed as part of the permit." To the right, under "Show My Templates", there is an "Apply" button. Three callout boxes provide instructions: "Search for 'Grading'" points to the search bar, "Click 'Permits'" points to the PERMITS filter, and "Click Appy" points to the Apply button.

EPIC LA
Los Angeles County ♦ Electronic Permitting & Inspections

Good Evening, 1


Home Dashboard Apply ▼ My Work Permit Help Customer Survey Map Pay Invoices Report Search 🔍 Help ▼ Calendar 0

Application Assistant

grading 🔍

All Trending My History **PERMITS** PLANS

➤ Show Categories

 **Grading Permit - County**
Category Name:
* County of Los Angeles Building Permits
Description:
Apply here for a grading permit for single lot developments or residential developments 4 units or less in the unincorporated County area. Include grading plan and hydrology study to be reviewed as part of the permit.

Show My Templates

Apply

Click Appy

Step 1 – Location

Apply for Permit - Grading Permit - County

*REQUIRED

1

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3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

LOCATIONS

Please search for and select the address(es) and/or parcel AIN(s) on which your project is located. When searching by address, it is recommended to enter only the house number and street name; when searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890"). If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear. Click [address location help](#) for additional information.

Location

Add Location

+

REQUIRED

Click the "+" to add a project location

Create Template

Save Draft

Next

[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 Search Addresses



[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Location ▼

Search

Address Information

Search 

Address		Action
<div></div>		<div>Add</div>

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 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
<input type="text"/>				<input checked="" type="checkbox"/>

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

Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #

Address	Action
<input type="text"/>	<input checked="" type="checkbox"/>

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

Add Selected Cancel

Check the box with the correct address

Add the address

Apply for Permit - Grading Permit - County

*REQUIRED



LOCATIONS

Please search for and select the address(es) and/or parcel AIN(s) on which your project is located. When searching by address, it is recommended to enter only the house number and street name; when searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890"). If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business, click [address location help](#) for additional information.

Type: Location

[Redacted]

Main Address ☒

Parcel Number

[Redacted]

Main Parcel ☒

Remove

Location

Add Location

+

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

Create Template

Save Draft

Next

1

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

LOCATIONS

Please search for and select the address(es) and/or parcel AIN(s) on which your project is located. When searching by address, it is recommended to enter only the house number and street name; when searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890"). If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear. Click [address location help](#) for additional information.

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 - Grading Permit - County*REQUIRED

✓

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

PERMIT DETAILS

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

* Permit Type

Grading Permit - County

▼

* Description

Permit Type cannot be changed

Add a description of work. Please be clear with description

Back

Create Template

Click "Next" to continue

Save Draft

Next

Page 12 of 19

Step 3 – Contacts

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

CONTACTS

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.

Applicant

(You)

Add Contact
+
Account Holder

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

Back Click "Next" to continue Save Draft **Next**

Step 4 – More Info

Apply for Permit - Grading Permit - County

*REQUIRED

✓

✓

✓

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

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

*Volume of Cut (cy)

Volume of Cut (cy) is required.

*Volume of Fill (cy)

Volume of Fill (cy) is required.

*Volume of Over Excavation (cy)

Volume of Over Excavation (cy) is required.

Fill in all required fields

Back

Create Template

Save Draft

Next

Step 5 – Attachments

Apply for Permit - Grading Permit - County

*REQUIRED

✓

✓

✓

✓

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

Attachments

Please attach any files labeled as "REQUIRED" and supporting documents, if any.

Grading Plan

Add Attachment

+

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

REQUIRED

Grading Plan

Add Attachment

+

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

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

Create Template

Save Draft

Next

Page 15 of 19


Apply for Permit - Grading Permit - County

*REQUIRED




Attachments

Please attach any files labeled as "Required" below and supporting documents, if any.




Grading Plan




Size: 210.24 KB

Remove



Supporting Document




Size: 146.6 KB

Remove

Supporting Document ▾

Add Attachment



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

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

Back

Create Template

Click "Next" to continue

Save Draft

Next

Step 6 – Review and Submit

Apply for Permit - Grading Permit - County

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location

Parcel Number

Basic Info

Type

Description

Applied Date

Scroll down to review the application

More Info

Permit Details

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

Volume of Cut (cy)

Volume of Fill (cy)

Volume of Over Excavation (cy)

Attachments

Grading Plan

Supporting Document

After scrolling through to the bottom,
there will be another button to submit.

Click "Submit" to finish

[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)

✓ **Your application was successfully submitted!**

You have successfully submitted your application and will shortly receive an email confirmation. Please allow adequate time for the appropriate staff to screen and process the application.

[Continue to permit](#)

You will see this message after a successful submittal

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 will be reviewed by the regional grading engineer. The engineer 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”.