



INSPECTION BUREAU

BUILDING INSPECTION OVERVIEW

The Standard Operations Procedures (SOP) listed in this Annex are to be used in addition to the applicable Code Sections of the City of Los Angeles Building Code, the City of Los Angeles Zoning, Mechanical and Electrical Code and the Inspection Bureau Operations Manual.

The SOP's are intended to be a quick reference to the most important aspects of the type of inspection being conducted to help standardize inspection procedures and to make sure that inspectors perform their inspections in a thorough and safe manner.

Inspectors are required to perform complete, accurate and thorough inspections. Documentation that is complete, accurate and thorough aids the constituent, contractor, developer, and the inspector who may be assigned to make an inspection during the absence of the district inspector. In addition, the supervisor can have readily available and clear information when responding to requests for information during or after the construction.



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INSPECTION BUREAU - BUILDING INSPECTION

IB - B1 MODIFICATION Reviewed: 4/09 Next Review: 10/10

PROCEDURE: Request for Modifications of Building Ordinances

PERFORMED BY: Plan Check and Inspection Personnel

APPROVALS REQUIRED: Plan Check and Inspection Supervisory Staff

OTHER DIVISIONS / AGENCIES: Clerical, Internet Digital Imaging System, Financial Services-Cashiers

ACTIONS REQUIRED:

(Front side of Modification):

1. A request for Modification of Building Ordinance form PC/All/Req.Mod.01 (see attachment) is filled out by the owner, the owner's agent or the appellant, with the name, address, and contact information clearly provided. Section 1 (Information Section) Section 2 (Request Section) & Section 3 (Justification Section) Pre-printed modification forms for many common requests are available at the public counters and LADBS IntraNet.
2. Detailed request (Section 2) should be clearly indicated along with the appropriate code sections.
3. Detailed justification (Section 3) supporting the reason(s) why the Department should grant the request.
4. Staff should assist the customer with identifying the fees and applicable information required to be included on the modification form.
5. The Supervisor shall review the request to ensure that all information is complete and accurate. Inspector's notes, Orders to Comply, Correction notices, job history and any recommended actions (granted or denied), should be forwarded to the Supervisor for consideration prior to determination. The Supervisor must also verify all fees by initialing on the Fee Verified line, prior to sending customer to the cashier.
6. Once the customer pays the fees and returns the modification, the Supervisor can then take an action.

Applicable Fees:

1. All fees are to be paid prior to any LADBS determination/action and may be paid at any LADBS location where cashiers are available.
2. Fees shall include:
 - a. \$100.00 filing fee (processing modification).
 - b. \$65.00 Inspection fee (if applicable; Section 98.0412) shall be charged to verify conditions.
 - c. \$75.00 per hour or portion thereof (if applicable; Section 98.0415) shall be charged for clerical issuing, or research fees and Miscellaneous Fees for various types of services.
 - d. Supplementary/Miscellaneous fee Plan Check fee.....\$75.00 per hour or portion thereof and a,
 - e. 6% Systems Development surcharge per (Section 98.0716) shall be charged after all fees are totaled.
 - f. The Supervisor shall then take a final action by indicating either Granted (including any conditions) or Denied (including reasons for denial).
 - g. When the Supervisor has acted on the request, clerical staff shall make 2 additional copies for the cashier to process (original to clerical).
 - h. Once the final action is taken, the original paid copy should be sent to the clerical who then will deliver to Risk and Records Management for processing.

(Reverse side of Modification, if applicable):

- a. When Inspection and Miscellaneous fees are to be charged, the Supervisor is to identify the appropriate fee(s) by filling out the appropriate box marked:
 - Inspection Fees. Section 98.0412 or
 - Miscellaneous Fees. Section 98.0415.

Inspection Fees:

- a. When applicable, fill out the section indicating Inspection Fee (below cashiers box).
- b. Inspection performed by: Print full name, sign and date (on reverse side of form).
- c. Inspection staff should Indicate this fee on the front of form, or reverse side if site inspection is performed by Commission Staff.

Miscellaneous Fees:

- a. Indicate total number of estimated hours of staff time needed to act on the modification. The Miscellaneous fee shall be charged for any research or review required.
- b. If staff should need any additional time or research to act on the modification, after the original fees have been collected, staff shall use LADBS Miscellaneous form (MISC/Form.06) (LADBS Intranet) to collect these additional fees.

Concurrence:

The Supervisor should place a check mark in the appropriate box next to the Agency or Division requiring concurrence, comment, research, clearance or review, prior to taking an action. When applicable, please have the appropriate City staff print, sign and date where indicated in this Section, after they indicate either Yes (they concur) or No (they do not concur) with the request.

Appeals to Commission:

If the request is denied and the applicant wishes to appeal the Departments decision, additional fees must be paid prior to the Board filing. Once staff has denied the request, additional fees shall be collected as indicated on the reverse side of the modification. NOTE: there are two Sections on this form for the cashiers.

The owners representative may appeal the Departments decision on behalf of owner, by filing out the form Board of Building and Safety Commissioners, Notarized Affidavit (Resolution No. 832-93).

If a third party files an appeal, the Supervisor is to have the appellant fill out the modification (circling appellant in lieu of petitioner) and follow the same steps above by filling out Sections 1,2 & 3.



INSPECTION BUREAU - BUILDING INSPECTION

IB - B2 INSP DISTRICT Reviewed: 4/09 Next Review: 10/10

PROCEDURE: General Inspection District
PERFORMED BY: Commercial Building Inspector
APPROVALS REQUIRED: Senior Inspector
DESCRIPTION: Tenant Improvement

ACTIONS REQUIRED:

1. General District Inspector is responsible for performing inspections on small additions and tenant improvements (T.I.'s) for plan conformance and compliance with the City of Los Angeles Building and Zoning Codes.
2. At the start of each day, the General District Inspector is required to record the previous days inspection activities in PCIS. The Inspector shall then organize their inspection activities for the day and record the pending inspection activity. The inspector is required to check all telephone voice-mail and e-mail messages and return responses within twenty four hours. Any completed inspection files shall be submitted to the Senior Inspector for review in a timely manner. All required office activities shall be completed by 8:30 AM. upon which the Inspector will proceed to the listed designated job sites to conduct the inspections.
3. All inspections shall be performed in the proper order as shown on the Inspector's route sheet and within the time period shown on the route sheet. After completing the inspection, the Inspector will record the inspection results and inspection notes at the completion of each inspection. If for any reason there are corrections as a result of the inspection, the Inspector shall issue a correction notice explaining the violation, and citing the specific code section on the correction notice. Otherwise, the Inspector shall give written approval on the inspection record card. All Inspection staff are required to be at the last address listed on the Inspectors route sheet at the end of the work day (3:30 PM). If the Inspector cannot complete the inspections, or if the sequence of the listed inspections are going to be altered, prior approval from the Senior Inspector must be obtained. It is also the obligation of the Inspection staff to contact the customer to inform them of changes to the work schedule.



INSPECTION BUREAU - BUILDING INSPECTION

IB - B3 M STRUC DIST Reviewed: 4/09 Next Review: 10/10

PROCEDURE: Major Structures Inspection District

PERFORMED BY: Senior Building Inspector

APPROVALS REQUIRED: Reports to Principal Inspector

ACTIONS REQUIRED:

1. Major Structures Inspectors (Senior Building Inspectors assigned to Major Structures duties) are responsible to perform inspections on all new buildings for plan conformance, and for compliance with the City of Los Angeles Building Code and the City of Los Angeles Planning and Zoning Code.
2. At the start of each day, the Major Structures Inspector is required to record the previous days' inspection activities. The Inspector shall then organize their inspection activity for the day and record the pending inspection activity. The Inspector is also responsible to check all telephone voice mail and e-mail and return requests within twenty four hours. Any completed inspection files shall be submitted to the Principal Inspector for review in a timely manner. All required office activity shall be completed by 8:30 A.M. upon which the Inspector will proceed to the designated job site inspections.
3. All inspections shall be performed in the proper order as shown on the Inspector's Route Sheet and within the time period shown on the Route Sheet. The Inspector will record the inspection results and inspection notes at the completion of each inspection. If for any reason there are corrections as a result of the inspection, the Inspector shall issue a Notice explaining the Violation, and cite the specific Code Section on the Correction Notice. Otherwise, the Inspector shall give written approval on the Inspection Record Card. All Inspection staff are required to be at the last address listed on the Inspector's Route Sheet at the end of the work day. If the Inspector cannot complete the inspections, or if the sequence of the listed inspections is going to be altered, prior approval from the Principal Inspector must be obtained. It is the obligation of Inspection staff to contact the customer to inform them of changes to the work schedule.
4. The Major Structures Inspectors are also the First Level Supervisors for the Building Inspector(s) that are assigned to the corresponding General Inspection District. It is the Major Structures Inspector's responsibility to monitor the Building Inspector's inspection activity, provide training, review completed inspection files, conduct all required performance reviews, and initiate any necessary discipline.



INSPECTION BUREAU - BUILDING INSPECTION

IB - B4 OFF-HRS INSP Reviewed: 4/09 Next Review: 10/10

PROCEDURE: e-Permit Request for Off-Hours Inspection
PERFORMED BY: Express Counters and Inspection Personnel
APPROVALS REQUIRED: Reports to Principal Inspector

ACTIONS REQUIRED:

AUTOMATED OFF-HOUR INSPECTION REQUEST

Requests for off-hour inspection are now available on the internet via the LADBS e-Permit System. Customers can access the e-Permit System using the following link:
www.permitla.org

The new LADBS “e-Service” interfaces with the Internet Request for Inspection System (IRFIS), the e-Permit System, and the Plan Check and Inspection System (PCIS).

1. OFF-HOUR INSPECTION REQUEST RULES

1.1 Permit and Inspection Types

Online off-hour inspection requests are available for valid building, electrical, and mechanical permits. (Note: Off-hour inspection requests for pressure vessels and elevators are not included at this time.)

All types of inspections for each combination of permit type and sub-type (residential or commercial) are available for off-hour inspection requests.

1.2 Off-Hour Inspection Hours

1.2.1 Off-hour inspections are offered on the following days and periods:

Monday to Friday:	3:30 p.m. – 9:00 p.m.
Saturday:	9:00 a.m. – 6:00 p.m.

1.2.2 Off-hour inspections are not offered on Sundays and on City Holidays.

1.2.3 All off-hour inspections require a minimum of four (4) hour duration. Customers obtaining an Off-hour inspection request will be required to purchase a minimum (4) hours.

1.3 When to Submit and Pay for an Online Request

1.3.1 Customers can submit a request any day of the week, including weekends and City Holidays. Online requests are not scheduled for inspection until the off-hour inspection fees are paid.

1.3.2 Requests for a “Next-Day” off-hour inspection must be submitted and paid by 1:30 PM of the prior calendar day.

In the following examples, the online requests are valid and the off-hour inspections will be scheduled.

Ex. #1: A request submitted and paid Saturday, for an off-hour inspection scheduled for the Monday immediately following the Saturday.

Ex. #2: A request submitted and paid by 1:30 PM Sunday, for an off-hour inspection scheduled for the Monday immediately following the Sunday.

Ex. #3: A request submitted and paid Thursday or Friday (Holiday), for an off-hour inspection scheduled for the Monday immediately following the Thursday or Friday.

Ex. #4: A request submitted and paid Monday (Holiday), for an off-hour inspection scheduled for the Tuesday immediately following the Monday.

1.4 Cancelling of Off-Hour Inspections

Same day cancellations (Monday – Friday only) must be completed by 1:30 PM.

All other cancellations of off-hour inspections, including Saturday off-hour Inspections, must be made by 1:30 PM of the prior (non-Holiday) City business day.

1.5 Extension of Off-Hour Inspection While Inspector is at the Project

A customer can apply for an extension of the off-hour inspection via the same internet application. The need for an extension can occur if, during an off-hour inspection, an unexpected delay occurs in the project. The customer, with the approval of the inspector who is at the site, will log into the Off-Hour Inspection Request subsystem and apply for an extension of the off-hour inspection hours (continuation of work). The inspector will provide the customer with the Request for Inspection (RFI) number to key in, allowing the customer to request and pay for the extension of the off-hour inspection.

1.6 Customer Payments and Refunds

1.6.1 A customer is allowed to submit and pay for only one (1) off-hour inspection request per discipline per transaction.

- 1.6.2 Required Minimum Number of Hours and Minimum Charge
Off-hour inspection requests require a minimum of four (4) hours of work, or a minimum fee of \$300.00 plus systems surcharge.
- 1.6.3 Additional Charge
A customer is charged \$100.00 per hour for any additional hour, or any fraction thereof. The total fee always includes a systems surcharge.
- 1.6.4 Payment of Outstanding (Unpaid) Off-Hour Inspection Requests
Requests for off-hour inspections must be paid by 1:30 PM of the calendar day immediately preceding the off-hour inspection date.
- 1.6.5 Excess Hours
If an off-hour inspection is completed in less than the requested number of hours, the customer has the option to apply for a refund through the City's standard refund process.

2. CUSTOMER REQUIREMENTS

- 2.1 Valid e-Permit User Account
A customer must have a valid e-Permit user account to avail of the online off-hour inspection request service. Customers without an account can use the e-Permit online registration service to obtain a valid e-Permit user ID and password.
- 2.2 Valid Permit
The online service requires a customer to enter a valid permit number.
- 2.3 Payment of Off-Hour Inspection Fees
Online requests are not scheduled for inspection until the off-hour inspection fees are paid. A customer is given a "Pay Later" option as long as the payment is received by the Department by 1:30 PM of the City business day immediately preceding the customer-selected off-hour inspection date. The system accepts credit/debit card payments only.
- 2.4 Customers must comply with the rules for submission and payment of off-hour inspection requests.
- 2.5 On online customer begins with the LADBS e-Permit site, <https://www.permitla.org/>. From the welcome screen, a customer is directed to the Main Menu after clicking on the Continue button

2.6 Request and Pay for Off-Hour Inspection

Starting from the Main Menu, select “Request an Inspection”.

- On the next screen, click on the Off-Hour Inspection link.
- Log in to the e-Permit system.
- Enter the permit number then click on Request Inspections.
- At the Inspection Type and Contact Information screen, enter all required information: inspection type, contact information, off-hour inspection date, start time and duration.
- Review the inspection request summary page, which includes the amount of fees to pay. Click Next to continue.
- The next page is the Inspection Request Confirmation page. At this point, user has the option to Pay Now or Pay Later.
- With the Pay option, the user is taken to the payment screens.
- A payment acceptance page is displayed after the payment is validated and processed. A user can print the page or choose to continue.
- An Off-Hour Inspection transaction confirmation page is then displayed. The user is given the option to print the page, or go back to the main page to either start another transaction or to log off the system.
- A confirmation e-mail is sent to the user’s email address on file.

2.7 Request and Pay Later for an Off-Hour Inspection

A customer can submit a request and make the payment later. The deadline for payment is at 1:30 PM of the day before the requested off-hour inspection date.

2.8 Pay an Outstanding Request for Off-Hour Inspection

- Starting from the Main Menu, select the first option, “Obtain One or More Express Permit ...” Note: A customer can also use the “Online Payment” option, but the “Off-Hour Inspection” payment pages are still “under construction” at this time.
- Choose Pay for Unpaid e-Permit.
- Enter the Transaction Group ID then click on Pay.
- Go to Pay at the Payment Verification page.
- Complete the payment process.
- At the end of the payment transaction, an Off-Hour Inspection confirmation page is displayed.
The user has the option to print the page, or go back to the main menu to start another transaction, or log off.
- A confirmation e-mail is sent to the user’s email address on file.

2.9 Request Extension of Scheduled Off-Hour Inspection

- Starting from the Main Menu, select Online Payment.
- Choose Additional Off-Hour Inspection from the transaction type drop-down list. There is no need to enter the permit number at this point.
- Enter the one query condition, such as the Request for Information (RFI) number. The inspector at the site can provide the RFI number.
- If there are records found, the next page will display a list of off-hour inspections satisfying the query conditions. Choose the number of additional hours then click Request.
- The next page summarizes the request and the fees to be paid.
- Go through payment process

3. INSPECTION MODULE IN PCIS

- 3.1 All paid requests for off-hour inspections are stored in the “Off-Hour List” repository in PCIS.
- 3.2 Off-Hour List: Off-Hour Search Tab
- 3.3 Off-Hour List: Review List
Displays paid and unassigned off-hour inspection requests. Inspectors with “assignment” rights will use this tab to assign an off-hour inspection. The request is removed from the list once it is assigned.
- 3.4 Inspector Route Sheet
The off-hour inspection request is displayed on the inspector route sheet.



INFORMATION BULLETIN / PUBLIC - BUILDING CODE

REFERENCE NO.: LABC 109.5

Effective: 05-01-2009

DOCUMENT NO.: P/BC 2008-122

Revised:

Previously Issued As: None

GUIDELINES FOR THE ISSUANCE OF CERTIFICATES OF OCCUPANCY FOR COMMERCIAL OR RESIDENTIAL "CORE & SHELL" BUILDINGS

Historically only commercial buildings have been eligible for a Certificate of Occupancy (C of O) for "Core & Shell" Buildings (C of O/CS). The purpose of this bulletin is to establish guidelines for issuing C of O/CS for both new commercial or residential buildings in the City of Los Angeles.

A "Core and Shell" building is defined as a special category of structure where floors and individual units could be undeveloped. Upon completion of the core and shell of the building, a C of O may be issued as a "Core and Shell" building only. Separate building, electrical, and mechanical permits are required for all future improvements made within each floor or individual unit. An "Individual Unit" is the habitable spaces delineated by demising walls.

This new policy defines the minimum requirements for the issuance of a C of O/CS, which provides the development industry the option and flexibility to sell completed dwelling units within a building, while continuing the individual design and construction of any remaining units. However, a C of O will not be issued to an individual dwelling unit until the C of O/CS for building is issued.

The Los Angeles Building Code (LABC) Section 109.3 and Section 109.5 state in part:

Certificate of Occupancy (CofO):

"After the receipt and approval of the final inspection report from each of the divisions of the department, and after the city engineer has reported that all required public improvements have been completed, the Superintendent of Building shall issue a Certificate of Occupancy, without charge, to the owner of the building."

Temporary Certificates (TCO):

"If the Superintendent of Building finds that no substantial hazard will result from the occupancy of any building, or portion thereof, before the same is completed, and satisfactory evidence is submitted that the work could not have been completed prior to the time such occupancy is desired because of its magnitude or because of unusual construction difficulties, and the city engineer has reported that all required public improvements have been completed, the Superintendent of Building may issue a temporary Certificate of Occupancy for any building or portion thereof."

When the Department confirms, through inspection and/or testing, that the core and shell of the building meets all structural and primary fire-life safety requirements and where no hazard exists, a TCO/CS, as defined, may be issued when appropriate approvals from other relevant regulatory City or County Departments or Agencies are obtained.

A. DESIGN AND PLAN CHECK REQUIREMENTS

1. Applicant shall follow the plan submittal procedure and requirements as listed on LADBS Information Bulletin P/GI 2008-007 for residential projects or P/GI 2008-010 for commercial projects, as posted on the LADBS website: www.LADBS.org.
2. Applicant shall include the following wording in the work description of the permit application "Core and Shell for a new (*describe the building here*)."
3. The architectural plans must be completed with the following requirements:
 - a. Note on the cover sheet of the architectural set of plans "This building is designed as a Core and Shell Building only; separate building, electrical and mechanical permits are required for all future residential unit build-outs or commercial tenant space build-outs."
 - b. Provide fully dimensioned floor plans with complete architectural details for all public areas including all required exits and public use restrooms located outside the individual commercial tenant spaces or residential units.
 - c. Provide the following items on the plans:
 - i. The total number of dwelling units shall be shown (for residential occupancies) on plans and permits.
 - ii. Location of the plumbing fixture outlets for a future bathroom(s).
 - iii. Location of gas fuel system including piping or connectors to fuel burning kitchen appliances.
 - iv. All heating, ventilation and air conditioning systems.
 - v. All smoke/fire dampers as required.
 - vi. All smoke detectors and fire sprinkler systems including the locations of sprinkler heads.
 - vii. Any methane ventilation systems where applicable.
 - viii. Location of all electrical outlets and lighting, especially when natural lighting is not adequately provided.
 - ix. Any emergency electrical systems when applicable.
 - x. Fire alarm and warning systems where applicable.
 - xi. All Disabled Access requirements.

- xii. All Sound Rating requirements.
- xiii. All Title 24, Energy requirements.
- d. Incorporate the following special design considerations in the plans:
 - i. Parking spaces shall be based on the maximum number of habitable rooms for an incomplete, future dwelling unit as approved by the Planning Department.
 - ii. Exiting requirements shall be based on the maximum possible occupant load for all dwelling units or commercial tenant spaces.
 - iii. Number of plumbing fixtures inside a public restroom for a commercial building shall be based on the maximum possible occupant load within commercial tenant spaces.
 - iv. The sizing requirements for the loading of Electrical, Fire Sprinklers, Mechanical and Plumbing Systems shall be based on the maximum square footage or occupant loading for the building and must comply with each applicable Code (Plumbing, Mechanical, Electrical and so forth).

B. CONSTRUCTION AND INSPECTION REQUIREMENTS

In order for the Department to issue a TCO/CS or C of O/CS for a building, the following items must be complete:

1. Zoning Requirements

- a. All Zoning requirements shall be completed and verified.

2. Building Requirements

- a. The structural framework and elements including finished walls, (residential) demising walls, roof, floors, stairwells, etc. shall be completed.
- b. Disabled access requirements shall be completed and approved.
- c. Exiting requirements shall be completed and approved.
- d. Fire resistive construction shall be completed and approved.
- e. Floor and Wall assemblies shall be completed with all sound transmission and fire separation requirements in place.
- f. Methane detection and mitigation systems shall be completed and approved (where applicable).

- g. Security requirements shall be completed and approved (on residential occupancies).
- h. Weatherproofing shall be completed and approved.
- i. The required public improvements shall be completed and approved by the City Engineer.

3. Parking Requirements

- a. All required parking spaces shall be marked.

4. Grading

- a. Final soils and compaction report(s) shall be completed and approved (where required).

5. Electrical

- a. Areas to be occupied shall have completed and approved feeders, branch circuits, outlets and lighting.
- b. Electrical distribution systems shall be completed and approved.
- c. Emergency electrical systems shall be completed, tested and approved.
- d. Methane detection and mitigation systems shall be completed and approved (where applicable).
- e. Fire alarm and warning systems shall be completed and approved.

6. Fire Sprinkler

- a. Fire sprinklers and sprinkler piping systems shall be installed, in service, completed and approved.
- b. Seismic bracing shall be installed and approved.
- c. The portion of the fire alarm system that monitors the fire sprinkler system shall be tested and approved by the Los Angeles Fire Department (LAFD).
- d. Fire Department Connection (FDC) shall be completed and approved.
- e. Fire pump(s) shall be completed and approved by both LADBS and LAFD.
- f. Fire water storage tank(s) (where required), including tank overflow, shall be

installed and approved.

- g. Stand pipes shall be flushed, tested and approved.
- h. Pressure regulating fire sprinkler control valves (where required) shall be tested for the required residual flows and approved.

Note: A TCO/CS or C of O/CS shall not be issued unless the structure is fully protected by an approved automatic fire sprinkler system (where required). LADBS and LAFD approval shall be obtained.

7. Mechanical

- a. Heating, Ventilation and Air-Conditioning (HVAC) fan shutdown shall be completed and approved.
- b. Fire control annunciation panel shall be tested and approved.
- c. Smoke/fire dampers shall be tested and approved.
- d. Stairway pressurization systems shall be tested and approved.
- e. Smoke control systems shall be tested and approved.
- f. Smoke detectors shall be tested and approved.
- g. Ventilation systems shall be completed, tested and approved (e.g., garage and cooking hood-exhaust systems).
- h. Fuel gas systems shall be completed and approved.
- i. Gas connectors to fuel burning appliances shall be completed and approved.
- j. Methane Ventilation Systems shall be completed and approved (where applicable).

8. Plumbing

- a. The maximum fixture unit value shall be calculated for pipe sizing.
- b. Minimum future fixture outlets shall be installed and approved.
- c. Site utilities shall be installed and approved, including but not limited to the domestic water distribution system, fuel gas distribution system, sanitary sewer system, rainwater/storm water system and methane system.
- d. Seismic Gas Shut-Off Valves (SGSOV) on the fuel gas system shall be completed

and approved.

9. **Elevators**

- a. Passenger Elevator(s) serving all landings of the building or a combination of two or more elevators that serve all landings of the building shall be installed and approved.
- b. One completed and approved for or designated as "Construction Use Only" Elevator shall be installed.

10. **Pressure Vessels**

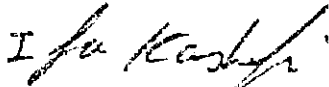
- a. New boiler or pressure vessel equipment shall be completed and approved.

C. OTHER AGENCIES WHOSE APPROVALS MAY BE REQUIRED PRIOR TO THE ISSUING OF A C OF O/CS INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

1. Los Angeles City Fire Department (LAFD).
2. Los Angeles County Health Department (restaurants and certain other occupancies).
3. Department of Public Works (DPW):
 - a. Standard Urban Stormwater Mitigation Plan (SUSMP).
 - b. Bureau of Sanitation (BOS).
 - c. Bureau of Engineering (BOE).
 - d. Bureau of Street Services (BSS).
4. Department of Water and Power (DWP).
5. Southern California Gas Company (SCGC).

NOTE: LADBS will withhold the approval for a TCO/CS or C of O/CS of a core and shell building for any commercial or residential tenant improvement construction that compromises the basic building safety component's systems or devices in such a way that it creates a potential hazard to the occupants.

REVIEWED BY:

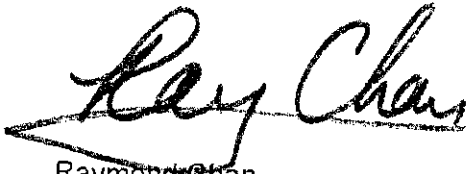


Ifa Kashefi, Chief
Engineering Bureau



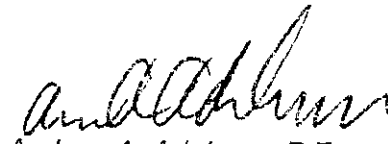
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Inspection Bureau

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Raymond Chan
Executive Officer

APPROVED:



Andrew A. Adelman, P.E.
General Manager