HOW TO APPLY FOR 'SIMPLE' MECH, ELEC, PLMB PERMITS (NO PLAN CHECK REQUIRED)

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Service County & Electronic Permitting & Inspections	OF LOS ANORE	Good Evening, Guest -
Apply 🗸 Transportation Building	g Permit Help Customer Survey Map Pay Invoices Search Q H	ielp 🔻 Calendar 🧿
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

<u>Home</u>



Finding the Permit Application

Application	Assistant		
simple <	Search for "S	Simple" Click here to search or hit 'enter'	
	Electrical Permit (Simple) - C Category Name: * County of Los Angeles Building Permits	County Apply Description: Apply here for a simple electrical permit in the unincorporated County area that does NOT require a plan review.)
P	Mechanical Permit (Simple) Category Name: * County of Los Angeles Building Permits	- County Description: Apply here for a mechanical permit in the unincorporated County area that d require a plan review. Click "Apply" on the)
P	Plumbing Permit (Simple) - C Category Name: * County of Los Angeles Building Permits	County Description: Apply here for a plumbing permit in the unit a plan review.	
	Sewer Permit (Simple) - Cou Category Name: * County of Los Angeles Building Permits	nty Apply Description: Apply here for a simple sewer permit in the unincorporated County area that does NOT require a plan review.	

Search for "Simple" into the Application Assistant search bar. These are permits that do not need plan review.

Step 1 – Location

1	2	3	4	5	6
Locations	Туре	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 lo	cated. If vacant land, just se	arch and select the parcel(s). If the location is not within
the jurisdiction for this plan typ	e, a warning will appear.				
Location 🔻					
Add Location	С	lick the "+" to a	dd a		
+		project locatio	n		
REQUIRED					



Back to Application Add Location	
Address Parcel	
Add Address As Location	
Search	Click "Add" to set the project location
Address Information Search	
Address	Action Add
Results per page 10 V 1-1 of 1 << < 1 > >>	



Back to Application Add Location	
Address Parcel	Check the box
Darcel Information	
Search	
Parcel Number Section	Township Range Action
Results per page 10 ▼ 1-1 of 1 << < 1 > >>	Search to find address
	Search Associated Addresses

Parcel Information				
Search	Q			
Parcel Number	Section	Township	Range	Action
Results per page 10 ▼ 1-1 of 1	<< < 1 > >>			
Associated Addresses Associated Addresses for Parcel	- #		Check the box with the correct address. If there is no address, you can still add only the parcel	Search Associated Addresses
Address				Action
Results per page 10 ▼ 1-1 of	1 << < 1 > >>		Add the address	
				Add Selected Cancel



Locations	Туре	Contacts	More Info	Attachments	Review and Submit
CATIONS					
ase search for and select the ac	ddress(s) and/or parcel(s) on	which your project is lo	ocated. If vacant land, just se	arch and select the parcel(s). If the location is not wit
Jurisdiction for this plan type,	a warning will appear.	If	you see this y	warning the	location
Type: Location	Location		is not within	unincorporat	ed I A
	Add	Co	ounty. Pleas	e only contin	ue if the
Main Address 🗹	Location		project is a L	os Angeles (County
Parcel Number	-		owned or	operated fac	ility
Main Parcel					
Remove					
				•	
 he following information is rel *** Warning: Location mu 	evant to your application: Ist be in the Unincorporated	County Area. Your sele	ected location is not. Only pro	oceed if this is related to a C	County Capital Project. ***
 Parcel Number: 					

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)

<u>Step 2 – Description</u>



Step 3 – Contacts



<u>Step 4 – More Info</u>



In this Electrical Permit (Simple) example, enter the number of items you are adding

*Residential or Commercial?	sidential or Commercial? is required.
- First tenant improvements of the shell bui	Depending on the application, there will be required questions to answer
- Installation of new lighting fixtures in area	as that are conditioned or non conditioned, and are greater than 1,000 sq. ft.
- Alterations to existing indoor lig luminaries	required acknowledgements to answer
- Outdoor lighting installations that are so,	ooo sq.
*I agree to the above terms and conditions	V I agree to the above terms and conditions is required.
Back Create Template	Click "Next" to continue

Step 5 – Attachments



Step 6 – Review and Submit

					6
Locations	Туре	Contacts	More Info	Attachments	Review and Submit
					Submit
Locations					
Location				Scroll dow	vn to review
Parcel Number				the ap	plication
Basic Info					
Туре					
Description					
Applied Date					
Contacts					



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 <u>local LA County Building & Safety office</u> that serves your project address and will be reviewed by staff. A permit technician may contact you directly to request additional information on the project. If the application is accepted, a permit technician will contact you directly to initiate the permit issuance process. When an invoice is sent to your account, you can pay fees online.

If it is determined that your application requires plan review, you will be asked to apply for the 'Complex" version of the specific permit type

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

ABRIDGED INSTRUCTIONS

- 1. Log in and click "Apply" from the Home screen
- 2. Find the permit type. Search for "Simple" to filter results
- 3. Add a location
 - a. By Address, search for street number and street name only (ex: 900 Fremont) or
 - b. By Parcel, search for the parcel using numbers only and no dashes (ex: 123456789)
- 4. Write in a Description
- 5. You are the default contact applicant. Additional contacts can be added now or after submitting. It is highly recommended that the property owner has an account to add to the permit case
- 6. You can add attachments if there are any to provide.
- 7. Review your application and click Submit. You will see a confirmation screen after submitting.
 - a. Click "Continue to permit" to see the permit case page along with the permit case number
 - b. Application is sent to the local LA County Building & Safety office that serves your project address and will be reviewed by staff.
 - c. If accepted, a permit technician will contact you directly to initiate the permit issuance process
 - d. If your application requires plan review, you will be asked to apply for the 'Complex' version of that specific permit type.
- 8. Your permit applications can be found on the Dashboard of My Work menu of EPIC LA and then under the "My Permits"