

CITY OF LOS ANGELES, BUREAU OF ENGINEERING

REQUIRED SUBMITTALS TO FILE FOR “B-PERMIT PLAN CHECK”

Job Title: _____

B-Permit Number: _____ Application Date: _____

- _____ 1. **CLASS “B” APPLICATION/PERMIT**
(Private Engineer, Owner-Applicant information completed, signed by Property Owner).
- _____ 2. **DEPOSIT** (Check made out to “City of Los Angeles”)
Amount: “Required Plan Check Deposit”, (“Inspection Deposit” and “Required Street Trees Fee” must also be paid if requesting clearance).
- _____ 3. **Copy of Required Conditions of Approval**
(EXAMPLE: TRACT, PARCEL, CPC, ZA, DIR, VACATION, LAUSD, Hillside Ordinance, etc).
- _____ 4. **Checklists and Supporting Data** (As applicable for plan being submitted. There are separate Checklists for Street, Sewer, Storm Drain and Grading plans. Must be completed, signed and stamped by the Private Engineer).
- _____ 5. **Plans** 3 sets of Street Plans, (2 sets if project only involves Sewer and Stormdrain Plans).
- _____ 6. **Plans for Urban Forestry Division** (Marked for Review, taken by applicant to the Urban Forestry Division (1149 S. Broadway, 4th Floor) with copy of B-Permit Application).
- _____ 7. **Plans for Bureau of Street Lighting** (Marked for Review, taken by applicant to the Bureau of Street Lighting (1149 S. Broadway, 2nd Floor) with copy of B-Permit Application).
- _____ 8. **Traffic Signal Work:** (If project involves traffic signal work, a set of plans marked “For Review” must be taken by the applicant to the Department of Transportation (DOT), 100 N. Main St. 9th Floor, (CalTrans Building) (213) 580-5301).
- _____ 9. **Grading Plans:** Required if project involves street widening.
- _____ 10. **Tentative Map:** Required if project is for Tract or Parcel Map.
- _____ 11. **Bond:** Required for a clearance letter or building permit clearance.

NOTES:

- Estimate: The property owner must apply for, (and receive back from the B-Permit Section), a “B-Permit Bond and Fee Estimate” before submitting for B-Permit Plan Check.
- Tree Removals: For any B-Permit project requiring removal of street trees within the City Right of Way, the permittee shall contact the Urban Forestry Division (UFD, 213-847-3077) early on for the necessary Board of Public Works approval. When writing a letter to request for approval to remove street trees, the permittee shall provide UFD with a copy of the required conditions, a copy of the plan and a copy of the B-Permit application.
- Expiration: If there is no activity on a B-Permit for 2 years, the permit will be automatically closed.