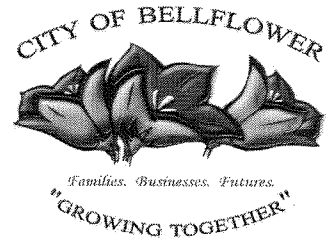




Citizen's Guide To Plumbing Permits



BUILDING & SAFETY DIVISION

When is a plumbing permit required?

A plumbing permit is required for the installation, alteration, repair, replacement, and/or remodeling of plumbing systems.

What is its purpose?

The purpose of a plumbing permit is to ensure compliance with the nationally recognized plumbing code. The code is a recognized plumbing code adopted by ordinance providing minimum requirements and standards for the protection of public health, safety, and welfare.

What does a permit cost?

Fees for plumbing permits are based on the types of plumbing fixtures involved. For more information, refer to the Fee handout available at the Community Development Counter.

Who can apply for the permit?

For owner-occupied residence and single family or duplex rentals, the owner or a contractor can apply for a plumbing permit. For other categories of work, a licensed plumbing contractor or a licensed general contractor may apply for a plumbing permit.

What is the permit application process?

For new construction work that requires a building permit, your plumbing permit will be in addition to your building permit. For other construction work that is limited to installation and alteration of electrical system, a plumbing permit can be issued at the Community Development Counter.

Who issues the permit and how long does it take?

Plumbing permits are issued by staff and most permits are issued while you wait. Other plumbing permits that are part of new construction will take longer depending on the type of project.

How do I arrange for a plumbing inspection?

Call the inspection request line at (562) 804-1424 ext. 2230 to request an inspection. No work is to be concealed without inspection approval.

Note: The property owner is responsible for mending all open or expired permits on the property. All expired permits must be finalized before any new permits are issued.



Citizen's Guide To Building Permit for Residential Window & Door Change-Out



BUILDING & SAFETY DIVISION

HOW TO APPLY

Step 1: Determine if a Building Permit is required?

Consult with the Building Division to determine if a Building Permit is required for any window and/or door change out.

The following types of window and/or door change out projects require a Building Permit:

- ❖ When the new window(s) is larger or smaller than the old window(s). All sleeping rooms need to have an egress window or door with a minimum clear opening of 5.7 square foot 24 inches high by 20 inches wide minimum. In addition, all work must meet current egress requirements per the County of Los Angeles 1999 Unified Building Code.

The following types of window change out projects do not require a Building Permit:

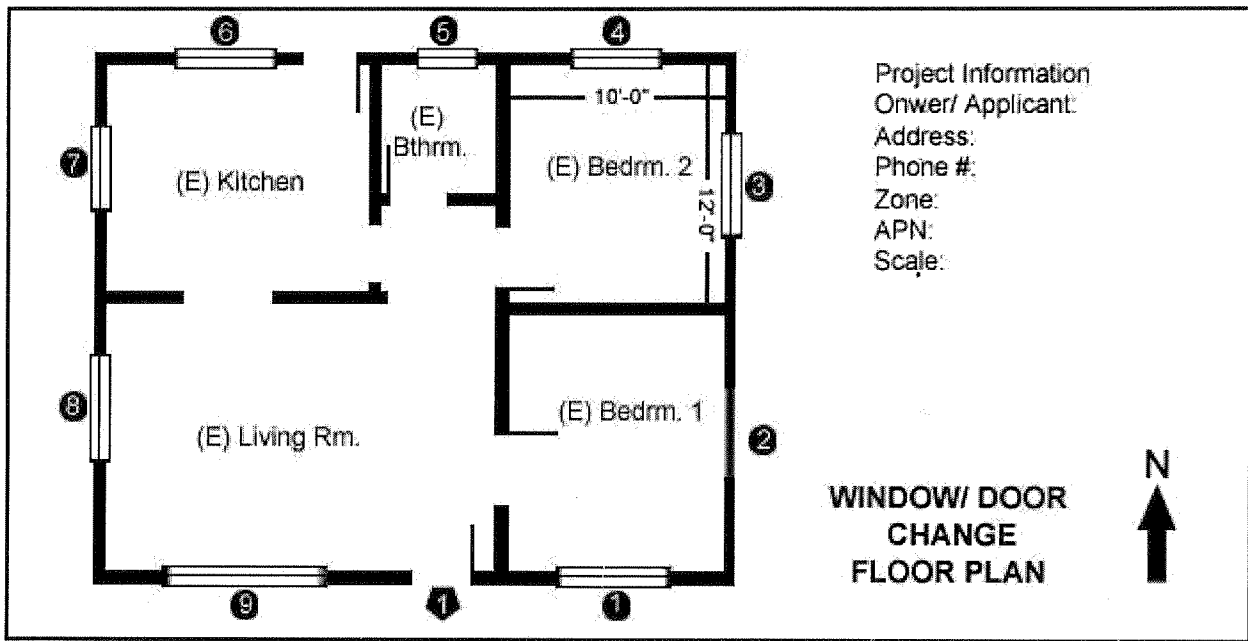
- ❖ All retrofitted windows or doors that use the same rough opening dimensions with no change in height or width. In addition, all work must meet current emergency egress requirements per the County of Los Angeles 1999 Unified Building Code. A retrofitted window is defined as an installation procedure that involves working within the existing frame and replacing the sash and the glazed unit with a new window. (Definition source: www.protecht.us/Glossary.html.)

Step 2: Submittal Process (Only if a Building Permit is required)

1. Please submit three (3) sets of a floor plan and window and/or door schedule(s).
2. **Floor Plan:** Provide a fully dimensioned to scale floor plan, indicating both the existing and proposed floor plan layout. Identify the existing use of all rooms or areas. The floor plan should provide for openable exterior glazed openings in each habitable room, with an area not less than one-tenth of the floor area of such room for natural light and ventilation. The floor plan should also provide the interior dimension (length, width, height, etc.) and/or square footage of each room or space and ceiling height. Floor plans must indicate the size and type of all openings (windows, door, cased openings, etc.); which existing openings are to remain; which are to be removed or relocated; and which openings are new. Furthermore, provide the owners information (i.e. name, address, phone number, etc.), the scale, north arrow, the APN (Assessor's Parcel Number), and the zoning designation.

Note: Please see the sample floor plan and window schedule on the back page for details.

SAMPLE FLOOR PLAN



SAMPLE WINDOW AND DOOR SCHEDULE

Existing Window Size and Description	● Proposed Window Size and Description
1. 4' X 4'	1. 4' X 4' (Double Glaze Slider)
2. 4' X 4'	2. To be enclosed
3. 4' x 4'	3. 4' X 4'
4. 4' X 4'	4. 4' X 4'
5. 2' X 2'	5. 3' X 2'(Bathroom Window)
6. 4' x 4'	6. 5' x 4' (Bay Window)
7. 4' X 4'	7. 5' X 4' (Bay Window)
8. 5' X 4'	8. 5' X 4'
9. 5' X 4'	9. 6' X 5'
Existing Door Size and Description	◆ Proposed Door Size and Description
1. 2' X 6' Douglas Fur	1. 3' (width) X 6' (depth) Solid Oak

Note: Please consult with the Building Division when enclosing any window(s) or door(s), the procedure may require additional details.