

Chapter:

Procedure:

**PLANNING CASE AND SUBDIVISION DISTRICT OFFICE
CLEARANCES: CLASS A CONSTRUCTION PERMIT ONLY.**

Revised: **March 7, 2012**

PURPOSE: This procedure defines the steps to be followed by a customer in order to obtain a clearance from the Bureau of Engineering District Offices for building/grading permits and a clearance letter for all projects where the conditions of approval are defined by a discretionary action such as a planning case and/or a street vacation and where the construction work may be performed with a Class A construction permit.

FORMS:

- Application for Construction Type Permit Review
- Application for a Clearance Letter for Class A Permit Construction and/or Bond Estimate.
- Sample Class A permit Drawing
- Sample Class A permit Quantity Take Off (QTO)
- Bond Estimate Transmittal Memo
- District Office Clearance Memo

ADDITIONAL PROCEDURES:

- Bond Preparation
- Class A permit Application
- Building Permit Clearances
- Preparing a Planning Action Clearance Letter
- Driveway Approval
- Roof and Site Drainage
- SFC Certificate
- Preparing a Class B Permit Bond Estimate
- Class A Permit Plan approval

BACKGROUND

Although public works improvements may be constructed either thru a class A-Permit or a Class B-Permit. A class A-Permit may be issued for construction that the City Engineer has deemed is so small or of such a minor nature that detailed plans and specifications are not necessary for the construction of the improvements. (LAMC 62.105 and 62.106)

However, the conditioned approval of actions such as a Zoning Variance, Tract Map, Street Vacation, etc. may require the improvements to be guaranteed through a bond. (See Bond Control).

PROCEDURE

The first step is to submit an application package for review to the designated public counter for review. The engineer will review the application package at the public counter to determine what construction permit is required. The BOE employee will determine if the project may be constructed under a Class A permit for the scope of work shown in the package of information submitted.

If the reviewing engineer determines that no bond is required for the Class A permit construction, the applicant shall obtain a Class A permit with a minimum of 2 hours special engineering or as otherwise directed by the engineer. The applicant shall also provide the items listed below for each building permit clearance item and/or clearance letter condition to be cleared.

If the reviewing engineer determines that a bond is required for the Class A permit construction, the applicant shall obtain a Class A permit with a minimum of 2 hours special engineering or as otherwise directed by the B permit engineer. The applicant shall submit an Application for a Clearance Letter for Class A Permit Construction and/or Bond Estimate.

The second step is to complete and submit an Application for a Clearance Letter for Class A Permit Construction and/or Bond Estimate. If the project is approved for class A-Permit construction, then 2 sets of A-Permit type plans are still required in lieu of B-Permit plans. A sample plan for Class A permit construction used for a Quantity Take- Off (QTO) for bond estimating is available. The approved Class A permit construction plan will be attached to the Class A construction permit and forwarded to the public works inspector.

In addition to the submittal of the minimum requirements specified in the “Application for a Clearance Letter for Class A Permit Construction and/or Bond Estimate” form, the applicant shall also submit the following additional information associated with the project:

1. Submit a copy set of the LADOT approved and stamped driveway and circulation plans.
2. Submit a copy set of the Sanitation approved and stamped SUSMP plans (if required by the Planning Department, Dept. of Building and Safety and the Bureau of Sanitation).
3. Submit copies of the Roof and Site drainage plans (showing location, types, and size of the curb outlet into the City street or other discharge location.)
4. Submit a copy set of Building and/or Grading Permit summary sheets (if not now, then on a later date prior to requesting for a BOE district office clearance letter).
5. Submit 2 sets of A-Permit plans and the associated Quantity Take-Off (QTO). Provide photo pictures of existing street curb, gutter, sidewalk, driveway, etc)

(**Note:** Any work performed under a Class A-Permit without prior staff pre-approval signatures on the A-Permit plan may be considered a voluntary improvement and not meet the requirements for condition clearance approval.)

6. Submit a copy set of the latest entitlement maps (Tract map, Parcel Map, Vacation Map, DIR map, etc)

7. Submit a copy of SFC payment receipt or certificate (if required by the Planning Department, Dept. of Building and Safety and the Bureau of Sanitation).

A bond estimate completed transmittal letter will usually be returned (via fax or email) back to the permittee. If a bond for the improvements is not required a clearance letter will be sent to the Department of Public Works Bureau of Engineering Land Development Group with a cc sent to the applicant via email or fax.

If a bond is required, the third step is for the applicant to complete an Application for Bond Preparation and submit the other required documents for bond preparation to the Bond Control Section. Once the bond has been approved by the City Administrative Officer Risk Management Section, the applicant shall return to the District office with a bond approval number.

Within two weeks of submittal of the bond approval number to the District Office a District Office Clearance letter will be prepared. The letter will be sent to the Department of Public Works Bureau of Engineering Land Development Group with a cc sent to the applicant via email or fax.

With prior staff pre-approval in-lieu of posting a bond (all items 1 thru 7 are still required), the permittee may complete the required public works improvements and bring the copy of the final inspector signed A-Permit, prior to requesting for a BOE district office clearance letter or building permit sign-off.