

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.

Applicants must submit all of the required items listed below to determine the scope of the project. Planning staff may request the additional items as needed on a project-by-project basis (below). Once staff has determined what permits are needed for your project, you will be referred to the permit-specific checklist.

REQUIRED ITEMS

1. [Owner Acknowledgement Form](#)
2. [Certificate of Exception Conversion to a Certificate of Compliance Supplemental Form](#)
3. **Provide legible copy of recorded grant deed**
4. **Typed legal description of subject property**
Please type the legal description from the deed on the blank Exhibit "A" document
5. **Provide a copy of Certificate of Exception**

ADDITIONAL ITEMS (PROJECT-BY-PROJECT BASIS)

6. Proof of Ownership

If the project site is owned by an LLC, corporation, partnership, or trust, attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.