

Project Address

Permit Application #:

12345-12345-12345

Bldg-New  
Apartment  
Regular Plan Check

City of Los Angeles - Department of Building and Safety

12345-12345-12345

Plan Check #:  
Plans Filed in:  
Printed On:

**CLEARANCE SUMMARY WORKSHEET**

**IMPORTANT: This summary documents the clearance(s) required prior to permit issuance. Most clearance(s) are granted electronically, however this form will also be completed so that in the event of a computer outage, there is evidence of the clearance action(s). Keep this form with all other documents necessary to obtain the permit.**

**INSTRUCTIONS**

**APPLICANT/REPRESENTATIVE:** You are advised to initiate the approval process for the following permit application clearance(s) marked as "Not Cleared" as soon as possible, in order to allow adequate time to obtain the approvals. Certain departments (such as the Department of City Planning) may require additional plan review and approval process, which may include mandatory appeal periods. The address and phone number of the specific agency corresponding to the "Address Code:" shown for each clearance is indicated at the end of this form and it is recommended that you call before appearing in person. Remember to bring a copy of the permit application to the clearance agency for their reference. A "Cleared" condition requires no further action on your part.

**CLEARANCE AGENCIES:** For city agencies, perform electronic clearance action(s) using PCIS and complete this form. For non-city agencies or PCIS outages, complete this form.

Description of Work:

**Building & Safety Contact**

Plan Check Office:

PC Engineer:

Status

**Clearance Description and New Status**

**Agency:** Bureau of Sanitation

**Description:** Obtain Watershed Protection Div. clearance for Low Impact Development (LID)

**Address Code:** 19

Not Cleared

Electronic Clearance  By :

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Outage - Print Name/Initial: \_\_\_\_\_

Comments:

**CLEARANCE AGENCY "ADDRESS CODES"**

(NOTE: Address Code 3 not in use at this time - Contact your plan check engineer for instructions)

Code	Agency Name	Agency Address	(Call First)
1	<b>Bureau of Engineering</b>  <b>Central District</b>  <b>Harbor District</b>  <b>Valley District</b>  <b>West Los Angeles District</b>	Customers can obtain clearances from the Bureau of Engineering in multiple ways starting at the following link:  <a href="https://eng.lacity.org/permits">https://eng.lacity.org/permits</a>  <u>Available services include:</u> 1. Online Customer Service Request (CSR) system 2. Online Virtual Counter (Web meeting without appointment) 3. Making a Virtual (Web meeting) Appointment 4. Making an In-Person Appointment 5. Applying for BOE Permits	
1	<b>Bureau of Engineering - Flood Zones</b>  *Email or call for questions or to request appointment first	Flood Clearance Only - Appointment Required 1149 S. Broadway, 8th Floor  Email: <a href="mailto:eng.nrip@lacity.org">eng.nrip@lacity.org</a>	(213) 485-4820 or Email
1	<b>Street Use Permits</b>	1149 S. Broadway, 3rd Floor	(213) 847-6000
2	<b>Department of City Planning - Development Services Centers:</b>  Metro/Downtown, Van Nuys, West Los Angeles  <b>Department of City Planning - Specific Plans and Overlay Clearances:</b> Redevelopment Plan Unit, Office of Historic Resources, including Historic Preservation Overlay Zones (HPOZ), Central Project Planning, West/Coastal & South Project Planning, and Valley Project Planning  These services are by appointment only. Reference the Assignment List to contact the Planner for the relevant geography.  Or use the overlays page to find the relevant geography's page with documents and contact information.	For locations, hours, and additional contact information, visit <a href="https://planning.lacity.org/contact/locations-hours">https://planning.lacity.org/contact/locations-hours</a>  You may check the Online Application System (OAS) to see if you can submit a request electronically. <a href="https://planning.lacity.org/oas">https://planning.lacity.org/oas</a>  <a href="https://planning.lacity.org/oas">https://planning.lacity.org/oas</a>  Otherwise, for online services, including Virtual Counter and appointments, use your Angeleno Account to signup and schedule appointments <a href="https://appointments.lacity.org/apptsys/Public/Account">https://appointments.lacity.org/apptsys/Public/Account</a>  To submit a Clearance Summary Worksheet (CSW) for Planning Clearances, submit your request through the link <a href="https://planning.lacity.org/project-review/case-filings">https://planning.lacity.org/project-review/case-filings</a>  If plans need to be reviewed in conjunction with a CSW, submit online application requests through <a href="#">OAS</a>  <a href="https://planning.lacity.org/about/staff-directory">https://planning.lacity.org/about/staff-directory</a>  <a href="https://planning.lacity.org/plans-policies/overlays">https://planning.lacity.org/plans-policies/overlays</a>	
4	<b>Building &amp; Safety</b> <b>Figueroa Plaza</b> 201 N. Figueroa Street	<b>Disabled Access:</b> See DA corrections <b>Hold / ZI:</b> See plan check engineer <b>Green Building</b>	Call plan checker Call plan checker (213) 202-3400
5	<b>Fire Department</b>  <b>Figueroa Plaza</b> 201 N. Figueroa Street	To obtain clearances from the Fire Department, submit an application through: <a href="https://inspect.lafd.org">https://inspect.lafd.org</a>  For detailed instructions on submitting visit: <a href="https://lafd.org/fire-prevention/fire-development-services">https://lafd.org/fire-prevention/fire-development-services</a>	
6	<b>Transportation Department</b> ZI 1729, 1870 = West Valley ZI 1448, 1874, 1887, 2192 = WLA ZI 2351 = DOT @ CalTrans Building (All others = Fig. Plaza)	<b>Fig Plaza:</b> 201 N. Fig. St., 5th floor <b>(Only check payments accepted)</b> <b>West Valley:</b> 6262 Van Nuys Blvd., #320 <b>West L.A.:</b> 7166 W. Manchester Ave. <b>CalTrans:</b> 100 S. Main St., 9th Floor	(213) 482-7024 (818) 374-4699 (213) 485-1062 (213) 972-8482

Code	Agency Name	Agency Address	(Call First)
		<b>Bicycle Corrals in PROW:</b> 100 S. Main St., 9th Floor	(213) 972-8481
7	<b>LA Co Public Health - Food</b>  Food Public Pools Radiation Management Tattoo Shops  <u>Project Clearance Request Form</u> may be obtained and submitted via email <a href="mailto:chadmin@ph.lacounty.gov">chadmin@ph.lacounty.gov</a>	5080 Commerce Dr. Baldwin Park 3530 Wilshire Blvd. 9th Fl., LA 5080 Commerce Dr. Baldwin Park 3530 Wilshire Blvd. 9th Fl., LA 5080 Commerce Dr. Baldwin Park	(626) 430-5560 (213) 351-7352 (626) 430-5360 (213) 351-7897 (626) 430-5570
9	<b>Calif. Div. of Occupational Safety and Health</b>  Appointment required - call first	320 W. 4th St., Rm 850, LA 6150 Van Nuys Blvd., Rm 405, Van Nuys	(213) 576-7451 (818) 901-5403
10	<b>South Coast Air Quality Management District (SCAQMD)</b>	21865 E. Copley Dr., Diamond Bar Hours: T - F, 7:30 am-5:00 pm	(800) 388-2121 <b>** Call first **</b>
11	<b>Department of Conservation, Division of Oil and Gas</b>	5816 Corporate Ave., Rm 200, Cypress	(714) 816-6847
12	<b>Cultural Affairs Department</b> 201 N. Figueroa St., 14 <sup>th</sup> Floor, LA	City Property/Marques (Public Way), Arts Development Fees, and Mural Signs	(213) 202-5500
13	<b>Department of Water and Power, Real Estate Division</b>	221 N. Figueroa St., Suite 1600  *This process can take up to 4 months	(213) 367-0562
16	<b>Housing Department</b> Density bonus/parking incentive Demo/reduction of units/rooms Tenant Habitability Plan Accessible Housing Program AChP	1200 W. 7th St., 1 <sup>st</sup> Floor 1200 W. 7th St., 1 <sup>st</sup> Floor 1200 W. 7th St., 1st Floor 201 N. Figueroa St., 2nd Floor Room 280 221 N. Figueroa St., 14th Floor Suite 1420	(213) 808-8843 (213) 808-8537 (213) 482-7089 (213) 319-4347
17	<b>Metro Transportation Authority (Metro)</b>  *Call or email for questions	Submit project information via the In-Take form at <a href="https://www.metro.net/devreview/">https://www.metro.net/devreview/</a> 425 S. Potosi Street, San Pedro <a href="mailto:developmentpermits@metrola.org">developmentpermits@metrola.org</a>	(213) 922-2785  or email
18	<b>Port of Los Angeles</b>		(310) 732-7662 or
19	<b>Bureau of Sanitation</b> Customer Service Request (CSR) <a href="http://dscsr.lacity.org/">dscsr.lacity.org/</a>	Industrial Waste Mgmt. Div. (Fats/Oils/Grease) 2714 Media Center Dr., Glassell Park  Watershed Protection Div. (Stormwater/LID) 201 N. Figueroa St., 2nd Floor Suite 280	<b>Call for appt.</b> (323) 342-6118  <a href="http://lacitysan.org/lid">lacitysan.org/lid</a>
20	<b>LA County Fire Department</b>	5825 Rickenbacker Rd., Commerce Hours: Monday - Thursday, 8:30 am-3:30 pm	(323) 890-4106 <b>** Call First **</b>
21	<b>Los Angeles World Airport</b> Email: <a href="mailto:LAXPlanning@lawa.org">LAXPlanning@lawa.org</a>	1 World Way Administration East, Room 218	(424) 646-5174 or Email
22	<b>Office of Finance</b>	<b>Fig. Plaza:</b> 201 N. Figueroa St., Room 280 <b>Van Nuys:</b> 6262 Van Nuys Blvd., Rm 110 <b>West LA:</b> 1828 Sawtelle Blvd., Rm 102 <b>City Hall:</b> 200 N. Spring St., Rm 101	(818) 374-6850 (310) 575-8888 (844) 663-4411
23	<b>Bureau of Street Services, Urban Forestry Division</b>	1149 S. Broadway, 4th Floor Los Angeles, CA 90015	(213) 847-3077