

HOW TO REQUEST AN INSPECTION ON EPIC LA (BUILDING & SAFETY)

The screenshot shows the EPIC LA website interface. At the top, the URL is <https://epicla.lacounty.gov/>. 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 the following elements:

- Log In** title
- * Username** label above a text input field
- * Password** label above a text input field
- Remember Me** checkbox
- 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 instructions:

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

Homepage – Request Inspections

The screenshot shows the EPIC-LA homepage. At the top left is the EPIC-LA logo with the text "Los Angeles County - Electronic Permitting & Inspections". To the right is the County of Los Angeles seal. Below the logo is a top navigation menu with items: Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. A blue banner below the menu contains the text: "Public Works offices are open to the public. All in-person customers will be served on a first-come, first-served basis. You may also schedule virtual appointments with our plan checkers." The main content area features a heading "Welcome to EPIC-LA" and four white cards with blue icons and text:

- 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.
- Request Inspection**: Click here to request an inspection on an existing record.

Two green callout boxes provide instructions: one points to the "Request Inspection" button in the top menu bar, and another points to the "Request Inspection" button on the home page.

After logging in, click on either the Request Inspection button from the home page or click the Request Inspection button from the top menu bar.

Request Inspections

The screenshot shows the 'Request Inspections' page in a web application. The navigation bar at the top includes 'Dashboard', 'Apply', 'My Work', 'Request Inspection' (highlighted with a green box), 'Transportation', 'Building Permit Help', 'Customer Survey', 'Map', 'Pay Invoices', 'Report', 'Search', and 'Help'. Below the navigation bar, the page title 'Request Inspections' is displayed. A search bar with a search icon and an 'Export to Excel' button is located at the top right of the main content area. A table lists permit cases with columns for 'Case Number', 'Inspection Type', and 'Request Inspection'. The first row is highlighted in blue and has a checkmark in the 'Request Inspection' column. A green callout bubble points to the 'Request Inspection' button, stating 'Click here after selecting the permit cases'. Another green callout bubble points to the checkmark in the 'Request Inspection' column, stating 'Select the permit you are requesting inspection for'.

Case Number	Inspection Type	Request Inspection
UNC-BLDF	Multifamily New Construction Building Per... Building Inspection	<input checked="" type="checkbox"/>
	Residential New Construction Building Perm...	<input type="checkbox"/>
	Mechanical Permit (Simple) - County Mechanical Inspection	<input type="checkbox"/>

The Request Inspections page will list the permits that are available for inspection request. Check the box next to the case number and then click the blue Request Inspection button. Multiple selections can be at a time.

If there are permit that should be available and are missing, please contact BSD-ITSupport@dpw.lacounty.gov

Please note that the previously scheduled inspection for the permit case must be updated by the inspector before the next inspection can be requested.

1 #UNC-
✕

Please read through all the instructions and provide all information as directed

Inspect

Address:

Please note that this is only to request the inspection and we may not be able to guarantee the schedule date and time requested. A confirmation email will be sent to you with the actual scheduled date. If you have additional permits that need inspections, please request an inspection through those permits as well.

Please list the items you are requesting an inspection for and include any other important information regarding the job site (gate codes, pets/animals, etc). Provide contact information such as name and phone number for the representative that will be on-site.

Requested Date (does not guarantee Scheduled date to be the same)

Inspection availability varies by office

Monday-Friday: Antelope Valley, East Los Angeles, La Puente, Lomita, San Gabriel Valley, Santa Clarita Valley, South Whittier, Universal

Monday-Thursday: Calabasas, Carson, Southwest

* Requested Date *

List inspection items requested.
Add on-site contact name & telephone #

Select Requested Date and AM or PM. Please note, date and timeframe selected are not guaranteed.

Please list the items you are requesting an inspection for then click Submit

*** If you have multiple permits on the job site, please request an inspection for each permit. ***

Inspection availability varies by office:

Monday-Friday: Antelope Valley, East Los Angeles, La Puente, Lomita, San Gabriel Valley, Santa Clarita Valley, South Whittier, Universal

Monday-Thursday: Calabasas, Carson, Southwest

Specific office hours and contact information can be found [here](#). Please also be mindful of holidays.

Request Inspections (1)

*REQUIRED

1 Case #UNC- [REDACTED]

Inspection Type: [REDACTED]

Case Type: [REDACTED]

Address: [REDACTED]

Requested Date [REDACTED]

Please list the items you
are requesting inspection
for [REDACTED]



You will see this confirmation screen that the request has been sent and will also receive an email of the inspection request. Please note that the date selected is not guaranteed.

Staff will review the request and schedule the inspection in the next available slot.

Request Inspections (Multiple Selections)

The screenshot displays the 'Request Inspections' page. At the top, a navigation bar includes links for Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, and Help. Below the navigation bar, the page title 'Request Inspections' is followed by a search bar and an 'Export to Excel' button. A table lists permit cases with columns for Case Number, Inspection Type, and other details. Two rows are highlighted in blue, and their checkboxes are checked. A blue button labeled 'Request Inspection' is positioned above the table. Two green callout boxes provide instructions: one points to the 'Request Inspection' button, and the other points to the checked checkboxes.

Case Number	Inspection Type
UNC-BLDF	Multifamily New Construction Building Per...
UNC-BLDR	Residential New Construction Building Perm...
UNC-MEC	Permit (Simple) - County

If there are multiple permits on the site that are eligible for inspection request, you can select multiple cases at a time. After selecting the permits, click the blue Request Inspection button

Request Inspections (2) *REQUIRED

1 #UNC-BLDR220629005701 ✕

Inspection Type: Building Inspection Case Type: []

Address: []

Please note that this is only to request the inspection and we may not be able to guarantee the schedule date and time requested. A confirmation email will be sent to you with the actual scheduled date. If you have additional permits that need inspections, please request an inspection through those permits as well.

Please list the items you are requesting an inspection for and include any other important information regarding the job site (gate codes, pets/animals, etc). **Provide contact information such as name and phone number for the representative that will be on-site.**

Requested Date (does not guarantee Scheduled date to be the same)

[Inspection availability varies by office](#)
Monday-Friday: Antelope Valley, East Los Angeles, La Puente, Lomita, San Gabriel Valley, Santa Clarita Valley, South Whittier, Universal
Monday-Friday: [] [] [] AM []

Use same date for all

This will note how many cases selected

Please read through all the instructions

After selecting the Requested Date, click here if all requested dates will be the same

Click Submit for each request

Select the Requested Date and fill in all important information per the instructions. Check the “Use same date for all” box after selecting Requested Date if they will all have the same requested date.

My Work – Request Inspections

The screenshot shows the 'My Work' interface with the 'Request Inspections' tab selected. A table lists permits with checkboxes and a 'Request Inspection' button. A green callout box explains the process: 'Check the box next to the Permit Case Number you are requesting an inspection for and then click the blue Request Inspection Button'.

Case Number	Address	Type	Inspection Type
<input checked="" type="checkbox"/> UNC-BLDF		Construction Building Per...	Building Inspection
<input type="checkbox"/> UNC-BLDR		Construction Building Perm...	Building Inspection
<input type="checkbox"/> UNC-MECH) - County	Mechanical Inspection

Alternatively, inspection requests can be made via the “My Work” menu, through the “Request Inspections” tab. A list of permits that available to request inspection for will be shown. Check the box next to the case number and then click the blue Request Inspection button. Multiple selections can be at a time.

Sample Email Notification – Inspection Request

Hi Applicant,

A [REDACTED] Inspection has been requested for permit case UNC-[REDACTED]

Thank you for requesting your inspection on EPIC-LA. The request will be reviewed by the [REDACTED] office and will schedule your inspection in the next available slot. **Please note that the requested date selected may not necessarily be available.** A second email will be sent when the inspection has been scheduled and will include the actual scheduled date. For any additional, questions please contact the previously stated office. Contact information can be found [here](#).

If you have additional permits at the same location, please be sure to request an inspection for those permits as well.

Thank you!

This is an example of the email notification after requesting the inspection.

Please note that the date selected is not guaranteed.

*** If you have multiple permits on one jobsite, please request an inspection for each permit. ***

Sample Email Notification – Inspection Scheduled

Your Electrical Inspection for permit UNC- [REDACTED] [INSP](#) [REDACTED] has been scheduled for [REDACTED].

This inspection is currently assigned to [REDACTED], [REDACTED] [@dpw.lacounty.gov](mailto:[REDACTED]@dpw.lacounty.gov). Please email the assigned inspector for any questions regarding your inspection.

Thank you!

Once the inspection request has been reviewed and scheduled by staff, you will receive an email notification like this one above.

The notification will include your permit case number, inspection case number, and day of inspection.

It will also include the name of your inspector or office along with their email address in case you need to contact them for any additional information or questions

Specific office hours and contact information can be found [here](#)