

INFORMATION:

An online **DRP – Base Application – Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to “File an Application” (planning.lacounty.gov/how-do-i/file-an-application).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or info@planning.lacounty.gov.

REQUIRED ITEMS**1. [Owner Acknowledgement Form](#)****2. Architectural Plans**

Plans must be drawn to either architect’s or engineer’s scale and combined into one PDF. Include title sheet, site plans, floor plans, elevations, sections, topo plans, grading plans, landscaping plans, etc. as applicable.

Depict the following:

- **Site Plan:** Project Address and Assessor’s Parcel Number, Sheet Number(s), Vicinity Map, Date, Revision Number(s), Scale, North Arrow, Dimensions, Scope of Work, streets to the centerline, on-site access roads, septic and well locations, oak trees, setbacks, fences, bike/vehicle parking, vehicle back-up, landscaping, driveway widths.
- **Floor Plan:** Label all rooms, Dimensions, Existing v. Proposed square footage by floors.
- **Elevations:** Label the maximum height, Materials, Finishes, Depict fences/wall/gates, Natural v. Finished Grade

3. Color Photographs

Minimum of six photos (or more as needed) with a photo key map depicting the project site and exterior of existing buildings from public vantage points. No aerial photographs.

4. Letter of Authorization

If you are submitting the application on behalf of the property owner, provide a notarized letter from the property owner empowering you to act on their behalf for all things related to the Land Use Application.

5. Project Narrative

Describe how the property is currently used, how it is proposed to be used, any demolition/construction (sq. ft.), and include details such as hours of operation, number of employees/visitors/ customers, number of shifts, parking arrangement, on-site activities, and any other pertinent information.

ADDITIONAL ITEMS (PROJECT-BY-PROJECT BASIS)**6. Proof of Ownership**

If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.

7. Occupancy Load Calculation Certified by Department of Public Works Building and Safety Division

Required for projects that contain amusement, assembly, drinking, eating, or entertainment uses.

8. [Parking Matrix](#)

A tabular breakdown of required parking by proposed use.

9. Previous Approval(s)**10. Building Permit Records**

For all existing buildings on the project site. Records are available at your local Building and Safety office: dpw.lacounty.gov/bsd/offices

11. Assessor Records

Building description blanks from your local assessor’s office: assessor.lacounty.gov/contact/officelocations

12. [Environmental Assessment Information Form](#)

Prior to submittal, applicants are advised to consult with planning staff to determine if the proposed project is subject to the California Environmental Quality Act (CEQA).

13. [Pre-Existing Site Conditions and Household Income Certification](#)

If you are demolishing or have demolished existing dwelling unit(s), you may be required to replace them at an affordable level.