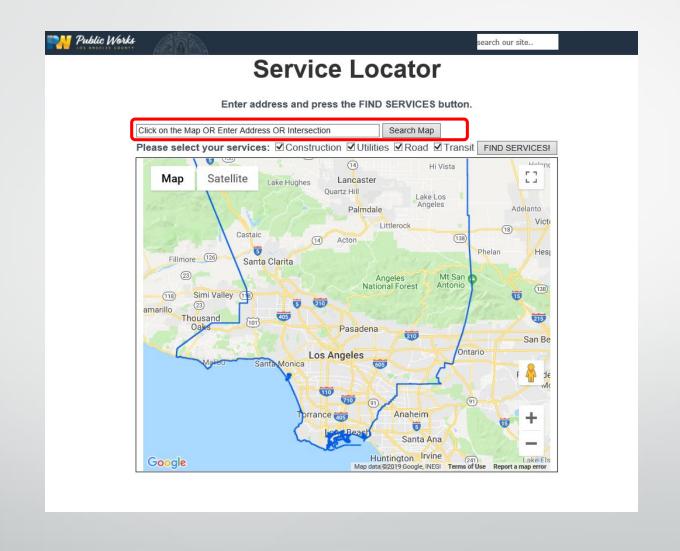
Solar Submittals on EpicLA

EpicLA and BSOP

- Beginning July 1, 2019 all solar projects within unincorporated Los Angeles County will be submitted through the EpicLA online system
- Epicla.lacounty.gov
- Projects located in contract city jurisdiction will continue to use the existing BSOP online submittal system
- Users can visit the LA County services locator to determine if their project belongs in contract city jurisdiction here

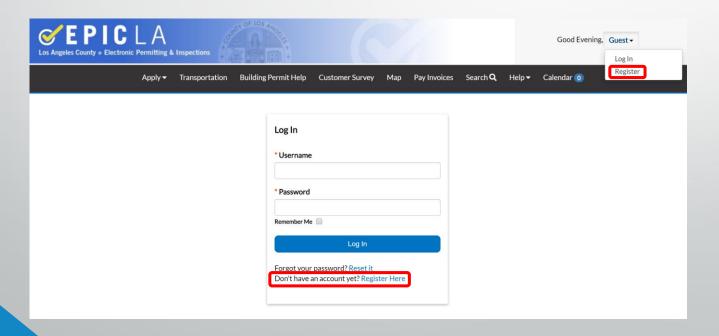


Projects Submitted Before Switch to EpicLA

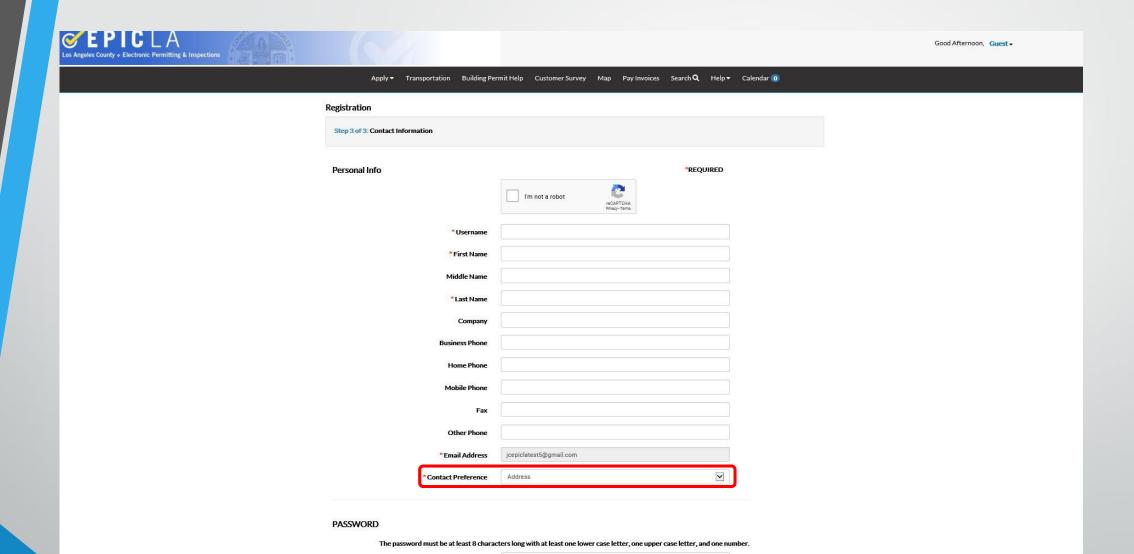
- All projects that are submitted online using the BSOP system will be reviewed and coordinated through BSOP past the July 1, 2019 transition date
- Resubmittals and revisions will all processed through the BSOP system as long as they were initially submitted before the transition date
- New submittals that come in beginning on July 1, 2019 will be reviewed using EpicLA only

Creating an Account

- Click on 'Register Here' at the sign-in page
- The system will send a message to the email address provided in order to continue the registration process
- Set contact preference to 'email' on step 3 of the registration process when filling out the user information

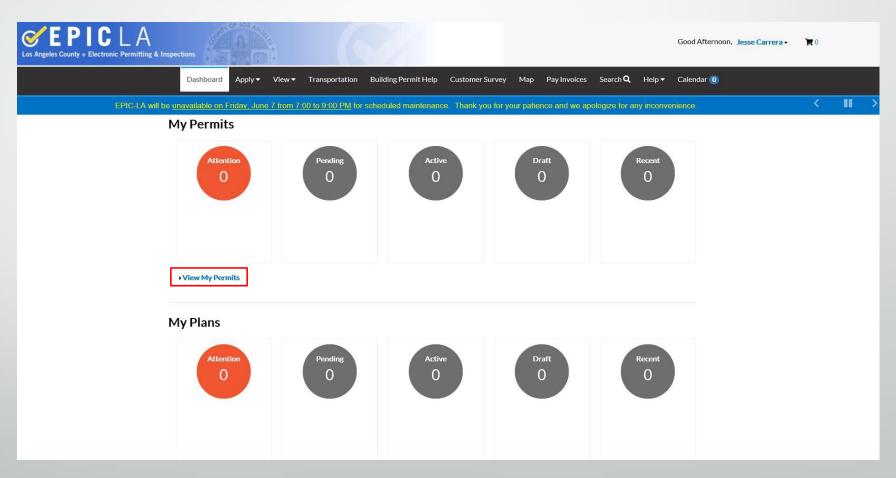






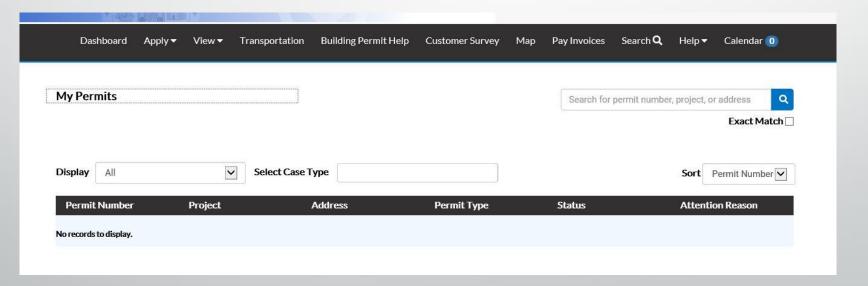
Navigating the Dashboard

- The Dashboard is where all projects under the account can be found
- Projects can be found within the 'My
 Permits' section of the Dashboard
- Menu bar at the top will have links to submit new projects, pay invoices on projects, search help topics, etc.



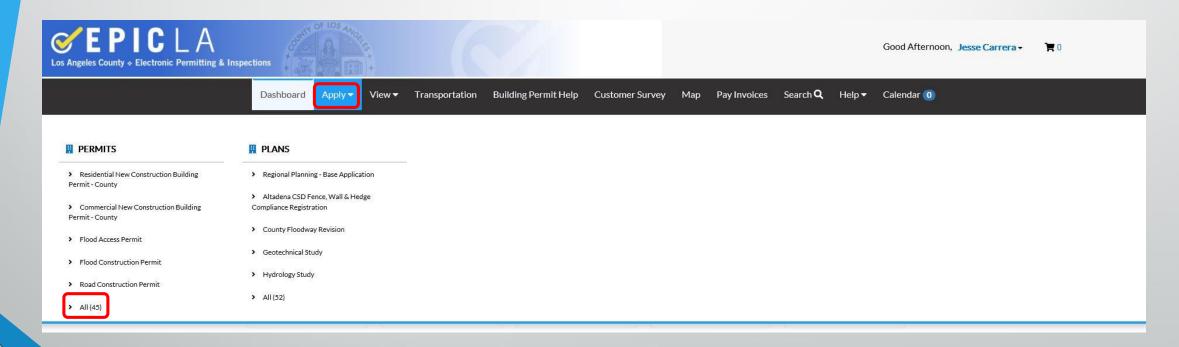
Navigating the Dashboard

- Clicking on 'View My Permits' will bring the user to all permit application cases submitted on EpicLA
- Cases can be sorted by permit number, project address, project name, or relevance



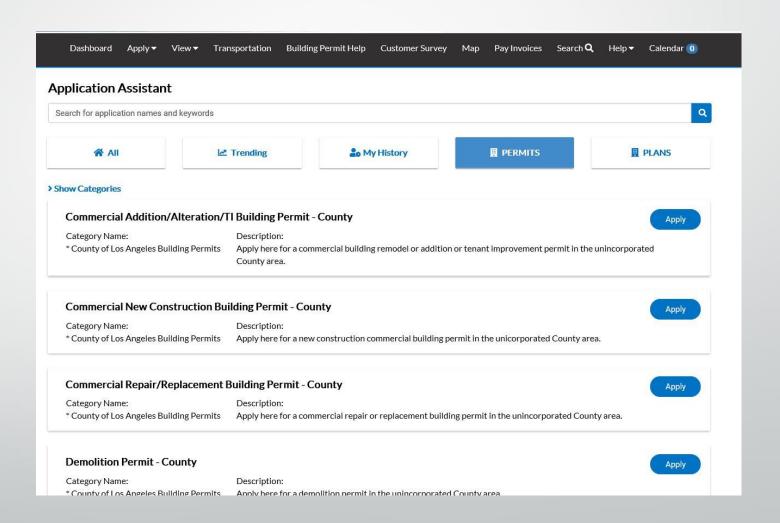
Applying for Solar Permits

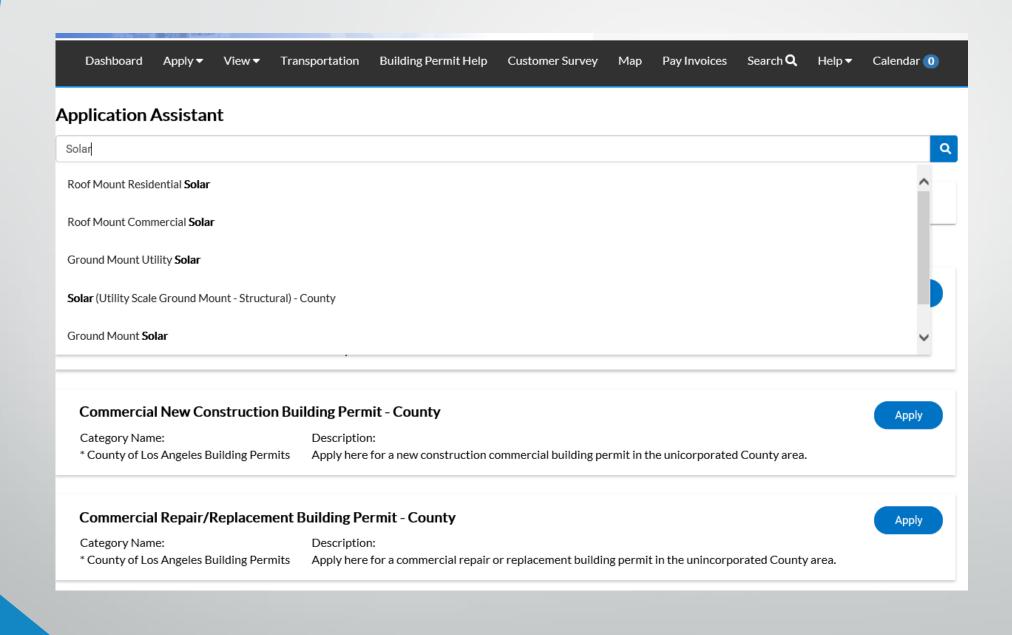
 From the Dashboard's menu bar, the user can select 'Apply' and click on 'All' under the 'Permits' section

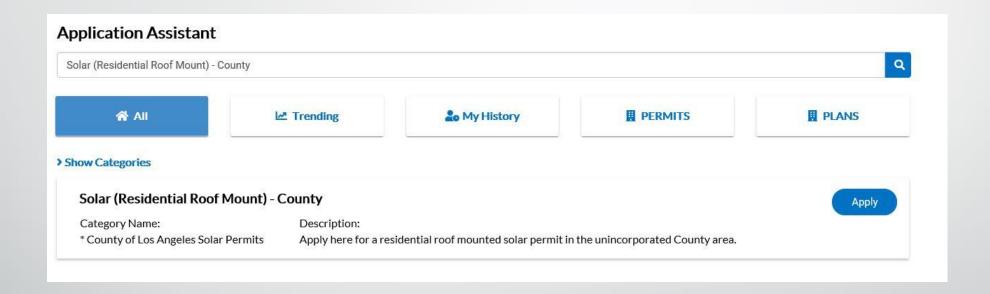


Applying for Solar Permits

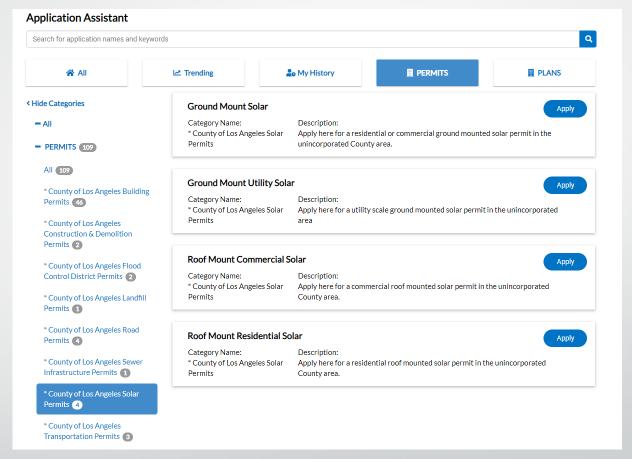
- The 'Application Assistant' search bar can be used to look for "Solar" applications
- There are multiple application types that can be chosen spread across residential or commercial and roof mounted or ground mounted
- Select the application type that best suits the project



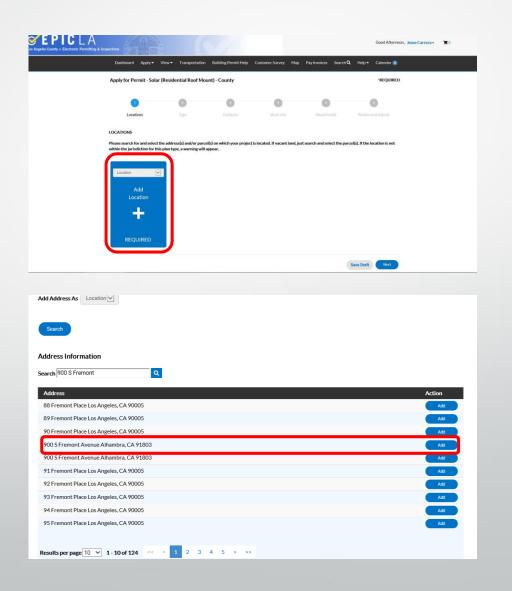




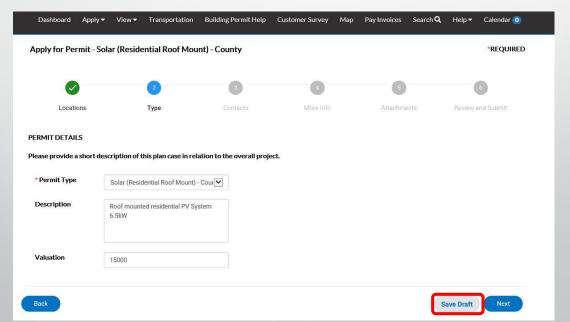
- Users can also utilize the 'Permits' Tab on the left hand side of the screen to pull up all solar permit applications
- Click 'Show Categories' and select 'Permits'
- There will be an option to select 'County of Los Angeles Solar Permits'



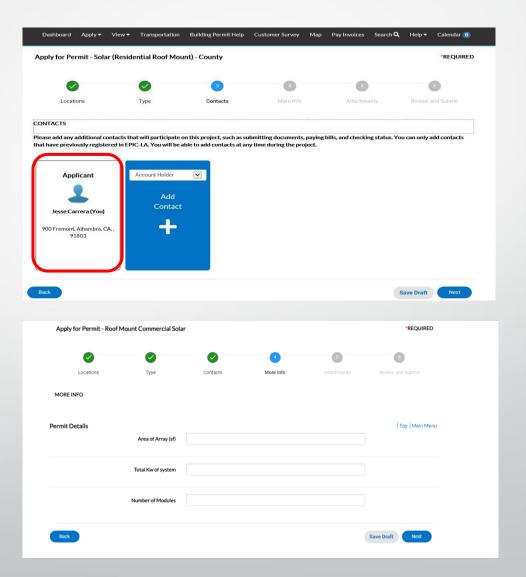
- The submittal workflow will ask for project the project's address
- The search system will typically find the projects address with the house/building number and street name
- If the property does not appear in the search results, then the parcel number can also be searched to find the location
- Select the correct address for the project and continue with the application process



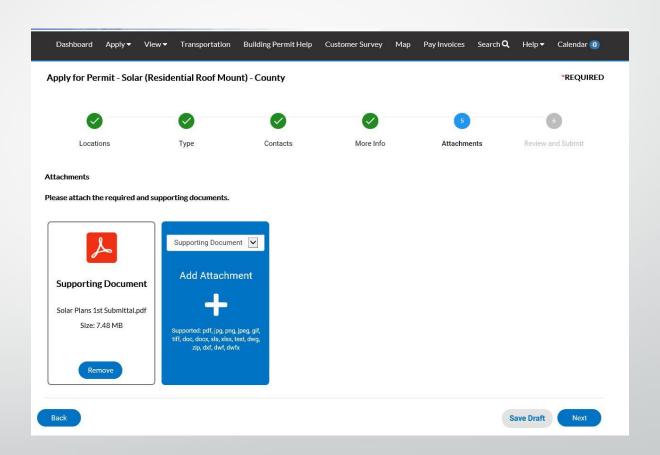
- The workflow will also ask for a project description, contact information, and system details
- If the user needs to continue the application at a different time, the 'Save Draft' button at the bottom of the screen can be clicked to save the project and continue at a later time



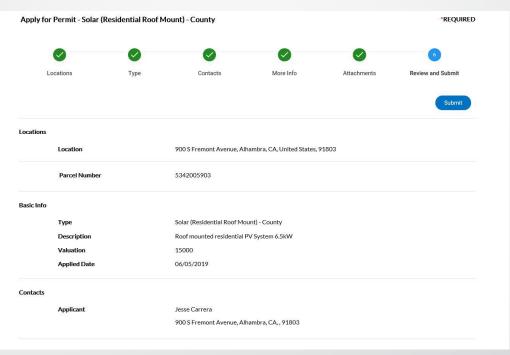
- Contact information will default to the account user's information provided when registering for the account
- Additional contacts can also be searched and added to identify property owner, engineer, contractor, etc. if they have previously created an account

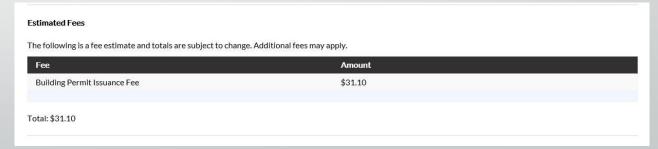


- In the 'Attachments' section, the user can upload plans, structural calculations, affidavit forms, and other relevant information related to the project
- Be sure that plans are uploaded as a single file PDF – Title page, site plan, roof plan, single line diagram, calculations, specification sheets
- Application may be returned as incomplete after being screened if the plans are not submitted properly



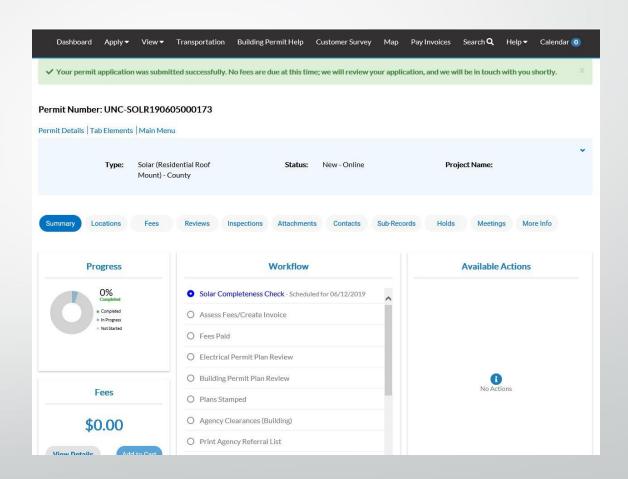
- The final step is to review the information that has been provided for the application
- The amount shown on this screen for 'Estimated Fees' is subject to change after being screened for completeness by Building & Safety
- An invoice will be created for the user to pay plan check fees in order for LA County Building & Safety to review the project





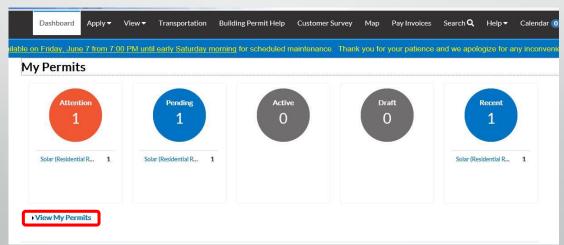
Successful Submittal

- After verifying that all information is correct, proceed to the bottom or top of this page to click 'Submit' and have the application sent for review
- The user will be greeted with a message that the application has been submitted successfully on the new project hub page
- This screen will be the hub for the project where the user can check on the status, fees, reviews, and download/upload new files



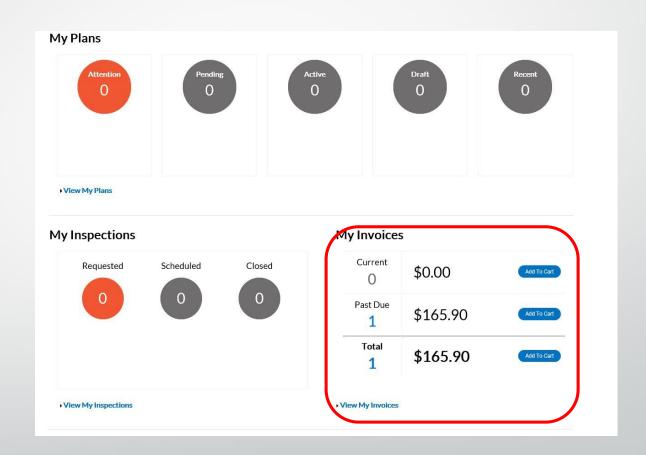
Paying Fees & Next Steps

- Building & Safety staff will be notified that a new application has been submitted and is ready for review
- If the plans are acceptable for review, an invoice will be generated for the user to be able to pay fees online
- Back on the Dashboard, the project hub can be reached again by finding it on the 'View My Permits' section



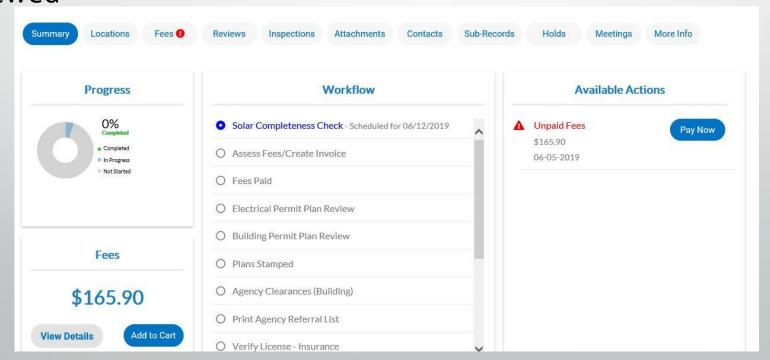
Paying Fees & Next Steps

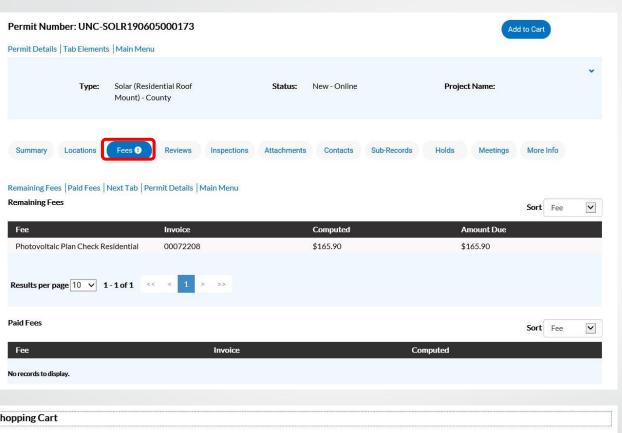
- An automated message will be sent to the user's listed email address notifying them that an invoice has been created and that plan check fees are ready to be paid
- Invoices for all projects can be accessed on the project hub or directly from the dashboard on the lower portion of the screen
- Click on the 'Fees' tab to see more information on what fee is being charged and the amount per fee
- When ready, click on the 'Add to Cart' button on the top right portion of the screen and follow the steps to check out and pay the fees



Paying Fees & Next Steps

- Unpaid fees will show up on the project hub when there is an invoice that has been issued to the user that has not been paid
- For prompt review, applicants can also email the plan reviewer directly to let them know that plan check fees have been paid and the plans are ready to be reviewed

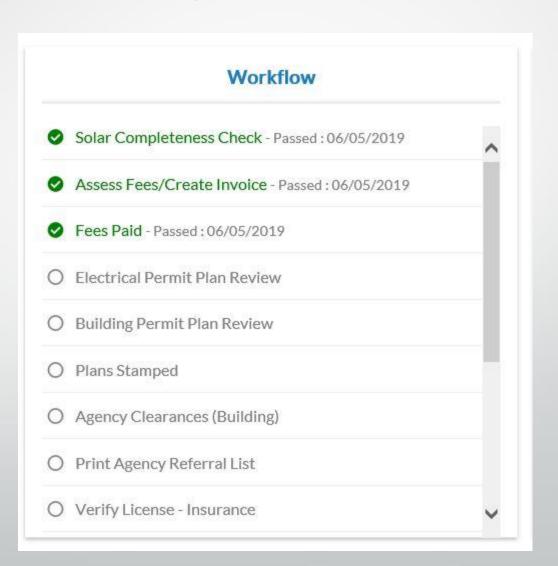






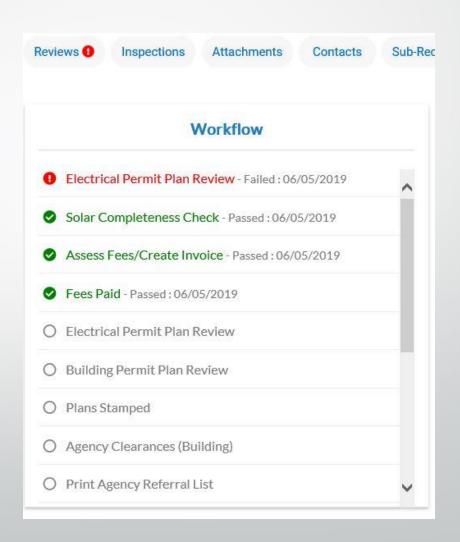
Workflow Updates

- The workflow for the project is visible from the project hub
- Once actions have been done by the applicant or plan reviewer, the steps shown in the workflow will turn green to indicate that step is completed
- If a step has been failed, such as plans being incomplete and returned to the applicant, that step will turn red to indicate that further action is needed

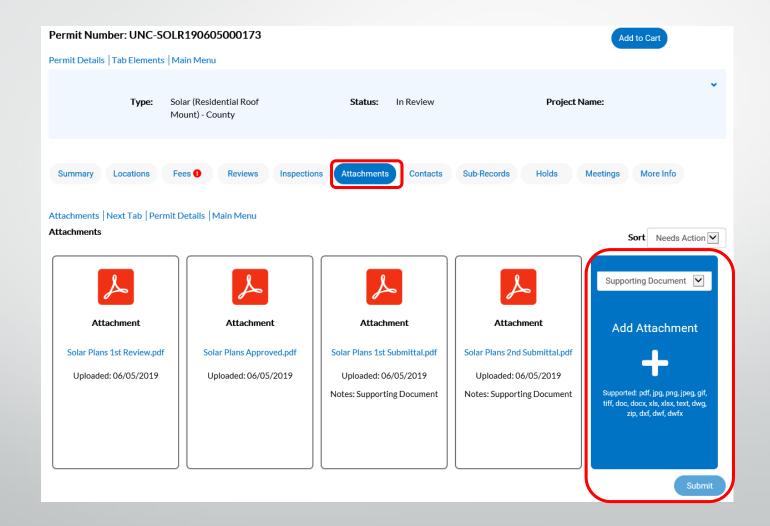


Plan Review - Corrections

- After fees have been paid, the assigned plan reviewer will check the plans for code compliance
- In the case of corrections, the user will receive an email that the plan review status has been updated to 'Not Cleared'
- A follow-up email will also inform the user that new files have been uploaded online
- New files can be found in the 'Attachments' tab of the project hub
- Once new, revised plans are ready to be uploaded for review, the user can navigate to the 'Attachments' tab to submit those files

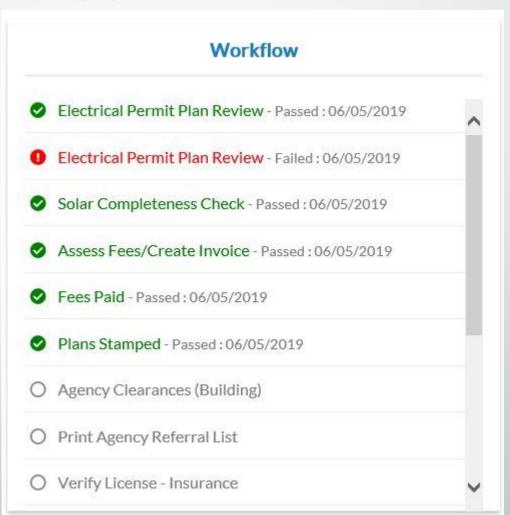


Attachments



Plan Review - Approved

- The plan reviewer receives an email that new plans are ready to be checked
- Once all corrections are addressed, the plan reviewer will update the project status to 'Cleared' and the approved plans uploaded for the user
- Approved plans will also be found in the 'Attachments' tab
- Workflow will again be updated to indicate the approval status of the plan review



Permitting

- Permitting remains the same as per usual and is done at the local district office that has jurisdiction of the project location
- Two stamped, color sets are to be printed out and taken in person to the local office
- Permit technicians will collect the remaining permit fees on the project before permit is issued
- Inspections can be scheduled by coordinating with the district office

Revisions

- If there are any changes that need to be made after the plans have been initially approved, the user can return to the 'Attachments' tab to upload the revised files
- The original plan reviewer will be notified of the update to the documents on the project and proceed with the review process of the new plans
- Applicants can also contact the plan checker directly via email or phone to relay that new files have been uploaded for review
- Fees will be assessed for the additional reviews done, and an invoice will be sent to the user to pay fees

Support

- For support on submitting online, applicants can refer to the help section on the Dashboard menu bar
- Applicants can also contact <u>BSD-ITSupport@dpw.lacounty.gov</u> or (626)
 458-3180 for general help on the application process