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PROCESSING OF DOCUMENTS BY THE GRADING DIVISION DURING TEMPORARY OFFICE CLOSURE TO THE PUBLIC DUE TO THE COVID-19

March 24, 2020

(Revised April 2, 2020)

(Revised April 14, 2020)

(Revised May 4, 2020)

(Revised April 7, 2021)

REF: Submittal of documents to the Grading Division during temporary office closure to the public due to the Covid-19

The April 2, 2020 Revised Memorandum added instructions on how to identify the District where the project is located (useful for submittals of compaction reports)

The April 14, 2020 Revised Memorandum provided a generalized email address for the Grading Division Administrative Support Staff

The May 4, 2020 Revised Memorandum modified GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS procedures

This April 7, 2021 Revised Memorandum updates the link for downloading a revised GPI Waiver form

This Memorandum provides information on how the Los Angeles Building and Safety - Grading Division (LADBS-GD) will process documents during the temporary office closure. Please note that these procedures may be modified to suit specific conditions.

LADBS established “Drop-off/Pick up” areas at the Figueroa Plaza (Metro), Marvin Braude Building (Van Nuys), and the West Los Angeles office (Sawtelle). Soils, geology, and compaction reports; Grading Pre-Inspection and Grading Pre-Inspection waiver applications; requests for modifications; and, Covenant & Agreements (Affidavits) will need to be dropped off at any of these locations. Tract Maps, Parcel Maps, Lot Line Adjustment, and Certificate of Compliance will need to be dropped off and picked up at the Figueroa Plaza location only.

Please drop off these documents on the box with the sign “Soils/Geology Reports & GPI Waivers Only” located at the “Drop-off/Pick up” areas.

Instruction to process Grading plans can be found under Section “IV. Plan Check” in the document titled “Announcement No. 3, March 21, 2020”, available at the following link:

<https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf>. This document can also be downloaded from our website www.ladbs.org, by clicking on “Continuity of Operations for LADBS Services. [Click Here.](#)”, then on “Plan Check, Permitting, and Inspection Guidelines”.

SOILS, GEOLOGY, AND COMPACTION REPORTS

1. Prior to submittal of a geology and/or soils report or a compaction report, customers may email a pdf-copy of the report and the application to the Grading Division at ladbs_gradingdivision@lacity.org.

The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).

In the event the report is too large, email the portion of the report where the proposed development is clearly described and email plans and cross sections that show the existing and proposed grading and structures.

2. The LADBS-GD staff will email the customer with the required fees for review of the report.

The fees will be assessed in accordance with the fee schedule which can be obtained at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15>, or they can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Fee Schedule for Grading Report Reviews” (identified as “PC/GRAD/Fee.Sched.08-2014” on the left-hand side of the page).

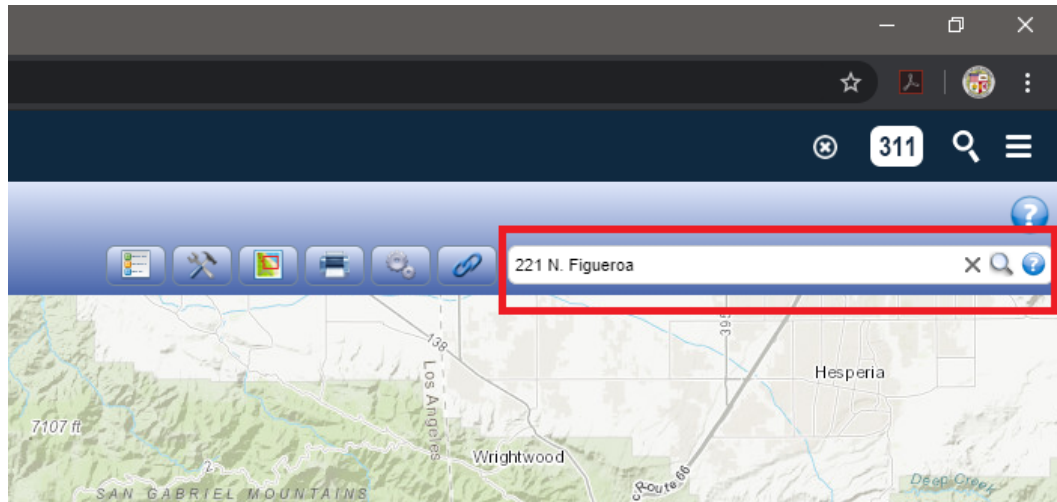
3. When ready to submit, customers may drop off two copies of the report, one copy of the report shall be wet stamped and signed by the licensed engineer and geologist, if applicable, a pdf-copy of the report in a flash drive or a CD, the application, and a check with the review fees drawn to the Los Angeles Department of Building and Safety.

Please note that all geology and/or soils reports are reviewed by the geology and engineering staff located only at the Downtown Metro Office. Compaction reports are reviewed by the District Grading Inspector located at the Downtown Metro Office, Van Nuys Office, and West Los Angeles Office.

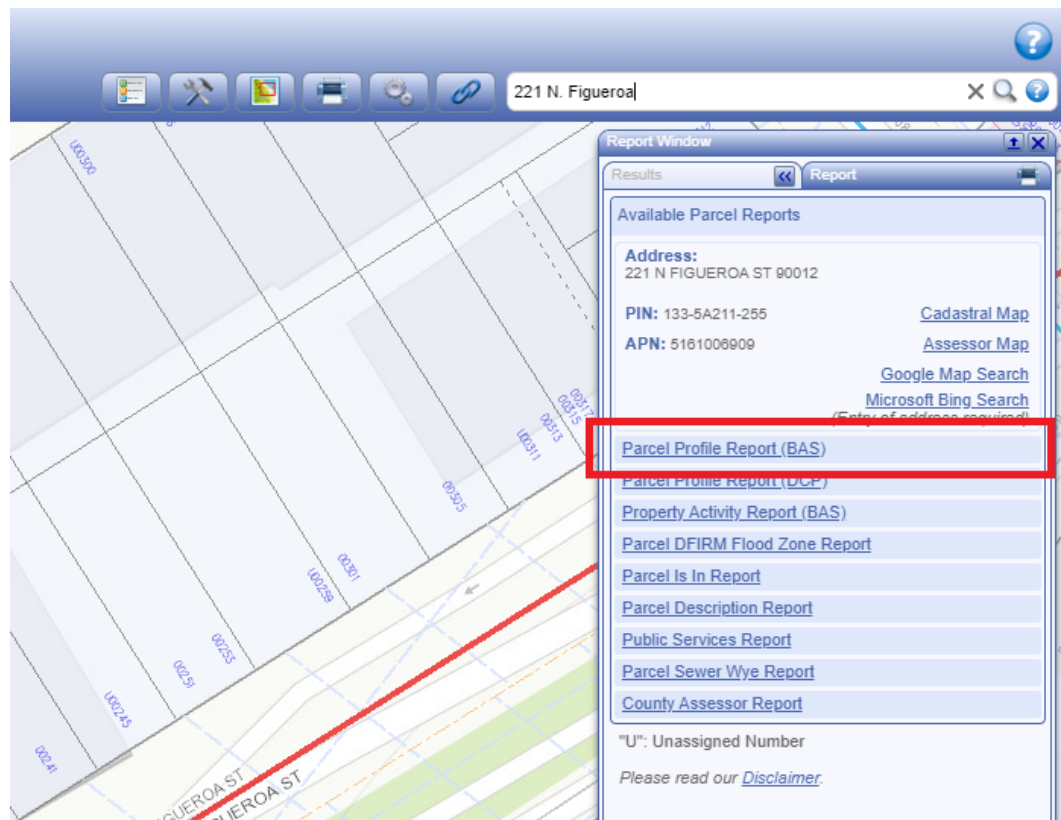
4. Geology, soils, and/or compaction reports may be submitted at Downtown Metro Office, Van Nuys Office, and West Los Angeles Office regardless of the location of the project. However, to minimize the transfer of reports between offices, and if convenient for the applicant, compaction reports may be submitted to the branch office where the project is located. Customers may identify the District where the project is located by using the

City's Geographical Information System (GIS), NavigateLA. The steps needed to identify the District are presented below.

- a. Access NavigateLA by using the following link <https://navigate.lacity.org/>
- b. Enter the project address (address number & street name) into the search field located at the upper right corner of the screen. Click the “Magnifying Glass” symbol to initiate the search.



- c. A “Report Window” will appear immediately below the search field. Click on the “Parcel Profile Report (BAS)” to generate the parcel profile report. A separate window or tab will appear with the report.



- d. Scroll down to section “3. Geographically Oriented Parcel Information” and look for “Building and Safety Branch Office”. The offices are identified as follows:
- LA: Downtown Metro Office (221 N. Figueroa Street)
 - VN: Van Nuys Office (6262 Van Nuys Boulevard)
 - WLA: West Los Angeles (1828 Sawtelle Boulevard)
 - SP: San Pedro. For the purposes of this memorandum, projects within the SP District will be processed by the WLA office.

3. GEOGRAPHICALLY ORIENTED PARCEL INFORMATION:

500 Foot School Zone:		NO
Airport Hazard Area:		NO
Alley:		NO
Building and Safety Branch Office:		LA
Building Line Setback:		NO
Census Tract:		2074.00

5. The LADBS-GD staff will email the customer the assigned log number for reference purposes.
6. After the report has been reviewed, LADBS-GD staff will email a pdf-copy of the Department Approval or Review letter to the applicant, and the consultant(s).

GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS

1. Prior to submittal for a GPI waiver customers should start the permit application process with Plan Check to obtain a **Clearance Sheet**. Instructions to start your permit application process can be found under Section “IV. Plan Check” in the document titled “Announcement No. 3, March 21, 2020”, available at the following link: <https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf>. This document can also be downloaded from our website www.ladbs.org, by clicking on “Continuity of Operations for LADBS Services. Click Here.”, then on “Plan Check, Permitting, and Inspection Guidelines”.
2. Once the **clearance sheet** has been obtained, customers shall email a pdf-copy of the site plan, the clearance sheet, and the GPI Waiver application to the Grading Division at ladbs_gradingdivision@lacity.org.

The GPI Waiver application can be downloaded from the following link https://www.ladbs.org/docs/default-source/forms/plan-check-2017/application-for-gpi-waiver.pdf?sfvrsn=5a25f853_14, or it can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on

“Application for GPI Waiver” (identified as “PC/GRAD/App 21” on the left-hand side of the page).

3. The LADBS-GD staff will review if the GPI can be waived. In the event the GPI cannot be waived, LADBS-GD staff will inform the applicant to apply for a GPI. Instructions for applying for a GPI are presented in a subsequent section of this memorandum.

In the event the GPI can be waived:

- a. The LADBS-GD staff will email the customer notifying that the GPI can be waived.
- b. The customer shall drop off the GPI waiver application, support documents, **clearance sheet**, and a check with the fees of \$83.82 drawn to the Los Angeles Department of Building and Safety.
- c. Once the check is received, the GPI will be waived in the system. The customer can verify that the GPI has been waived in the “Permit & Inspection Report” module, that can be accessed from the “Services” drop-down menu in our www.ladbs.org website.

GRADING PRE-INSPECTION (GPI) REQUESTS

1. In order to submit for a GPI, customers shall drop off the application, a set of plans, a copy of the soils and geology reports, if available, and a check with the fees drawn to the Los Angeles Department of Building and Safety.

The application can be downloaded at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2014/application-for-building-permit-or-grading-and-certificate-of-occupancy-pc-str-app01.pdf?sfvrsn=29>, or it can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Building Permit or Grading and Certificate of Occupancy” (identified as “PC/STR/App.001-2014” on the left-hand side of the page).

The fees can be obtained at the following link: <http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15>, or they can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Fee Schedule for Grading Report Reviews” (identified as “PC/GRAD/Fee.Sched.08-2014” on the left-hand side of the page).

2. The LADBS-GD inspector will visit the site and generate a report.
3. The LADBS-GD staff will email the GPI report to the applicant.

TRACT MAPS, PARCEL MAPS, LOT LINE ADJUSTMENT, AND CERTIFICATE OF COMPLIANCE

1. To obtain a map stamp for the division of land, please call the LADBS-GD (Metro Office) at (213) 482-0480 and provide the following information based on the type of map to be stamped. Your call will be directed to the appropriate staff member to process your request.

Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA) or Certificate of Compliance (COC):

- a. Your name, telephone number, and email address.
Project site address and legal description (Lot, Block, and Tract).
- b. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
- c. Complete Items #1 to #4 of the “Application for Review of Technical Reports” and sign at Item #10. The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).
- d. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

Tract Maps (VTT & TT) or Parcel Maps (PM):

- a. Your name, telephone number, and email address.
- b. Project site address and legal description (Lot, Block, and Tract), the total number of lots for the subdivision, and the acreage for the subdivision.
- c. The LADBS-GD staff will determine whether a soils report or geology/soils report will be required for the map stamp process per information bulletin P/BC 2017-132.
- d. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
- e. Complete Items #1 to #9 of the “Application for Review of Technical Reports” and sign at Item #10. If reports are not required for the map stamp, please do not fill in Items #5 to #9. The application can be downloaded at the following link: <https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12>, or it can also be downloaded from our website www.ladbs.org, by clicking on “Forms & Publications” on the top menu, then clicking on “Permit Applications” under the “Forms” subtitle, and after scrolling down, clicking on “Application for Review of Technical Reports” (identified as “PC/GRAD.App-21” on the left-hand side of the page).
- f. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

Restamp of Tract Maps (VTT & TT), Parcel Maps (PM), Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA), or Certificate of Compliance (COC):

- a. Your name, telephone number, and email address.
 - b. Project site address.
 - c. The LADBS-GD staff will determine whether the maps had been previously stamped. No additional fees are required for the restamping of maps.
 - d. Drop-off the maps and a copy of prior application form showing payment at a drop-off box located at the Metro Office.
2. Drop-off Location & Retrieval of Completed Maps:
- a. Lobby of the Metro Office: 201 N. Figueroa Street, Los Angeles, CA 90012.
 - b. The completed maps will be available for pick up at the Metro Office drop-off location.

REQUEST FOR MODIFICATIONS OF BUILDING ORDINANCE

1. Customers may email a pdf-copy of the Request for Modification (RFM) to the Grading Division at ladbs_gradingdivision@lacity.org.

The application can be downloaded at the following link: [http://ladbs.org/docs/default-source/forms/plan-check-2014/request-for-modification-of-building-ordinances-\(blank\).pdf?sfvrsn=10](http://ladbs.org/docs/default-source/forms/plan-check-2014/request-for-modification-of-building-ordinances-(blank).pdf?sfvrsn=10)

2. The LADBS-GD staff will email the customer a pdf-copy of the RFM with the required fees for review of the RFM, and further instructions, as appropriate.
3. When ready to submit, customers may drop off one copy of the RFM emailed by the LADBS-GD staff, and a check with the review fees drawn to the Los Angeles Department of Building and Safety.
4. After the RFM has been reviewed, LADBS-GD staff will email a pdf-copy of the processed RFM to the applicant.

COVENANTS AND AGREEMENTS (AFFIDAVITS)

1. Customers may email a pdf-copy of the C&A to the Grading Division at ladbs_gradingdivision@lacity.org. If there are questions regarding how to fill out the C&A, call the LADBS-GD (Metro Office) at (213) 482-0480 for assistance.
2. The LADBS-GD staff will review the C&A and will contact the applicant with comments or modifications, or to notify the customer to proceed with the next step.
3. The applicant will get notarized signature(s) of the owner(s) for the C&A.
4. Mail or drop off (at a Department drop-off box) the original, notarized C&A form back to the LADBS-GD (Metro Office).

5. LADBS-GD staff will sign the lower portion of the C&A, upon satisfactory review of the C&A, and will notify the applicant to pick up the form from the Metro Office drop-off location.
6. The applicant will take the C&A for recordation at the Los Angeles County Recorder's Office. Please note that the County Recorder's office may be temporarily closed to the public.
7. After the C&A has been recorded at the County Recorder's Office, **return the original document or a certified copy of the document** to the LADBS-GD (Metro Office) by mail or drop off the recorded C&A at a drop-off box.

PLEASE PRINT CLEARLY ON THE APPLICATIONS. The Department is not responsible for delays due to illegible contact information.

For further questions, please call (213) 482-0480.

LADBS - GRADING DIVISION