



**COUNTY OF LOS ANGELES
PUBLIC WORKS
BUILDING AND SAFETY**

Building and Safety – Submittal and Pickup of Plans

In a proactive effort to help minimize the spread of COVID-19 and keep the community and employees safe, Public Works Building and Safety District Offices are closed to the public until further notice. Building & Safety remains committed to delivering excellent customer service and will continue to provide services via phone, email, and online.

Modified procedures for plan pickups and plan submittals at District Offices have been established to facilitate the transaction that cannot be made online. All new plan submittals will be processed online only. Customers can pick up/drop off their marked plans and plan resubmittals at the District Offices by appointment only, as follows:

Plan Pickup and Drop Off

WHERE: Go to Service Locator (<https://dpw.lacounty.gov/general/servicelocator/>) and enter the address for the project to find out the location of drop off or pick up.

WHEN: Appointments must be scheduled in advance.

WHO: For applicants to pick up corrected plans or for applicants to drop off revised plans and/or marked set.

HOW: As soon as plans are reviewed, staff will contact applicants with instructions via email/phone on pickup procedures. Applicants will need to schedule an appointment to pickup plans. Similarly, applicants are asked to schedule an appointment to drop off plans. County staff will be available to coordinate the pick ups/drop offs and will be adhering to social distancing guidelines