

EPIC-LA Address Request Manual



May 2024



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Important – before you begin!

Do I need to request an address?

Addresses are not required for all projects.

For residential projects, an address is required if you would like to receive mail at a new address, or if you are adding a new electric or utility meter. Common examples that require a new address include a new single or multi-family home, or an Accessory Dwelling Unit (ADU). A new address is not required if the ADU will share the meter and receive mail from the primary residence. For commercial projects, addresses are required for new developments, and generally for division of existing spaces.

Utility addresses are assigned for new electric meters. Examples include electric vehicle charging stations, telecommunication sites, power for lighting, or any other use where there is a utility only (no mailing address).

Important

Residential and commercial addresses require a Department of Regional Planning (DRP) Site Plan Review (plan starting with RPPL). **You will use that plan review to start the address request.** We will reject any address request without an existing DRP Site Plan Review.

For Utility addresses, a Public Works Building and Safety permit (electrical or building permit) is required to receive a utility address (this does not apply for utility meters in an incorporated city’s jurisdiction/contract city). We will reject any utility request without an existing electrical or building permit.

Per current state law and directive by the Los Angeles County Building Official, a Junior ADU shall not receive an address assignment under any circumstance.

Unincorporated County Addresses – go to Section 1.

If you are requesting a residential or commercial address in Unincorporated County, you **must** have an existing Regional Planning Building Plan (RPPL). Utilities require a Building and Safety electrical or building permit. Please see **Section 1: Unincorporated County Addresses**

Contract Cities/Non-standard Requests – go to Section 2.

If you are requesting an address in one of our contract cities or have an application not covered in Section 1 (Tracts, Street Name Changes, Utility encroachments, temporary address) please use **Section 2: Addresses for Contract Cities/Non-standard Requests.**

Contract Cities:

Carson	Cerritos	Commerce	La Canada Flintridge
Lawndale	La Mirada	Lomita	Rolling Hills
Rolling Hills Estates	Westlake Village		

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You must have a site plan and an approval letter from your contract city.

If at any time you have difficulties with this process, please contact us at Addressing@dpw.lacounty.gov.

All addresses in Unincorporated County are created and managed by the County of Los Angeles, Public Works, Addressing Unit. Our office is located at 900 South Fremont Avenue, Alhambra, CA 91803. Our office is open from 8:00 A.M-5:00 P.M, Monday – Thursday.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Section 1: Unincorporated County Addresses

This section provides instructions on how to request an address for addresses in Unincorporated County with existing plans or permits.

For addresses in contract cities, or if you do not have a Building and Safety permit, please use **Section 2: Addresses for Contract Cities**.

Important

Residential and commercial addresses require a Department of Regional Planning Site Plan Review (plan starting with RPPL). **You will use that plan review to start the address request.** We will reject any address request without an existing Site Plan Review.

If the new structure is a manufactured home or mobile home, the DRP plans must also be stamped by the State of California and the foundation/pier plans that show the how the structure will be anchored to the foundation. For a mobile home/chattel with wheel axles that remain in place, an additional inspection report from a qualified party is required that approves the structure has been properly anchored to the foundation.

For Utility addresses, a Public Works Building and Safety permit (electrical or building permit) is required to apply for a utility address. **You will use that plan review to start the address request** (this does not apply for utility meters in an incorporated city's jurisdiction/contract city). We will reject any utility request without an existing electrical or building permit.

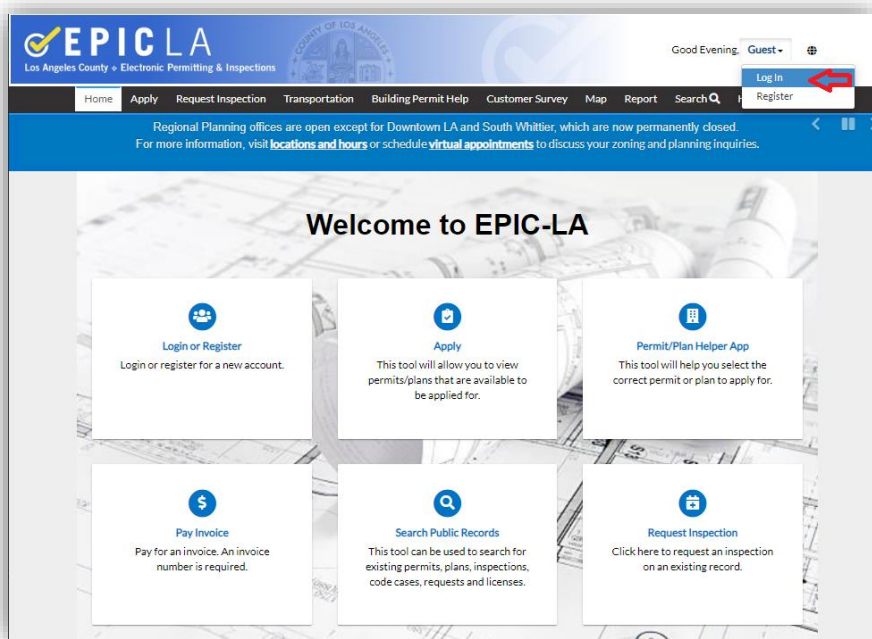
Step 1: Log in

Open EPIC-LA by going to this link: <https://epicla.lacounty.gov/>

Click on the top right box labeled **"Guest"** and log in to your account.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)



Step 2: Open My Plans

In the menu, click on **“Dashboard”** to select your pending plan under **“My Plans”**.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

The screenshot shows the EPIC-LA dashboard. The 'My Permits' section has five cards: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). The 'My Plans' section has five cards: Attention (0), Pending (1), Active (1), Recent (2), and Draft (0). A red arrow points to the 'Pending' count in the 'My Plans' section.

Or “My Work” to see the list of all your plans.

The screenshot shows the 'My Work' page. The 'MY PLANS' section has a search bar and filters. The table below shows the following data:

Plan Number	Project	Address	Plan Type	Status	State
RPPL2023000042			Site Plan Review - Ministerial	New	Recent, Pending
RPPL2023000027		120 S Sunol Drive Los Angel...	Site Plan Review - Ministerial	Approved	Active, Recent

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 3: Open your plan case

Select the pending plan that you need to request address. The plan number generally starts with RPPL for residential or commercial plans, or ELEC/BLDR/BLDC for utility plans. This will take you to the summary page of your pending plan.

Step 4: Select Sub-Records

Click on the blue **“Sub-Records”** menu button in the middle. This will show the list of all sub-records.

Plan Number: RPPL2023000042
Plan Details | Tab Elements | Main Menu

Type:	Site Plan Review - Ministerial	Status:	New	Project Name:	
Applied Date:	03/29/2023	Expiration Date:		Completion Date:	
District:	SD-1	Assigned To:			
Description:					

Summary Locations Fees Attachments Contacts **Sub-Records** More Info

Progress

12% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Reviewed Application/Requested Additional Materials - Passed : 03/29/2023
- Assessed and Collected All Fees/Deposits - Passed : 03/29/2023
- Notify Applicant of Approval - Passed : 03/29/2023
- Create/Link Base Application - Referrals - Started
- Uploaded all Documents to eReviews
- County Consultation Review
- DPW Detailed Consultation Review
- Create/Link Address Request Plan

Available Actions

No Actions

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 5: Address Request - Apply

Find **“Address Request”** and click on blue **“Apply”** button.

The screenshot displays the 'Sub-Records' tab in a web application. At the top, there are navigation tabs: Summary, Locations, Fees, Attachments, Contacts, Sub-Records (selected), and More Info. Below the tabs, there are links for Existing Sub-Records, Remaining Sub-Records, Next Tab, Plan Details, and Main Menu. A 'Sort' dropdown menu is set to 'Record Number'. The 'Existing Sub-Records' table has three columns: Record Number, Type, and Status. One record is listed with Record Number 'RPAP2023000010', Type 'DRP - Base Application - Referrals & Letters', and Status 'New'. Below this table is a pagination control showing 'Results per page' set to 10, '1 - 1 of 1', and navigation arrows. The 'Remaining Sub-Records' table has two columns: Type and Action. One record is listed with Type 'Address Request' (highlighted with a red box) and an 'Apply' button (highlighted with a red arrow). Below this table, the text 'Commercial Addition/Alteration/TI Building Permit - County' is visible, followed by another 'Apply' button.

Record Number	Type	Status
RPAP2023000010	DRP - Base Application - Referrals & Letters	New

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

Type	Action
Address Request	Apply

Commercial Addition/Alteration/TI Building Permit - County

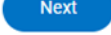
Apply

EPIC-LA Address Request Manual

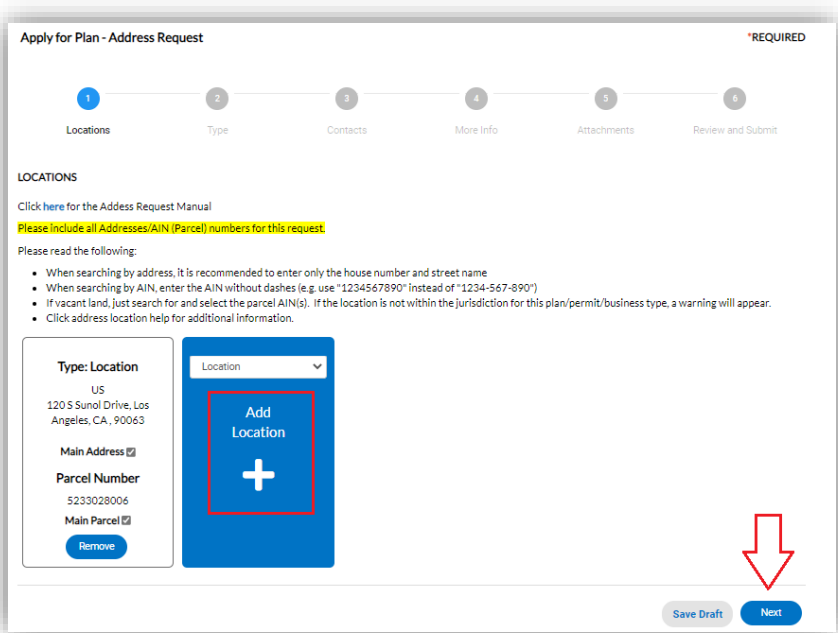
Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 6: Address Request - Location

The address and parcel that were selected automatically for your site plan are listed below.

If you do not have any additional addresses or parcels related to this request, click  button to move on.

If there are additional addresses or parcels for this request, click on the white “+” to add the location of the new address.



Apply for Plan - Address Request *REQUIRED

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

LOCATIONS

Click [here](#) for the Address Request Manual

Please include all Addresses/AIN (Parcel) numbers for this request

Please read the following:

- 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

US
120 S Sunol Drive, Los Angeles, CA, 90063

Main Address

Parcel Number
5233028006

Main Parcel

[Remove](#)

Location

Add Location

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

Note:

- For vacant land (no existing structure), 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.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Address Request – Add Location

Add by Address:

1. Default option is to search by Address.
2. Use the search box under **“Address Information”** to search for the location. It is recommended to enter only the house number and street name.
3. Click the **“Magnifying Glass”** button to search.
4. When the result(s) show, find the correct address that you want to add, and click **“Add”** button.

← Back to Application

Add Location

1. Click here to search by Address.

Address Parcel

Add Address As Location

Search

Address Information 2. Enter the house number and street number.

Search 13663 Bentongrove 3. Click here to search.

Address	Action
13663 Bentongrove Drive Whittier, CA 90605	4. Find the correct address, then click "Add". Add

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

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Add by Parcel (Assessor Identification Number AIN or Assessor Parcel Number APN):

1. Click **“Parcel”** button to search by Assessor Identification number (AIN) or Assessor Parcel Number (APN). Use the parcel search option if having trouble finding your address.
The parcel number can be found on your site plan or visit <https://maps.assessor.lacounty.gov/m/> to find your parcel number.
2. In the Search textbox, enter 10 numbers of the AIN/APN without dashes (e.g. use "1234567890" instead of "1234-567-890")
3. Click the **“Magnifying Glass”** button to search.
4. When the AIN result shows, check the **“Action”** checkbox.
5. Then click **“Search Associated Addresses”** button.

Add Location 1. Click here to search by AIN/APN.

Address **Parcel**

Parcel Information 2. Enter 10 digits of AIN/APN without dashes.

Search: 5828018024 3. Click here to search.

Parcel Number	Section	Township	Range	Action
5828018024				<input checked="" type="checkbox"/>

4. Check the "Action" box the found AIN.

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

5. Click here to find address(es) in this AIN.

Search Associated Addresses

EPIC LA will show the list of all addresses associated with that AIN. Check the **“Action”** box(es) of the address(es) that you want to add. Then click **“Add Selected”** button.

Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #5828018024

Address	Action
340 W Ventura Street Altadena, CA 91001	<input checked="" type="checkbox"/>

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

Add Selected Cancel

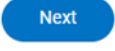
Click **Next** button when finished.

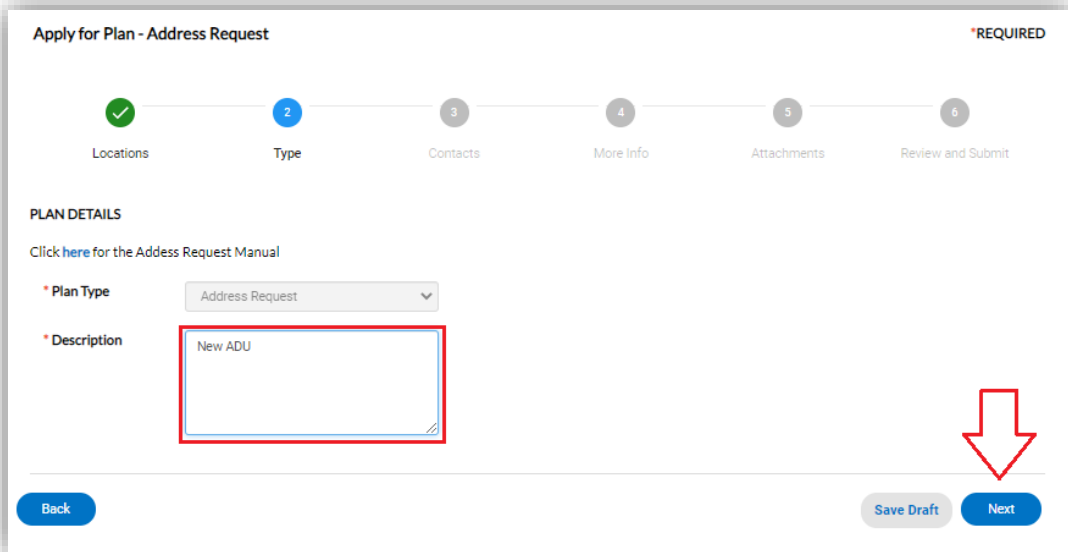
EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 7: Address Request – Type (Plan Details)

Please provide relevant details related to the address request or a short description of your project. The more descriptive the better. For example: “We are adding two ADUs to the rear of the property”, “request for a utility address”, etc. This description field is required.

Click  button when finished.



Apply for Plan - Address Request *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts), 4 (More Info), 5 (Attachments), 6 (Review and Submit)

PLAN DETAILS

Click [here](#) for the Address Request Manual

* Plan Type: Address Request

* Description: New ADU

Buttons: Back, Save Draft, Next

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 8: Contacts

Your information will already be filled in. Add any contacts that need to be notified of completion. If you are a contractor, we recommend adding the property owner as a contact so they will receive the final address when complete. (At minimum, the owner should be added to the list of contacts).

Click **Next** button when finished.

Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info (4) 5. Attachments (5) 6. Review and Submit (6)

CONTACTS

Click [here](#) for the Address Request Manual

Applicant

Tammy Lindberg (You)
LA County DPW
900 South Fremont Avenue,
Alhambra, CA, 91803

Select Type

Add Contact

Back Save Draft **Next**

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

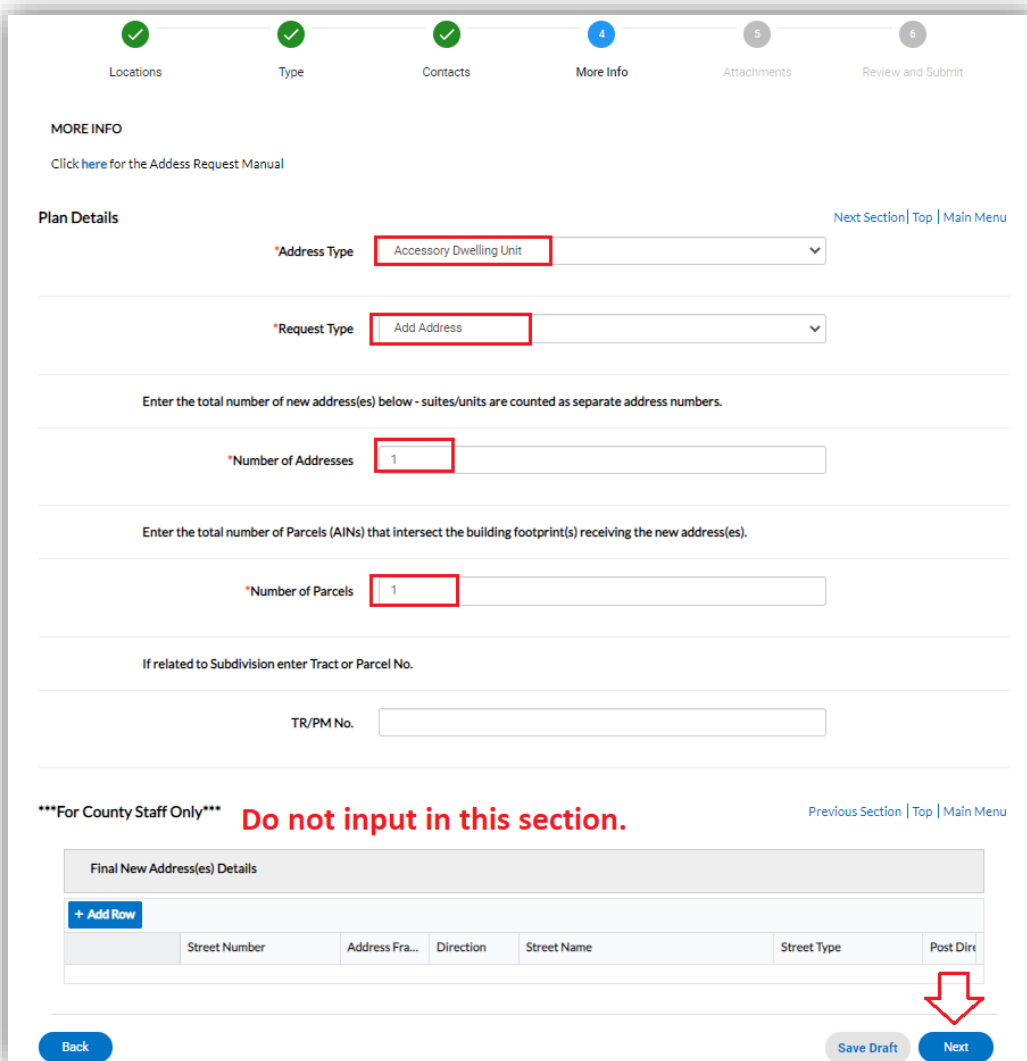
Step 9: More Info

Fill out each detail and select appropriate information regarding your project.

Note: “**Number of Addresses**” is the total number of addresses requested, not the house number. Most often this is “1”.

Note: If you are unsure of what “**Address Type**” to use, we have a list of address types at the end of this manual. (See appendix “A”).

Click  button when finished.



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

MORE INFO
Click [here](#) for the Address Request Manual

Plan Details Next Section | Top | Main Menu

*Address Type

*Request Type

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

*Number of Addresses

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).

*Number of Parcels

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

For County Staff Only **Do not input in this section.** Previous Section | Top | Main Menu

Final New Address(es) Details

[+ Add Row](#)

Street Number	Address Fra...	Direction	Street Name	Street Type	Post Dir

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

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 10: Attachments

If you have an existing application for a Department of Regional Planning (DRP) Site Plan or Building Permit, you do not need to upload anything. We will be notified when Regional Planning approves the plan and will check for the building and safety receipt at the same time.

However, **if your site plan has already been approved by DRP**, we require 2 two documents:

1. Site plans which:
 - a. Show structure to be addressed with driveway access to street.
 - b. Floor plan is required if the structure is attached to existing structure (an ADU for example)
 - c. Show an approval stamp from LA County Department Regional Planning (DRP) (see the Address Request manual for an example)
 - d. If the new structure is a manufactured home or mobile home, the DRP plans must also be stamped by the State of California and the foundation/pier plans that show the how the structure will be anchored to the foundation. For a mobile home/chattel with wheel axles that remain in place, an additional inspection report from a qualified party is required that approves the structure has been properly anchored to the foundation.
2. A copy of receipt from Building and Safety showing payment for plan check.

Contractors, if there is no engineering or architectural plan, we require a proof of permission from the property owner to submit the application (Letter of authorization).

There are certain special cases that require additional documentation (driveways, manufactured homes, etc). The addressing unit will contact you for this information.

New utility addresses require:

Site plans which show the location(s) of the electric meter location(s) to be addressed within the property or right of way. Upload the B&S (BLDR, BLDC, ELEC) as Support Information.

Commercial address require:

Site plans which show the location of the commercial unit, including separations from other units (demising walls).

Address Change request requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Select the document type from the drop-down menu, and then click on the “+” icon and follow the prompts to upload the document.

Apply for Plan - Address Request *REQUIRED

✓
Locations

✓
Type

✓
Contacts

✓
More Info

5
Attachments

6
Review and Submit

Attachments

Click [here](#) for the Address Request Manual

If requesting for an address change:


- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

If requesting for a new property/site/building address:

- Proof of ownership or permission from the property owner (Letter of authorization) if there is no engineering or architectural plans.
- Approved Regional Planning site plans showing structure to be addressed with driveway access to street. Floor plan will be required if structure is attached to existing structure.
- Plans showing structure to be addressed, driveway access to street.
- Receipt from Building and Safety showing payment for plan check.
- If a driveway passes through other owners parcels to the named street, we may require recorded vehicular access easement documentation (deed, parcel map, etc.)
- State filing documentation is required for addressing manufactured/mobilehome structures anchored to a foundation and mobilehome parks.
- A B&S permit is requested when an address is requested for a structure that does not meet building code. A B&S Certificate of Occupancy may also be requested in some instances.

If requesting for a utility address:

- Plans showing location of electrical meter with dimensions and the access from the named street.



Site Plan


site plan.pdf
Size: 8.73 MB

Remove

Select Type ▼

+

Supported: jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, zip, dxf, dwf, dwfx, csv, rtf, t...



Back
Save Draft
Next

Click Next button and the documents will be uploaded.

EPIC-LA Address Request Manual


Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 11: Review

Review all information for accuracy.

If everything is correct, click  button when finished.

Apply for Plan - Address Request *REQUIRED

Progress: Locations Type Contacts More Info Attachments Review and Submit 

Locations

Location	120 S Sunol Drive, Los Angeles, CA , 90063
Parcel Number	5233028006

Basic Info

Type	Address Request
Description	add address request as sub record in workflow
Applied Date	04/11/2023

Contacts

Applicant	Tammy Lindberg LA County DPW 900 South Fremont Avenue , Alhambra, CA , 91803
-----------	--

More Info

Plan Details [Next Section | Top | Main Menu](#)

Address Type	Accessory Dwelling Unit
Request Type	Add Address

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

Number of Addresses

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).

Number of Parcels

If related to Subdivision enter Tract or Parcel No.

TR/PM No.




For County Staff Only [Previous Section | Top | Main Menu](#)

Final New Address(es)

Street Number	Address Fra...	Direction	Street Name	Street Typ
---------------	----------------	-----------	-------------	------------

Attachments

Site Plan	site plan_v1.pdf
-----------	------------------

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

On the next page, you will receive a green confirmation message of your new address application.

This page is your new address summary plan which includes your new address plan number, progress, workflow, available actions, fees, etc.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: ADDR2023000006

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

Type: Address Request	Status: New	Project Name:
Applied Date: 04/11/2023	Expiration Date:	
District: Blank	Assigned To: Unit, Addressing	Completion Date:
Description: add address request as sub record in workflow		

Summary | Locations | Fees | Reviews | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Address Application Review - Started - Scheduled for 05/09/2023
- Create/Link Site Plan Ministerial
- Check Property Ownership
- Check Site Plan Completeness
- Check B&S Plan Check Fee Paid
- Assess Fees/Create Invoice
- Create Address Form
- Upload Address Packet
- Address Review

Available Actions

No Actions

Fees

\$0.00

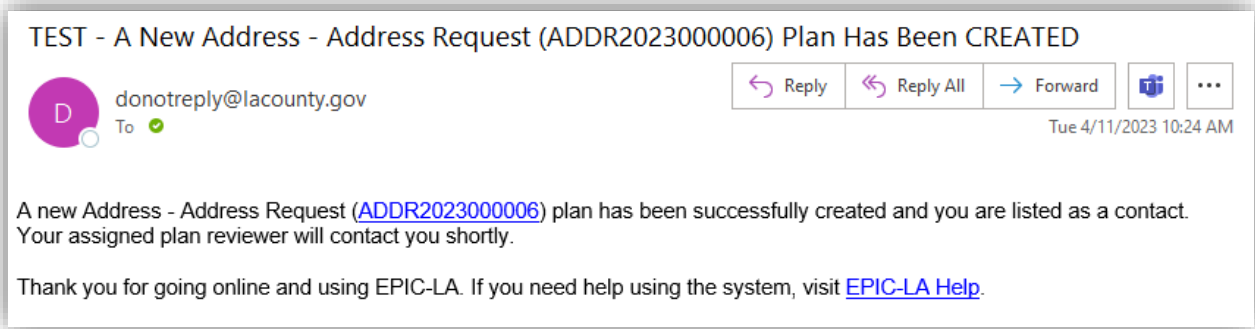
[View Details](#)

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

What happens next?

If you provide an email in your contact information, you will receive a confirmation mail regarding your new address plan.



For non-utility addresses, once your site plan is approved by Regional Planning, we will be notified of the approval, review the documents for completeness, and invoice you for the addressing fee if they are complete, or email you if there are any additional documents needed.

For utility addresses, we will review your site plan, review the Building & Safety or DRP permit, and invoice you for the addressing fee if they are complete or email you if there are any additional documents needed.

After you submit the payment, we'll continue to issue an address and finish the process.

If you have any questions, please save your plan as draft, and contact the Addressing Unit at:

Addressing@dpw.lacounty.gov.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Section 2: Addresses for Contract Cities/Non-standard Requests

This section provides instructions on how to request an address for addresses in contract cities.

Before you start, please note:

A request for a new address in a Contract City requires 2 documents:

- Site plans which shows the structure to be addressed with driveway access to street. If the new structure will be attached to an existing structure, upload the floor plans as well.
- Letter of Authorization from your city planning department that gives the authorization to assign the required address(es).

A request for an Address Change requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

Contract Cities:

Carson	Cerritos	Commerce	La Canada Flintridge
Lawndale	La Mirada	Lomita	Rolling Hills
Rolling Hills Estates	Westlake Village		

Non-standard Address Request

Examples of non-standard Address requests include encroachments for utilities, addresses assigned under a conditional use permit, temporary addresses, or other non-standard applications that do not have a Regional Planning Building Plan (RPPL) or Building and Safety Electric Permit (BLDC/ELEC). You are required to upload the relevant approved documents during that part of the process..

If at any time you have difficulties with this process, please don't hesitate to contact us at Addressing@dpw.lacounty.gov.

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Section 2: Contract Cities (no existing plan)

Step 1: Log in

Open EPIC-LA by going to this link: <http://epicla.lacounty.gov>

Click on the top right box labeled **“Guest”** and log in to your account.

If you have an account already, log in with the proper credentials.

If you don't have an account, please create one by clicking the Register Link.

The screenshot shows the EPIC-LA website homepage. At the top left is the EPIC-LA logo with the text "Los Angeles County • Electronic Permitting & Inspections". To the right of the logo is the text "Good Evening, Guest" and a user profile icon. Below this is a navigation menu with links: Home, Apply, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Report, and Search. A dropdown menu is open under "Guest", showing "Log In" and "Register" options. A red arrow points to the "Log In" button. Below the navigation menu is a blue banner with the text: "Regional Planning offices are open except for Downtown LA and South Whittier, which are now permanently closed. For more information, visit [locations and hours](#) or schedule [virtual appointments](#) to discuss your zoning and planning inquiries." The main content area features a large heading "Welcome to EPIC-LA" and six service tiles arranged in a 2x3 grid. Each tile has an icon, a title, and a brief description:

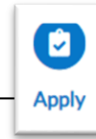
- Login or Register**: Login or register for a new account.
- Apply**: This tool will allow you to view permits/plans that are available to be applied for.
- Permit/Plan Helper App**: This tool will help you select the correct permit or plan to apply for.
- Pay Invoice**: Pay for an invoice. An invoice number is required.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Request Inspection**: Click here to request an inspection on an existing record.

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Section 2: Contract Cities (no existing plan)

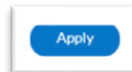
Step 2: Apply

Once you are logged in, click on the top middle box labeled “Apply”:



Type “**Address Request**” in the search box at the top of the page.

Once the Address Request box appears, click



EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 3: Address Request - Location

Click on the white “+” to add the location of the new address.

Apply for Plan - Address Request *REQUIRED

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

LOCATIONS

Click [here](#) for the Address Request Manual

Please include all Addresses/AIN (Parcel) numbers for this request.

Please read the following:

- 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
 US
 120 S Sunol Drive, Los Angeles, CA, 90063
 Main Address
 Parcel Number
 5233028006
 Main Parcel
 Remove

Location
 Add Location
 +

Save Draft Next

Note:

- 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.

Address Request – Add Location

Add by Address:

5. Default option is to search by Address.
6. Use the search box under “**Address Information**” to search for the location. It is recommended to enter only the house number and street name.
7. Click the “**Magnifying Glass**” button to search.
8. When the result(s) show, find the correct address that you want to add, and click “**Add**” button.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

◀ Back to Application

Add Location

↓ 1. Click here to search by Address.

Address Parcel

Add Address As Location

Search

Address Information 2. Enter the house number and street number.

Search 13663 Bentongrove 🔍 3. Click here to search.

Address	Action
13663 Bentongrove Drive Whittier, CA 90605	Add

4. Find the correct address, then click "Add".

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

Add by Parcel (Assessor Identification Number AIN or Assessor Parcel Number APN):

6. Click **"Parcel"** button to search by Assessor Identification number (AIN) or Assessor Parcel Number (APN). Use the parcel search option if having trouble finding your address.
The parcel number can be found on your site plan or visit <https://maps.assessor.lacounty.gov/m/> to find your parcel number.
7. In the Search textbox, enter 10 numbers of the AIN/APN without dashes (e.g. use "1234567890" instead of "1234-567-890")
8. Click the **"Magnifying Glass"** button to search.
9. When the AIN result shows, check the **"Action"** checkbox.
10. Then click **"Search Associated Addresses"** button.

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Section 2: Contract Cities (no existing plan)

Add Location **1. Click here to search by AIN/APN.**

Address **Parcel**

Parcel Information **2. Enter 10 digits of AIN/APN without dashes.**

Search: **3. Click here to search.**

Parcel Number	Section	Township	Range	Action
5828018024				<input checked="" type="checkbox"/>

4. Check the "Action" box the found AIN.

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

5. Click here to find address(es) in this AIN.

EPIC LA will show the list of all addresses associated with that AIN. Check the **"Action"** box(es) of the address(es) that you want to add. Then click **"Add Selected"** button.

Associated Addresses

Associated Addresses for Parcel - #5828018024

Address	Action
340 W Ventura Street Altadena, CA 91001	<input checked="" type="checkbox"/>

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

If you need to add another location, click the "Add Location" button and add another location. If you have added all locations, click button to move to the next step.

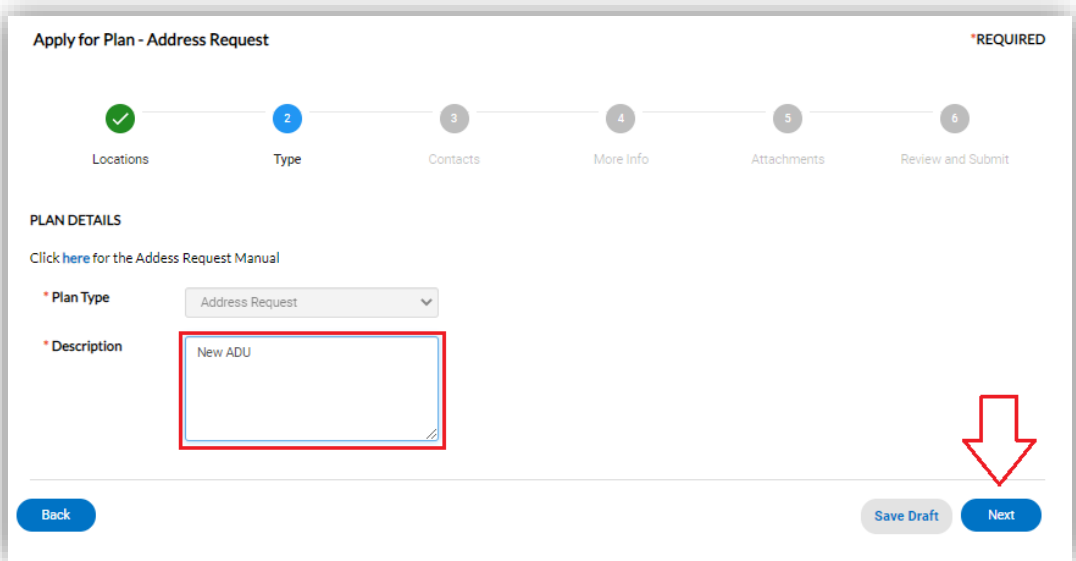
EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 4: Address Request – Type (Plan Details)

Please provide any relevant details related to the address request or a short description of your project. For example: “adding an ADU”, etc. This description field is required.

Click  button when finished.



The screenshot shows a web form titled "Apply for Plan - Address Request" with a "REQUIRED" indicator. A progress bar at the top indicates six steps: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the "PLAN DETAILS" section includes a link to the "Address Request Manual". The "Plan Type" dropdown is set to "Address Request". The "Description" field contains the text "New ADU" and is highlighted with a red border. A red arrow points to the "Next" button at the bottom right of the form. The "Back" button is on the bottom left, and "Save Draft" is between "Back" and "Next".

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

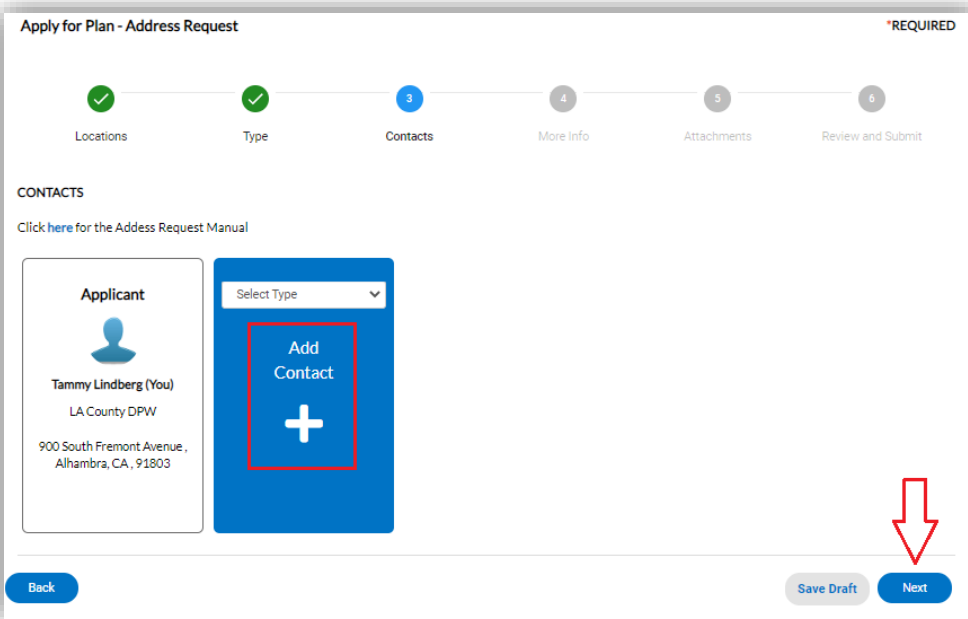
Step 5: Contacts

Add any contacts that need to be notified of completion.

If you are a contractor, we recommend adding the property owner as a contact so they will receive the final address when complete. (At minimum, the owner should be added to the list of contacts).

For requests in contract cities, please add your contact at the City who approved the site plan so they can be notified. Please search for their name or email address and add them.

Click  button when finished.



Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (3) 4. More Info (4) 5. Attachments (5) 6. Review and Submit (6)

CONTACTS

Click [here](#) for the Address Request Manual

Applicant: Tammy Lindberg (You), LA County DPW, 900 South Fremont Avenue, Alhambra, CA, 91803

Select Type

Add Contact

Back Save Draft Next

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

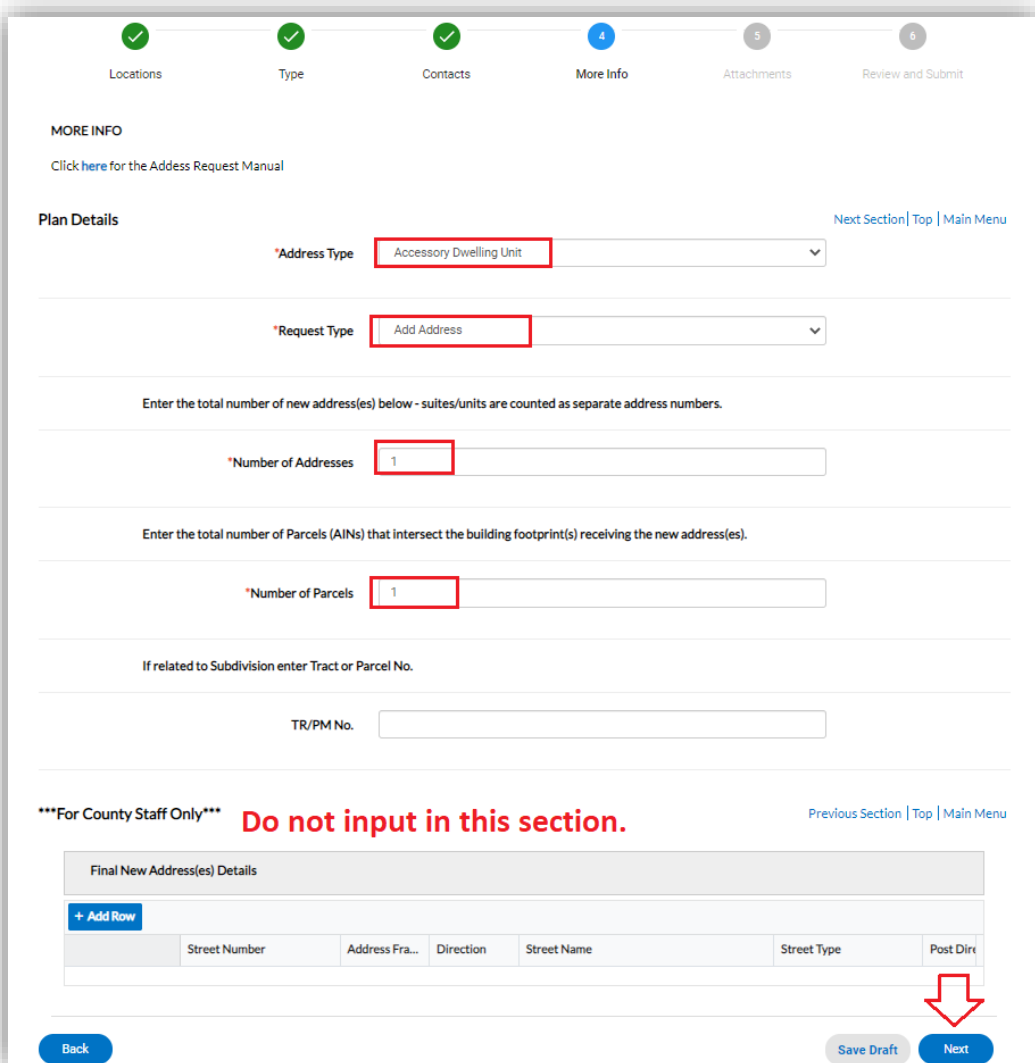
Step 6: More Info

Fill out each detail and select appropriate information regarding your project.

Note: “**Number of Addresses**” is the total number of addresses requested, not the house number. Most often this is “1”.

Note: If you are unsure of what “**Address Type**” to use, we have a list of address types at the end of this manual. (See appendix “A”).

Click  button when finished.



Progress: Locations (✓), Type (✓), Contacts (✓), **More Info (4)**, Attachments (5), Review and Submit (6)

MORE INFO
Click [here](#) for the Address Request Manual

Plan Details Next Section | Top | Main Menu

*Address Type:

*Request Type:

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

*Number of Addresses:

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).

*Number of Parcels:

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

*****For County Staff Only*** Do not input in this section.** Previous Section | Top | Main Menu

Final New Address(es) Details

[+ Add Row](#)

Street Number	Address Fra...	Direction	Street Name	Street Type	Post Dir

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

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 7: Attachments

A request for a new address in a Contract City requires 2 two documents:

- Site plan which shows the structure to be addressed with driveway access to street. If the new structure will be attached to an existing structure, upload the floor plans as well.
- Letter of Authorization from your city planning department that gives the authorization to assign the required address(es).

A request for an Address Change requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

A non-standard request for an address requires:

- Related documents showing approval of the plan (conditional use permit, encroachment permit)


Select the document type from the drop-down menu, and then click on the “+” icon and follow the prompts to upload the document.

The screenshot shows the 'Apply for Plan - Address Request' interface. At the top, a progress bar indicates the current step is 'Attachments' (5), with previous steps 'Locations', 'Type', 'Contacts', and 'More Info' completed. A 'REQUIRED' label is in the top right corner.

Under the 'Attachments' heading, there is a link to the 'Address Request Manual'. Below this, instructions are provided for different types of requests:

- If requesting for an address change:**
 - Proof of property ownership or permission from the property owner (Letter of authorization).
 - If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.
- If requesting for a new property/site/building address:**
 - Proof of ownership or permission from the property owner (Letter of authorization) If there is no engineering or architectural plans.
 - Approved Regional Planning site plans showing structure to be addressed with driveway access to street. Floor plan will be required if structure is attached to existing structure.
 - Plans showing structure to be addressed, driveway access to street.
 - Receipt from Building and Safety showing payment for plan check.
 - If a driveway passes through other owners parcels to the named street, we may require recorded vehicular access easement documentation (deed, parcel map, etc.)
 - State filing documentation is required for addressing manufactured/mobilehome structures anchored to a foundation and mobilehome parks.
 - A B&S permit is requested when an address is requested for a structure that does not meet building code. A B&S Certificate of Occupancy may also be requested in some instances.
- If requesting for a utility address:**
 - Plans showing location of electrical meter with dimensions and the access from the named street.

At the bottom of the form, there is a 'Site Plan' attachment card showing a PDF icon, the filename 'site plan.pdf', and a size of '8.73 MB'. To its right is an 'Add Attachment' button with a dropdown menu labeled 'Select Type' and a large red '+' icon. A red arrow points to the 'Next' button at the bottom right of the interface.

Click  button and the documents will be uploaded.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)


Step 8: Review

Review all information for accuracy.

If everything is correct, click  button when finished.

Apply for Plan - Address Request *REQUIRED

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

Submit 

Locations	
Location	120 S Sunol Drive, Los Angeles, CA , 90063
Parcel Number	5233028006

Basic Info	
Type	Address Request
Description	add address request as sub record in workflow
Applied Date	04/11/2023

Contacts	
Applicant	Tammy Lindberg LA County DPW 900 South Fremont Avenue , Alhambra, CA , 91803

More Info

Plan Details [Next Section](#) | [Top](#) | [Main Menu](#)

Address Type: Accessory Dwelling Unit
Request Type: Add Address

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.
Number of Addresses: 1

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).
Number of Parcels: 1

If related to Subdivision enter Tract or Parcel No.
TR/PM No.


For County Staff Only [Previous Section](#) | [Top](#) | [Main Menu](#)

Final New Address(es)

Street Number	Address Fra...	Direction	Street Name	Street Typ

Attachments

Site Plan	site plan_v1.pdf
-----------	------------------

Submit 

[Back](#) [Save Draft](#) [Submit](#)

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

On the next page, you will receive a green confirmation message of your new address application.

This page is your new address summary plan which includes your new address plan number, progress, workflow, available actions, fees, etc.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: ADDR2023000006

Plan Details | Tab Elements | Main Menu

Type:	Address Request	Status:	New	Project Name:	
Applied Date:	04/11/2023	Expiration Date:		Completion Date:	
District:	Blank	Assigned To:	Unit, Addressing		
Description:	add address request as sub record in workflow				

Summary | Locations | Fees | Reviews | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$0.00

View Details

Workflow

- Address Application Review - Started - Scheduled for 05/09/2023
- Create/Link Site Plan Ministerial
- Check Property Ownership
- Check Site Plan Completeness
- Check B&S Plan Check Fee Paid
- Assess Fees/Create Invoice
- Create Address Form
- Upload Address Packet
- Address Review

Available Actions

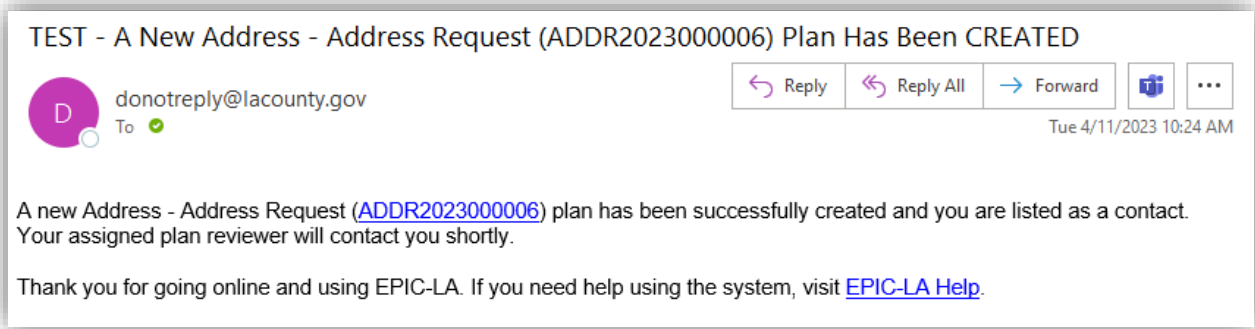
No Actions

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

What happens next?

If you provide an email in your contact information, you will receive a confirmation mail regarding your new address plan.



We will review the documents for completeness, and invoice you for the addressing fee if they are complete, or we will email you if there are any additional documents needed.

After you submit the payment, we'll continue to finish the process.

If you have any questions, please save your plan as draft, and contact the Addressing Unit at:

Addressing@dpw.lacounty.gov.

Appendix A: Address Types

Address Types

Accessory Dwelling Unit (ADU)

Also known as granny flat, in-law units, backyard cottages, or secondary units. They can be attached or separate from the main house, but have stricter building codes than Junior ADUs.

ADUs require a new address to receive mail at a separate address and if a separate power meter is requested.

Junior ADU (JADU)

Also known as granny flats – these are attached to the main residence. Junior ADUs do not have the same building requirements as an attached ADU.

Per current state law and directive by the Los Angeles County Building Official, a Junior ADU shall not receive an address assignment under any circumstance.

Commercial

Choose this option if you need an address for a commercial building. Examples would be, retail, warehouse, industrial, manufacturing, apartment complex.

Multifamily Dwelling

Construction of 2 dwellings or more.

Single Family

Construction of a single residential dwelling.

Manufactured or Mobile Homes

If the new structure is a manufactured home or mobile home, the DRP plans must also be stamped by the State of California and the foundation/pier plans that show the how the structure will be anchored to the foundation. For a mobile home/chattel with wheel axles that remain in place, an additional inspection report from a qualified party is required that approves the structure has been properly anchored to the foundation.

EPIC-LA Address Request Manual

Appendix A: Address Types

Utility Address Types

Utility

Placement of a new or relocated utility meter.

Electric Vehicle

Utility specific for Electric Vehicle Charging meter.

Telecommunication

Address for a telecommunication site meter equipment.

Temporary

Temporary address used during construction.