

USING ATTACHMENTS ON EPIC LA (BUILDING & SAFETY E-PLANCHECK)

The screenshot shows the EPIC LA website interface. At the top, the URL is <https://epicla.lacounty.gov/>. The header features the EPIC LA logo with the tagline "Los Angeles County - Electronic Permitting & Inspections" and the County of Los Angeles seal. A user greeting "Good Evening, Guest" is visible in the top right. A navigation bar contains links for "Apply", "Transportation", "Building Permit Help", "Customer Survey", "Map", "Pay Invoices", "Search", "Help", and "Calendar".

The main content area displays a "Log In" form with the following elements:

- Username input field
- Password input field
- "Remember Me" checkbox
- Blue "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 additional instructions:

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

Dashboard

The screenshot shows the EPICLA dashboard for the County of Los Angeles. The page title is "My Permits". The dashboard features five main categories, each with a circular icon and a count:

- Attention:** 7 (Red circle)
- Pending:** 0 (Grey circle)
- Active:** 0 (Grey circle)
- Draft:** 3 (Blue circle)
- Recent:** 0 (Grey circle)

Below the counts, there are lists of permit types and their respective counts:

- Attention (7):**
 - Residential New Co... 2
 - Grading Permit - Co... 1
 - Other 4
- Draft (3):**
 - Commercial Additi... 2
 - Residential New Co... 1

A green callout box points to the "View My Permits" button, containing the text: "From the Dashboard, you can find all your Permit cases in 'View My Permits'".

Depending on the stage of your permit case, it would categorize either in the "Attention", "Pending", "Active", "Draft", or "Recent" option. Selecting "View My Permits" will list all permits.

My Permits

My Permits

You can use the search bar to narrow down your list of permits here

Search for permit number, project, or address Exact Match

Display Select Case Type Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
UNC-BLDR19112000129			Residential Repair/Replacement Building Permit - County	Active, Recent	
UNC-BLDR191121000130			Residential New Construction Building Permit - County	Active, Recent	
UNC-BLDR191121000131			Residential New Construction Building Permit - County	Active, Attention, Recent	Failed Reviews
UNC-BLDR191121000132			Residential New Construction Building Permit - County	Recent, Pending	

Click on the link of the permit you would like to upload files to or download files from

Permit Case – Attachments Menu (Download)

Permit Number: UNC-BLDR191121000131

Permit Details | Tab Elements | Main Menu

Type: Residential New Construction Building Permit - County Status: In Review Project Name:

Summary Locations Fees Reviews 1 Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Supporting Document

Add Attachment

Attachment

Building Plan

1st Submittal - With Corrections.pdf
Uploaded: 11/26/2019
Notes: 1st corrections from plan checker

1st Submittal_v1.pdf

zip, dxf, dwf, dwfx

Select the "Attachments" menu to find the case files

Click the link of the file to download

The image is a screenshot of a web application interface for a permit case. At the top, it displays the permit number 'UNC-BLDR191121000131'. Below this, there are navigation tabs: 'Permit Details', 'Tab Elements', and 'Main Menu'. A light blue header bar contains the following information: 'Type: Residential New Construction Building Permit - County', 'Status: In Review', and 'Project Name:'. Below the header is a horizontal menu with buttons for 'Summary', 'Locations', 'Fees', 'Reviews' (with a red notification icon), 'Inspections', 'Attachments' (highlighted with a green box), 'Contacts', 'Sub-Records', 'Holds', 'Meetings', and 'More Info'. A green callout bubble points to the 'Attachments' button with the text 'Select the "Attachments" menu to find the case files'. Below the menu, there are navigation links: 'Attachments | Next Tab | Permit Details | Main Menu'. The main content area is titled 'Attachments' and shows a list of files. The first file is '1st Submittal - With Corrections.pdf', which is highlighted with an orange box. An orange callout bubble points to this file with the text 'Click the link of the file to download'. The file details include 'Uploaded: 11/26/2019' and 'Notes: 1st corrections from plan checker'. The second file is '1st Submittal_v1.pdf'. To the right of the file list is a blue 'Add Attachment' button with a plus sign and a dropdown menu set to 'Supporting Document'. Below the button, supported file formats are listed: 'zip, dxf, dwf, dwfx'.

Permit Case – Attachments Menu (Upload)

The screenshot displays the 'Attachments' menu for a permit case. At the top, there is a navigation bar with tabs for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments (highlighted in blue), Contacts, Sub-Records, Holds, Meetings, and More Info. Below the navigation bar, there are links for Attachments, Next Tab, Permit Details, and Main Menu. The main content area is titled 'Attachments' and includes a 'Sort' dropdown menu set to 'Needs Action'. There are two existing attachment cards: one for 'Attachment' (file: 1st Submittal - With Corrections.pdf, uploaded 11/26/2019, notes: 1st corrections from plan checker) and one for 'Building Plan' (file: 1st Submittal_v1.pdf, version: 1, status: Under Review). A blue 'Add Attachment' card is positioned to the right, featuring a dropdown menu currently set to 'Supporting Document', a large white plus sign in a blue box, and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwt. Two callout boxes provide instructions: an orange one pointing to the dropdown menu says 'Select the category prior to selecting file', and a green one pointing to the plus sign says 'Click to find a file to add from your computer'. A 'Submit' button is located in the bottom right corner.

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▼

Attachment
1st Submittal - With Corrections.pdf
Uploaded: 11/26/2019
Notes: 1st corrections from plan checker

Building Plan
1st Submittal_v1.pdf
Version: 1
Status: Under Review

Add Attachment
Supporting Document ▼
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwt

Select the category prior to selecting file


Click to find a file to add from your computer

Submit

Summary | Locations | Fees | Reviews **!** | Inspections | **Attachments** | Contacts | Sub-Records | Holds | Meetings | More Info

Attachments | Next Tab | Permit Details | Main Menu


Attachments Sort Needs Action ▾


Supporting Document

Calculations.pdf

Size: 3.06 KB


Remove


Attachment

1st Submittal - With Corrections.pdf

Uploaded: 11/26/2019

Notes: 1st corrections from plan checker


Building Plan


1st Submittal_v1.pdf

Version: 1

Status: Under Review

Supporting Document ▾

Add Attachment



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

To upload your new file, click "Submit"

Submit

You can remove the file you selected prior to clicking "Submit"

After uploading your files, it is strongly recommended that you contact your plan checker that new files have been added to the case