

EPIC-LA Address Request Manual



June 2026



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Important – before you begin!

Do I need to request an address?

Addresses are not required for all projects.

For residential projects, an address is required if you would like to receive mail at a new address, or if you are adding a new electric or utility meter. Common examples that require a new address include a new single or multi-family home, or an Accessory Dwelling Unit (ADU). A new address is not required if the ADU will share the meter and receive mail from the primary residence. For commercial projects, addresses are required for new developments, and generally for division of existing spaces.

Utility addresses are assigned for new electric meters. Examples include electric vehicle charging stations, telecommunication sites, power for lighting, or any other use where there is a utility only (no mailing address).

Important

Residential and commercial addresses require a Department of Regional Planning (DRP) Site Plan Review (plan starting with RPPL). **You will use that plan review to start the address request.** We will reject any address request without an existing DRP Site Plan Review.

For Utility addresses, a Public Works Building and Safety permit (electrical or building permit) is required to receive a utility address (this does not apply for utility meters in an incorporated city's jurisdiction/contract city). We will reject any utility request without an existing electrical or building permit.

Per current state law and directive by the Los Angeles County Building Official, a Junior ADU shall not receive an address assignment under any circumstance.

Unincorporated County Addresses – go to Section 1.

If you are requesting a residential or commercial address in Unincorporated County, you **must** have an existing Regional Planning Building Plan (RPPL). Utilities require a Building and Safety electrical or building permit. Please see **Section 1: Unincorporated County Addresses**

Contract Cities/Non-standard Requests – go to Section 2.

If you are requesting an address in one of our contract cities or have an application not covered in Section 1 (Tracts, Street Name Changes, Utility encroachments, temporary address) please use **Section 2: Addresses for Contract Cities/Non-standard Requests**.

Contract Cities:

Carson	Cerritos	Commerce	La Canada Flintridge
Lawndale	La Mirada	Lomita	Rolling Hills
Rolling Hills Estates	Westlake Village		

EPIC-LA Address Request Manual

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You must have a site plan and an approval letter from your contract city.

If at any time you have difficulties with this process, please contact us at Addressing@dpw.lacounty.gov.

All addresses in Unincorporated County are created and managed by the County of Los Angeles, Public Works, Addressing Unit. Our office is located at 900 South Fremont Avenue, Alhambra, CA 91803. Our office is open from 8:00 A.M-5:00 P.M, Monday – Thursday.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Section 1: Unincorporated County Addresses

This section provides instructions on how to request an address for addresses in Unincorporated County with existing plans or permits.

For addresses in contract cities, or if you do not have a Building and Safety permit, please use **Section 2: Addresses for Contract Cities**.

Important

Residential and commercial addresses require a Department of Regional Planning Site Plan Review (plan starting with RPPL). **You will use that plan review to start the address request.** We will reject any address request without an existing Site Plan Review.

If the new structure is a manufactured home or mobile home with a septic system, a department of Public Health (PH) receipt is required for a new Onsite Wastewater Treatment System with a Service Request Number from the Public Health application. The Plan Review Sheet has been provided upon request for other applicants prior to issuing a new address assignment.

For Utility addresses, a Public Works Building and Safety permit (electrical or building permit) is required to apply for a utility address. **You will use that plan review to start the address request** (this does not apply for utility meters in an incorporated city's jurisdiction/contract city). We will reject any utility request without an existing electrical or building permit.

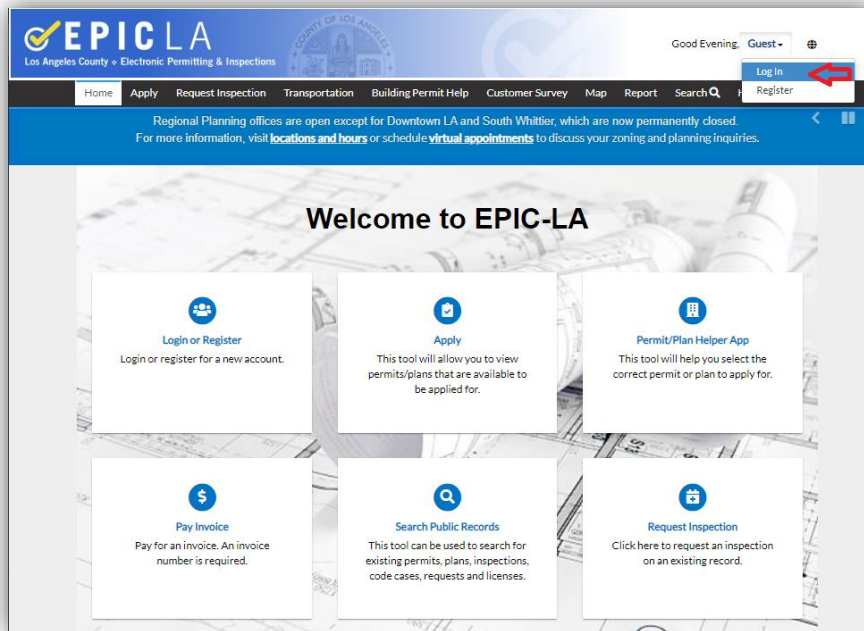
Step 1: Log in

Open EPIC-LA by going to this link: <https://epicla.lacounty.gov/>

Click on the top right box labeled **"Guest"** and log in to your account.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)



Step 2: Open My Plans

In the menu, click on **“Dashboard”** to select your pending plan under **“My Plans”**.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

EPIC LA
Los Angeles County - Electronic Permitting & Inspections

Good Morning, Tammy Lindberg

Home **Dashboard** Apply My Work Request Inspection Transportation Building Permit Help Customer Survey Map Pay Invoices Report

Search Help Calendar

Regional Planning offices are open except for Downtown LA and South Whittier, which are now permanently closed. For more information, visit [locations and hours](#) or schedule [virtual appointments](#) to discuss your zoning and planning inquiries.

My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
0	1	1	2	0
	Site Plan Review - ... 1	Site Plan Review - ... 1	Site Plan Review - ... 2	

[View My Plans](#)

Or “**My Work**” to see the list of all your plans.

Home Dashboard Apply **My Work** Request Inspection Transportation Building Permit Help Customer Survey Map Pay Invoices Report

Search Help Calendar

My Work

MY PLANS

Search... [Export to Excel](#)

Display All Records Updated In Last 1 Year

Plan Number	Project	Address	Plan Type	Status	State
RPPL2023000042			Site Plan Review - Ministerial	New	Recent, Pending
RPPL2023000027		120 S Sunol Drive Los Angel...	Site Plan Review - Ministerial	Approved	Active, Recent

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 3: Open your plan case

Select the pending plan that you need to request address. The plan number generally starts with RPPL for residential or commercial plans, or ELEC/BLDR/BLDC for utility plans. This will take you to the summary page of your pending plan.

Step 4: Select Sub-Records

Click on the blue **"Sub-Records"** menu button in the middle. This will show the list of all sub-records.

The screenshot displays the 'Plan Number: RPPL2023000042' page. At the top, there are tabs for 'Plan Details', 'Tab Elements', and 'Main Menu'. Below these, a light blue box contains plan details: Type (Site Plan Review - Ministerial), Status (New), Project Name, Applied Date (03/29/2023), Expiration Date, District (SD-1), Assigned To, Completion Date, and Description. Below the details box is a horizontal menu with buttons: Summary, Locations, Fees, Attachments, Contacts, Sub-Records (highlighted with a red box and a red arrow pointing to it), and More Info. The main content area is divided into three columns: Progress (showing a donut chart with 12% Completed), Fees (showing \$0.00), and Workflow (listing steps: Reviewed Application/Requested Additional Materials - Passed: 03/29/2023, Assessed and Collected All Fees/Deposits - Passed: 03/29/2023, Notify Applicant of Approval - Passed: 03/29/2023, and Create/Link Base Application - Referrals - Started). The Available Actions column shows 'No Actions'.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 5: Address Request - Apply

Find **“Address Request”** and click on blue **“Apply”** button.

The screenshot displays the 'Sub-Records' tab in the EPIC-LA system. At the top, there are navigation tabs: Summary, Locations, Fees, Attachments, Contacts, Sub-Records (selected), and More Info. Below these, there are links for Existing Sub-Records, Remaining Sub-Records, Next Tab, Plan Details, and Main Menu. The 'Existing Sub-Records' section shows a table with one record: RPAP2023000010, Type: DRP - Base Application - Referrals & Letters, Status: New. Below this table is a pagination control showing 'Results per page: 10', '1 - 1 of 1', and navigation arrows. The 'Remaining Sub-Records' section shows a table with one record: Address Request, Type: Commercial Addition/Alteration/TI Building Permit - County. A red box highlights the 'Address Request' text, and a red arrow points to the 'Apply' button next to it.

Record Number	Type	Status
RPAP2023000010	DRP - Base Application - Referrals & Letters	New

Results per page: 10 1 - 1 of 1 << < 1 > >>

Type	Action
Address Request	Apply
Commercial Addition/Alteration/TI Building Permit - County	Apply

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 6: Address Request - Location

The address and parcel that were selected automatically for your site plan are listed below.

If you do not have any additional addresses or parcels related to this request, click [Next](#) button to move on.

If there are additional addresses or parcels for this request, click on the white “+” to add the location of the new address.

Apply for Plan - Address Request *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

[Click here](#) for the Address Request Manual

Please include all Addresses/AIN (Parcel) numbers for this request

Please read the following:

- When searching by address, it is recommended to enter only the house number and street name
- When searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890")
- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click address location help for additional information.

Type: Location

US
120 S Sunol Drive, Los Angeles, CA, 90063

Main Address ☒

Parcel Number
5233028006

Main Parcel ☒

[Remove](#)

[Add Location](#)

[Save Draft](#) [Next](#)

Note:

- For vacant land (no existing structure), just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click address location help for additional information.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Address Request – Add Location

Add by Address:

1. Default option is to search by Address.
2. Use the search box under “**Address Information**” to search for the location. It is recommended to enter only the house number and street name.
3. Click the “**Magnifying Glass**” button to search.
4. When the result(s) show, find the correct address that you want to add, and click “**Add**” button.

← Back to Application

Add Location

↓ 1. Click here to search by Address.

Address Parcel

Add Address As Location

Search

Address Information 2. Enter the house number and street number.

Search 13663 Bentongrove 3. Click here to search.

Address	Action
13663 Bentongrove Drive Whittier, CA 90605	4. Find the correct address, then click "Add". Add

Results per page 10 1 - 1 of 1 << < 1 > >>

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Add by Parcel (Assessor Identification Number AIN or Assessor Parcel Number APN):

1. Click **"Parcel"** button to search by Assessor Identification number (AIN) or Assessor Parcel Number (APN). Use the parcel search option if having trouble finding your address.
The parcel number can be found on your site plan or visit <https://maps.assessor.lacounty.gov/m/> to find your parcel number.
2. In the Search textbox, enter 10 numbers of the AIN/APN without dashes (e.g. use "1234567890" instead of "1234-567-890")
3. Click the **"Magnifying Glass"** button to search.
4. When the AIN result shows, check the **"Action"** checkbox.
5. Then click **"Search Associated Addresses"** button.

Add Location 1. Click here to search by AIN/APN.

Address **Parcel**

Parcel Information 2. Enter 10 digits of AIN/APN without dashes.

Search: 5828018024 3. Click here to search.

Parcel Number	Section	Township	Range	Action
5828018024				☒

Results per page: 10 1 - 1 of 1 << < 1 > >>

4. Check the "Action" box the found AIN.

5. Click here to find address(es) in this AIN.

Search Associated Addresses

EPIC LA will show the list of all addresses associated with that AIN. Check the **"Action"** box(es) of the address(es) that you want to add. Then click **"Add Selected"** button.

Associated Addresses

Search Associated Addresses

Associated Addresses for Parcel - #5828018024

Address	Action
340 W Ventura Street Altadena, CA 91001	☒

Results per page: 10 1 - 1 of 1 << < 1 > >>

Add Selected **Cancel**

Next

Click **Next** button when finished.

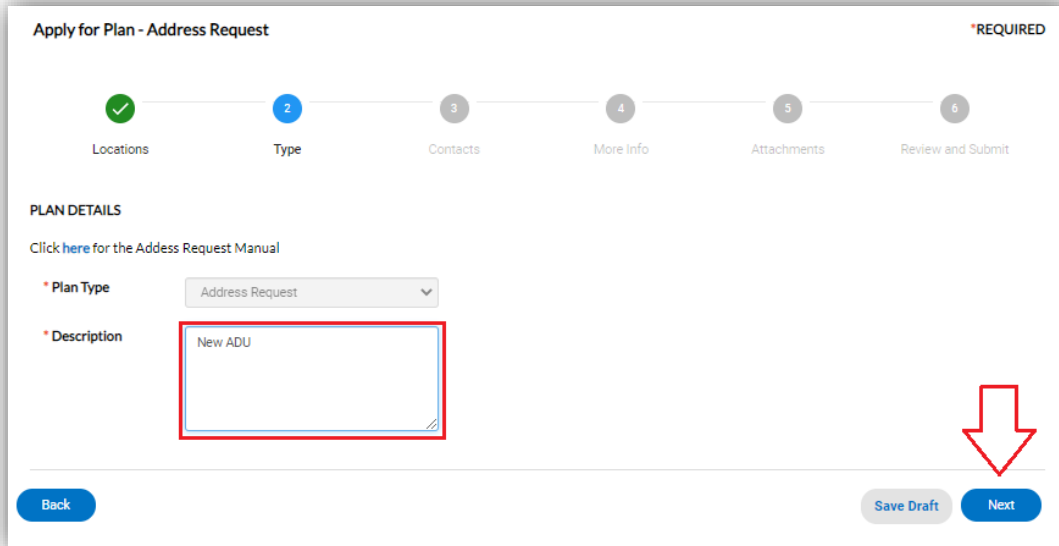
EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 7: Address Request – Type (Plan Details)

Please provide relevant details related to the address request or a short description of your project. The more descriptive the better. For example: “We are adding two ADUs to the rear of the property”, “request for a utility address”, etc. This description field is required.

Click  button when finished.



Apply for Plan - Address Request *REQUIRED

Progress: 1 (Locations) 2 (Type) 3 (Contacts) 4 (More Info) 5 (Attachments) 6 (Review and Submit)

PLAN DETAILS

Click [here](#) for the Address Request Manual

* Plan Type: Address Request

* Description: New ADU

Buttons: Back, Save Draft, Next

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 8: Contacts

Your information will already be filled in. Add any contacts that need to be notified of completion. If you are a contractor, we recommend adding the property owner as a contact so they will receive the final address when complete. (At minimum, the owner should be added to the list of contacts).

Click **Next** button when finished.

Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. **Contacts** (3) 4. More Info (4) 5. Attachments (5) 6. Review and Submit (6)

CONTACTS

Click [here](#) for the Address Request Manual

Applicant


Tammy Lindberg (You)
LA County DPW
900 South Fremont Avenue,
Alhambra, CA, 91803

Select Type ▼

Add Contact +

Back **Save Draft** **Next**

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

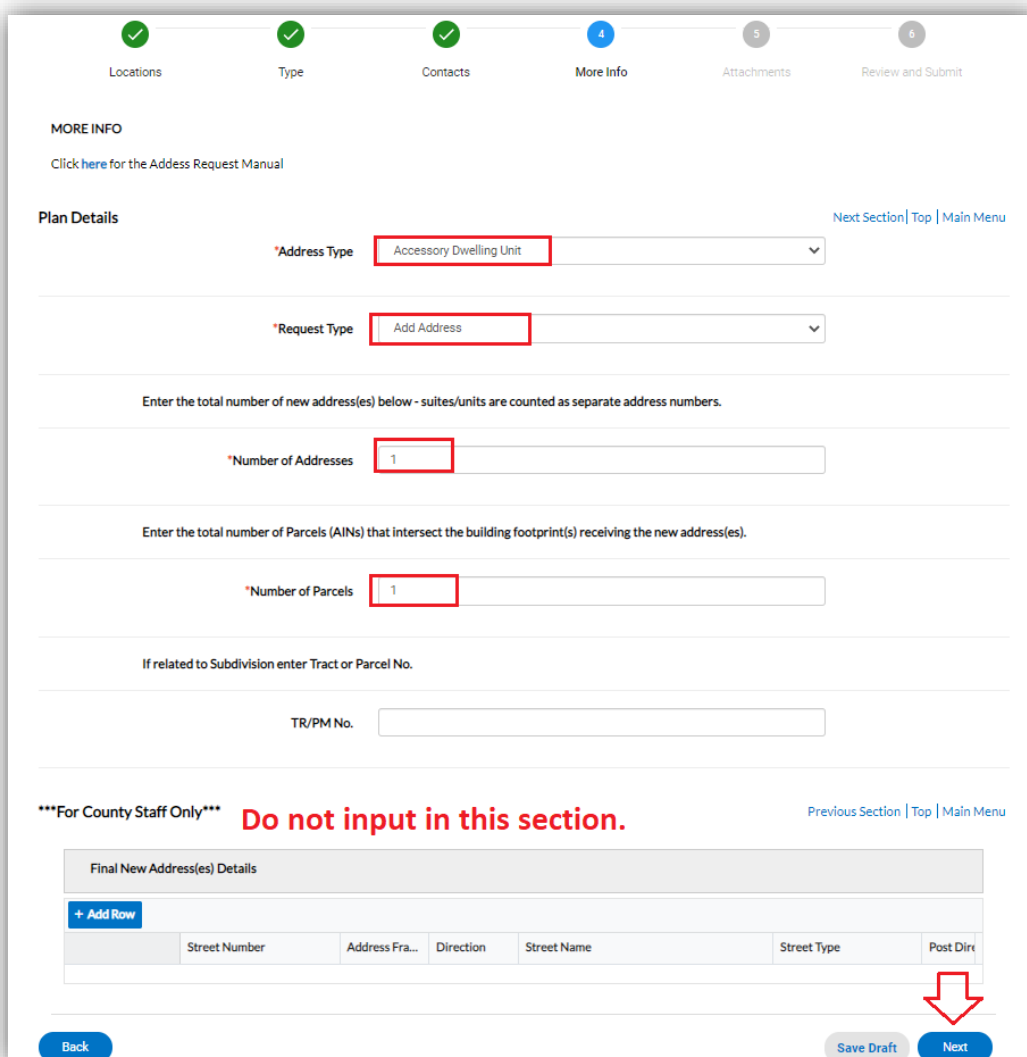
Step 9: More Info

Fill out each detail and select appropriate information regarding your project.

Note: “**Number of Addresses**” is the total number of addresses requested, not the house number. Most often this is “1”.

Note: If you are unsure of what “**Address Type**” to use, we have a list of address types at the end of this manual. (See appendix “A”).

Click  button when finished.



Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

[Click here for the Address Request Manual](#)

Plan Details [Next Section | Top | Main Menu](#)

*Address Type

*Request Type

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

*Number of Addresses

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).

*Number of Parcels

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

For County Staff Only **Do not input in this section.** [Previous Section | Top | Main Menu](#)

Final New Address(es) Details

[+ Add Row](#)

	Street Number	Address Fra...	Direction	Street Name	Street Type	Post Dir

[Back](#) [Save Draft](#) [Next](#)

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 10: Attachments

If you have an existing application for a Department of Regional Planning (DRP) Site Plan or Building Permit, you do not need to upload anything. We will be notified when Regional Planning approves the plan and will check for the building and safety receipt at the same time.

However, **if your site plan has already been approved by DRP**, we require 2 two documents:

1. Site plans which:
 - a. Show structure to be addressed with driveway access to street.
 - b. Floor plan is required if the structure is attached to existing structure (an ADU for example)
 - c. Show an approval stamp from LA County Department Regional Planning (DRP) (see the Address Request manual for an example)
 - d. If the new structure is a manufactured home or mobile home, the DRP plans must also be stamped by the State of California and the foundation/pier plans that show the how the structure will be anchored to the foundation. For a mobile home/chattel with wheel axles that remain in place, an additional inspection report from a qualified party is required that approves the structure has been properly anchored to the foundation.
2. A copy of receipt from Building and Safety showing payment for plan check.

Contractors, if there is no engineering or architectural plan, we require a proof of permission from the property owner to submit the application (Letter of authorization).

There are certain special cases that require additional documentation (driveways, manufactured homes, etc). The addressing unit will contact you for this information.

New utility addresses require:

Site plans which show the location(s) of the electric meter location(s) to be addressed within the property or right of way. Upload the B&S (BLDR, BLDC, ELEC) as Support Information.

Commercial address require:

Site plans which show the location of the commercial unit, including separations from other units (demising walls).

Address Change request requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Select the document type from the drop-down menu, and then click on the “+” Icon and follow the prompts to upload the document.

Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Review and Submit (6)

Attachments

Click [here](#) for the Address Request Manual

If requesting for an address change:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

If requesting for a new property/site/building address:

- Proof of ownership or permission from the property owner (Letter of authorization) if there is no engineering or architectural plans.
- Approved Regional Planning site plans showing structure to be addressed with driveway access to street. Floor plan will be required if structure is attached to existing structure.
- Plans showing structure to be addressed, driveway access to street.
- Receipt from Building and Safety showing payment for plan check.
- If a driveway passes through other owners parcels to the named street, we may require recorded vehicular access easement documentation (deed, parcel map, etc.)
- State filing documentation is required for addressing manufactured/mobilehome structures anchored to a foundation and mobilehome parks.
- A B&S permit is requested when an address is requested for a structure that does not meet building code. A B&S Certificate of Occupancy may also be requested in some instances.

If requesting for a utility address:

- Plans showing location of electrical meter with dimensions and the access from the named street.



Site Plan

site plan.pdf
Size: 8.73 MB

[Remove](#)

Select Type ▼

Add Attachment

+

Supported: jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, zip, dxf, dwf, dwfx, csv, rtf, t...



[Back](#) [Save Draft](#) [Next](#)

Click [Next](#) button and the documents will be uploaded.

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

Step 11: Review

Review all information for accuracy.

If everything is correct, click  button when finished.

Apply for Plan - Address Request *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Review and Submit

[Submit](#)

Locations

Location	120 S Sunol Drive, Los Angeles, CA , 90063
Parcel Number	5233028006

Basic Info

Type	Address Request
Description	add address request as sub record in workflow
Applied Date	04/11/2023

Contacts

Applicant	Tammy Lindberg LA County DPW 900 South Fremont Avenue , Alhambra, CA , 91803
-----------	--

More Info

Plan Details

Address Type Accessory Dwelling Unit [Next Section | Top | Main Menu](#)

Request Type Add Address

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

Number of Addresses 1

Enter the total number of Parcels (A/Ns) that intersect the building footprint(s) receiving the new address(es).

Number of Parcels 1

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

For County Staff Only [Previous Section | Top | Main Menu](#)

Final New Address(es)

Street Number	Address Fra...	Direction	Street Name	Street Typ
---------------	----------------	-----------	-------------	------------

Attachments

Site Plan	site plan_v1.pdf
-----------	------------------

[Back](#) [Save Draft](#) [Submit](#)

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

On the next page, you will receive a green confirmation message of your new address application.

This page is your new address summary plan which includes your new address plan number, progress, workflow, available actions, fees, etc.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: ADDR2023000006

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Address Request	Status: New	Project Name:
Applied Date: 04/11/2023	Expiration Date:	
District: Blank	Assigned To: Unit, Addressing	Completion Date:
Description: add address request as sub record in workflow		

Summary

Locations

Fees

Reviews

Attachments

Contacts

Sub-Records

More Info

Progress

0%

Completed

● Completed
● In Progress
● Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Address Application Review - Started - Scheduled for 05/09/2023
- ☐ Create/Link Site Plan Ministerial
- ☐ Check Property Ownership
- ☐ Check Site Plan Completeness
- ☐ Check B&S Plan Check Fee Paid
- ☐ Assess Fees/Create Invoice
- ☐ Create Address Form
- ☐ Upload Address Packet
- ☐ Address Review

Available Actions

i

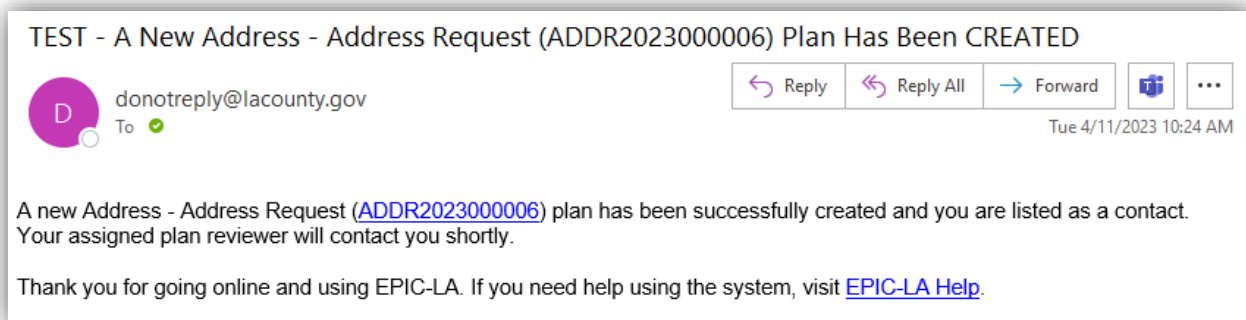
No Actions

EPIC-LA Address Request Manual

Section 1: Unincorporated County Addresses (Existing Plan or Permit)

What happens next?

If you provide an email in your contact information, you will receive a confirmation mail regarding your new address plan.



For non-utility addresses, once your site plan is approved by Regional Planning, we will be notified of the approval, review the documents for completeness, and invoice you for the addressing fee if they are complete, or email you if there are any additional documents needed.

For utility addresses, we will review your site plan, review the Building & Safety or DRP permit, and invoice you for the addressing fee if they are complete or email you if there are any additional documents needed.

After you submit the payment, we'll continue to issue an address and finish the process.

If you have any questions, please save your plan as draft, and contact the Addressing Unit at:

Addressing@dpw.lacounty.gov.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Section 2: Addresses for Contract Cities/Non-standard Requests

This section provides instructions on how to request an address for addresses in contract cities.

Before you start, please note:

A request for a new address in a Contract City requires 2 documents:

- Site plans which shows the structure to be addressed with driveway access to street. If the new structure will be attached to an existing structure, upload the floor plans as well.
- Letter of Authorization from your city planning department that gives the authorization to assign the required address(es).

A request for an Address Change requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

Contract Cities:

Carson	Cerritos	Commerce	La Canada Flintridge
Lawndale	La Mirada	Lomita	Rolling Hills
Rolling Hills Estates	Westlake Village		

Non-standard Address Request

Examples of non-standard Address requests include encroachments for utilities, addresses assigned under a conditional use permit, temporary addresses, or other non-standard applications that do not have a Regional Planning Building Plan (RPPL) or Building and Safety Electric Permit (BLDC/ELEC). You are required to upload the relevant approved documents during that part of the process..

If at any time you have difficulties with this process, please don't hesitate to contact us at Addressing@dpw.lacounty.gov.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

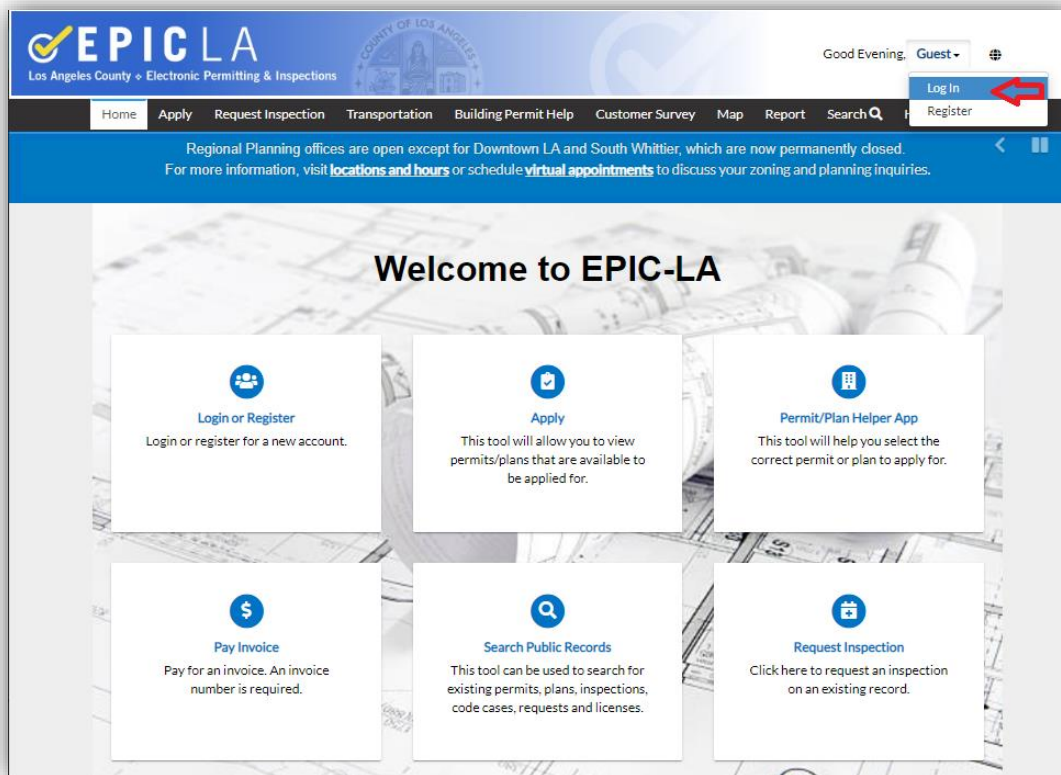
Step 1: Log in

Open EPIC-LA by going to this link: <http://epicla.lacounty.gov>

Click on the top right box labeled **“Guest”** and log in to your account.

If you have an account already, log in with the proper credentials.

If you don't have an account, please create one by clicking the Register Link.

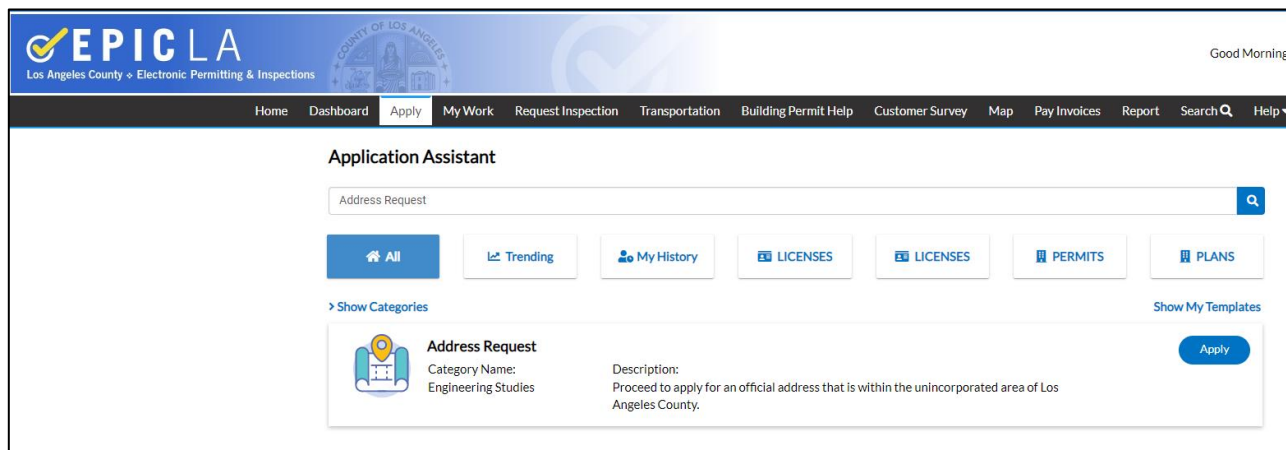
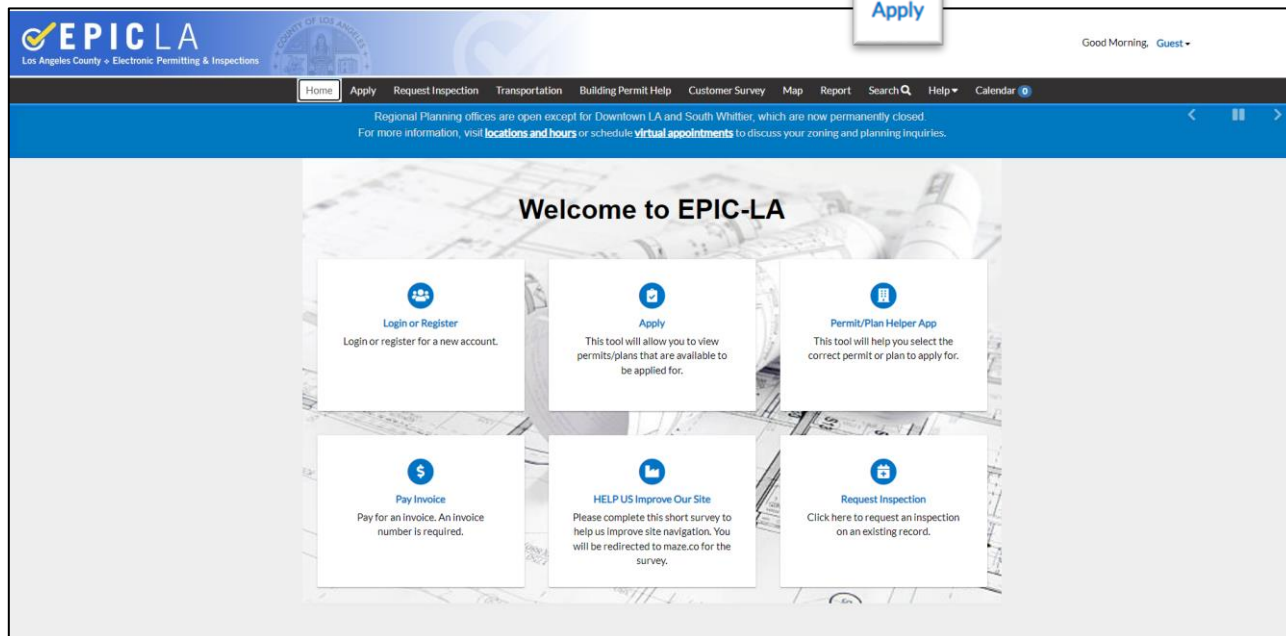


EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

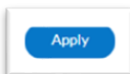
Step 2: Apply

Once you are logged in, click on the top middle box labeled “Apply”:



Type “**Address Request**” in the search box at the top of the page.

Once the Address Request box appears, click



EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 3: Address Request - Location

Click on the white “+” to add the location of the new address.

Apply for Plan - Address Request *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

Click [here](#) for the Address Request Manual

Please include all Addresses/AIN (Parcel) numbers for this request.

Please read the following:

- When searching by address, it is recommended to enter only the house number and street name
- When searching by AIN, enter the AIN without dashes (e.g. use "1234567890" instead of "1234-567-890")
- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click address location help for additional information.

Type: Location

US
120 S Sunol Drive, Los Angeles, CA, 90063

Main Address ☐

Parcel Number
5233028006

Main Parcel ☐

[Remove](#)

Location

Add Location

[Save Draft](#) [Next](#)

Note:

- If vacant land, just search for and select the parcel AIN(s). If the location is not within the jurisdiction for this plan/permit/business type, a warning will appear.
- Click address location help for additional information.

Address Request – Add Location

Add by Address:

5. Default option is to search by Address.
6. Use the search box under “**Address Information**” to search for the location. It is recommended to enter only the house number and street name.
7. Click the “**Magnifying Glass**” button to search.
8. When the result(s) show, find the correct address that you want to add, and click “**Add**” button.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Back to Application

Add Location

1. Click here to search by Address.

Address Parcel

Add Address As Location

Search

Address Information 2. Enter the house number and street number.

Search 13663 Bentongrove 3. Click here to search.

Address	Action
13663 Bentongrove Drive Whittier, CA 90605	4. Find the correct address, then click "Add". Add

Results per page 10 1 - 1 of 1 << < 1 > >>

Add by Parcel (Assessor Identification Number AIN or Assessor Parcel Number APN):

6. Click **"Parcel"** button to search by Assessor Identification number (AIN) or Assessor Parcel Number (APN). Use the parcel search option if having trouble finding your address.
The parcel number can be found on your site plan or visit <https://maps.assessor.lacounty.gov/m/> to find your parcel number.
7. In the Search textbox, enter 10 numbers of the AIN/APN without dashes (e.g. use "1234567890" instead of "1234-567-890")
8. Click the **"Magnifying Glass"** button to search.
9. When the AIN result shows, check the **"Action"** checkbox.
10. Then click **"Search Associated Addresses"** button.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Add Location 1. Click here to search by AIN/APN.

Address **Parcel**

Parcel Information 2. Enter 10 digits of AIN/APN without dashes.

Search: 5828018024  3. Click here to search.

Parcel Number	Section	Township	Range	Action
5828018024				☒ 4. Check the "Action" box the found AIN.

Results per page: 10 1 - 1 of 1 << < 1 > >>

5. Click here to find address(es) in this AIN. 

[Search Associated Addresses](#)

EPIC LA will show the list of all addresses associated with that AIN. Check the **"Action"** box(es) of the address(es) that you want to add. Then click **"Add Selected"** button.

[Search Associated Addresses](#)

Associated Addresses

Associated Addresses for Parcel - #5828018024

Address	Action
340 W Ventura Street Altadena, CA 91001	☒

Results per page: 10 1 - 1 of 1 << < 1 > >>



[Add Selected](#) [Cancel](#)

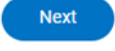
If you need to add another location, click the **"Add Location"** button and add another location. If you have added all locations, click [Next](#) button to move to the next step.

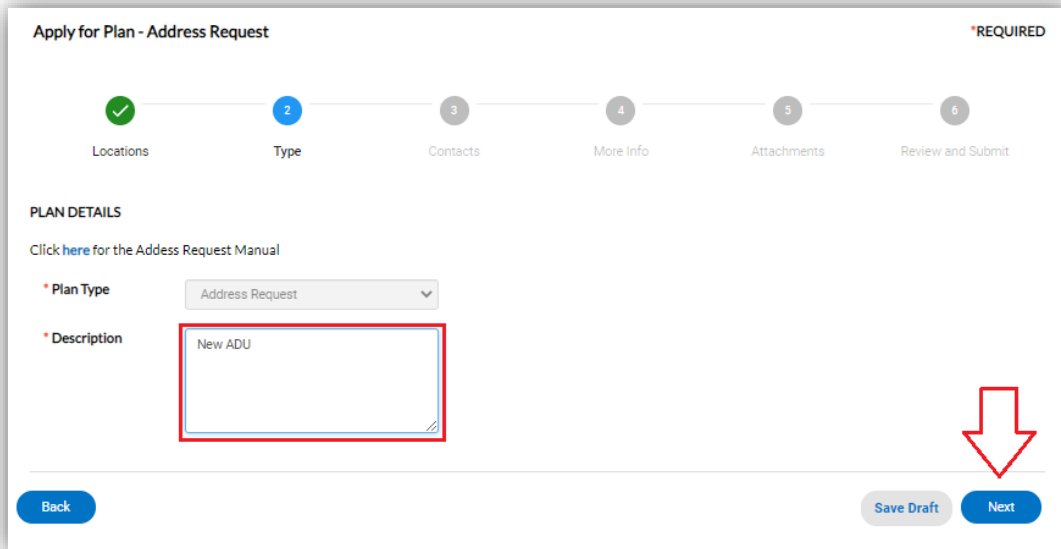
EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 4: Address Request – Type (Plan Details)

Please provide any relevant details related to the address request or a short description of your project. For example: “adding an ADU”, etc. This description field is required.

Click  button when finished.



Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓) 2. Type (2) 3. Contacts 4. More Info 5. Attachments 6. Review and Submit

PLAN DETAILS

Click [here](#) for the Address Request Manual

* Plan Type: Address Request

* Description: New ADU

Buttons: Back, Save Draft, Next

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

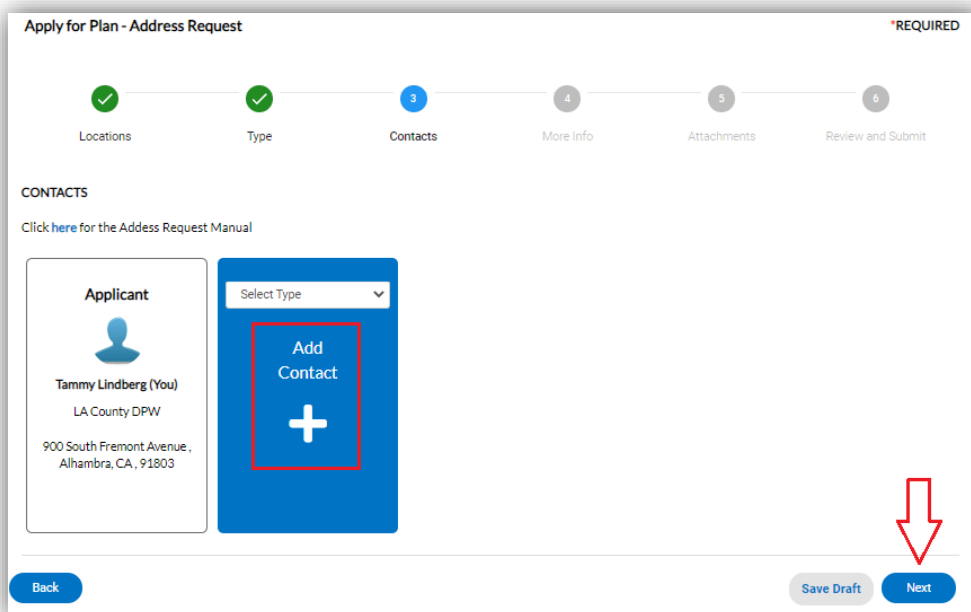
Step 5: Contacts

Add any contacts that need to be notified of completion.

If you are a contractor, we recommend adding the property owner as a contact so they will receive the final address when complete. (At minimum, the owner should be added to the list of contacts).

For requests in contract cities, please add your contact at the City who approved the site plan so they can be notified. Please search for their name or email address and add them.

Click  button when finished.



The screenshot shows the 'Apply for Plan - Address Request' form, specifically the 'Contacts' step (Step 3 of 6). The progress bar at the top indicates that 'Locations' and 'Type' are completed, 'Contacts' is the current step, and 'More Info', 'Attachments', and 'Review and Submit' are yet to be completed. The 'CONTACTS' section includes a link to the 'Address Request Manual'. Below this, there is a card for the 'Applicant' (Tammy Lindberg) and a blue box with a red border containing the text 'Add Contact' and a plus sign. A red arrow points to the 'Next' button at the bottom right of the form.

Apply for Plan - Address Request *REQUIRED

Progress: 1. Locations (✓), 2. Type (✓), 3. Contacts (3), 4. More Info (4), 5. Attachments (5), 6. Review and Submit (6)

CONTACTS

Click [here](#) for the Address Request Manual

Applicant

Tammy Lindberg (You)
LA County DPW
900 South Fremont Avenue,
Alhambra, CA, 91803

Select Type

Add Contact

Back Save Draft **Next**

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

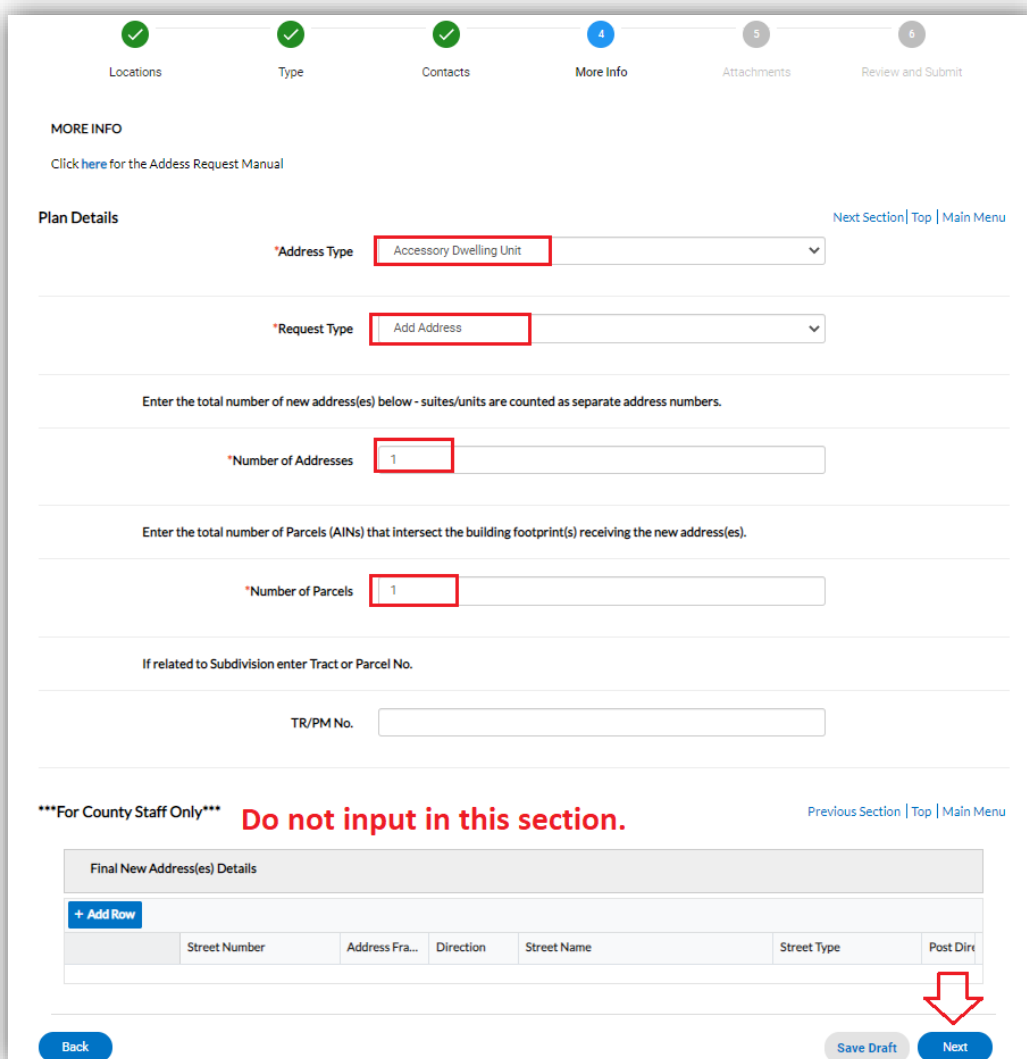
[Step 6: More Info](#)

Fill out each detail and select appropriate information regarding your project.

Note: “**Number of Addresses**” is the total number of addresses requested, not the house number. Most often this is “1”.

Note: If you are unsure of what “**Address Type**” to use, we have a list of address types at the end of this manual. (See appendix “A”).

Click  button when finished.



Progress indicators: Locations (✓), Type (✓), Contacts (✓), **More Info (4)**, Attachments (5), Review and Submit (6)

MORE INFO
Click [here](#) for the Address Request Manual

Plan Details [Next Section](#) | [Top](#) | [Main Menu](#)

*Address Type:

*Request Type:

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

*Number of Addresses:

Enter the total number of Parcels (AINs) that intersect the building footprint(s) receiving the new address(es).

*Number of Parcels:

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

For County Staff Only **Do not input in this section.** [Previous Section](#) | [Top](#) | [Main Menu](#)

Final New Address(es) Details

[+ Add Row](#)

	Street Number	Address Fra...	Direction	Street Name	Street Type	Post Dir

[Back](#) [Save Draft](#) [Next](#)

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 7: Attachments

A request for a new address in a Contract City requires 2 two documents:

- Site plan which shows the structure to be addressed with driveway access to street. If the new structure will be attached to an existing structure, upload the floor plans as well.
- Letter of Authorization from your city planning department that gives the authorization to assign the required address(es).

A request for an Address Change requires:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

A non-standard request for an address requires:

- Related documents showing approval of the plan (conditional use permit, encroachment permit)

Select the document type from the drop-down menu, and then click on the “+” icon and follow the prompts to upload the document.

Apply for Plan - Address Request *REQUIRED

Progress: Locations (✓), Type (✓), Contacts (✓), More Info (✓), **Attachments (5)**, Review and Submit (6)

Attachments

Click [here](#) for the Address Request Manual

If requesting for an address change:

- Proof of property ownership or permission from the property owner (Letter of authorization).
- If the address change is due to improvements that change the access to the structure (e.g. the front door of a corner lot) we will require site and floor plans.

If requesting for a new property/site/building address:

- Proof of ownership or permission from the property owner (Letter of authorization) If there is no engineering or architectural plans.
- Approved Regional Planning site plans showing structure to be addressed with driveway access to street. Floor plan will be required if structure is attached to existing structure.
- Plans showing structure to be addressed, driveway access to street.
- Receipt from Building and Safety showing payment for plan check.
- If a driveway passes through other owners parcels to the named street, we may require recorded vehicular access easement documentation (deed, parcel map, etc.)
- State filing documentation is required for addressing manufactured/mobilehome structures anchored to a foundation and mobilehome parks.
- A B&S permit is requested when an address is requested for a structure that does not meet building code. A B&S Certificate of Occupancy may also be requested in some instances.

If requesting for a utility address:

- Plans showing location of electrical meter with dimensions and the access from the named street.

Attachments List:

- Site Plan**
site plan.pdf
Size: 0.73 MB
[Remove](#)
- Add Attachment**
Select Type
+
Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .zip, .dxf, .dwg, .dwt, .sav, .rtf, .t...

[Back](#) [Save Draft](#) [Next](#)

Click [Next](#) button and the documents will be uploaded.

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

Step 8: Review

Review all information for accuracy.

If everything is correct, click  button when finished.

Apply for Plan - Address Request *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Review and Submit

[Submit](#)

Locations

Location	120 S Sunol Drive, Los Angeles, CA , 90063
Parcel Number	5233028006

Basic Info

Type	Address Request
Description	add address request as sub record in workflow
Applied Date	04/11/2023

Contacts

Applicant	Tammy Lindberg LA County DPW 900 South Fremont Avenue , Alhambra, CA , 91803
-----------	--

More Info

Plan Details

Address Type Accessory Dwelling Unit [Next Section | Top | Main Menu](#)

Request Type Add Address

Enter the total number of new address(es) below - suites/units are counted as separate address numbers.

Number of Addresses 1

Enter the total number of Parcels (A/Ns) that intersect the building footprint(s) receiving the new address(es).

Number of Parcels 1

If related to Subdivision enter Tract or Parcel No.

TR/PM No.

For County Staff Only [Previous Section | Top | Main Menu](#)

Final New Address(es)

Street Number	Address Fra...	Direction	Street Name	Street Typ
---------------	----------------	-----------	-------------	------------

Attachments

Site Plan	site plan_v1.pdf
-----------	------------------

[Back](#) [Save Draft](#) [Submit](#)

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

On the next page, you will receive a green confirmation message of your new address application.

This page is your new address summary plan which includes your new address plan number, progress, workflow, available actions, fees, etc.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: ADDR2023000006

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Address Request	Status: New	Project Name:
Applied Date: 04/11/2023	Expiration Date:	
District: Blank	Assigned To: Unit, Addressing	Completion Date:
Description: add address request as sub record in workflow		

Summary

Locations

Fees

Reviews

Attachments

Contacts

Sub-Records

More Info

Progress

0%

Completed

In Progress

Not Started

Workflow

- ☒ Address Application Review - Started - Scheduled for 05/09/2023
- ☐ Create/Link Site Plan Ministerial
- ☐ Check Property Ownership
- ☐ Check Site Plan Completeness
- ☐ Check B&S Plan Check Fee Paid
- ☐ Assess Fees/Create Invoice
- ☐ Create Address Form
- ☐ Upload Address Packet
- ☐ Address Review

Available Actions

i

No Actions

Fees

\$0.00

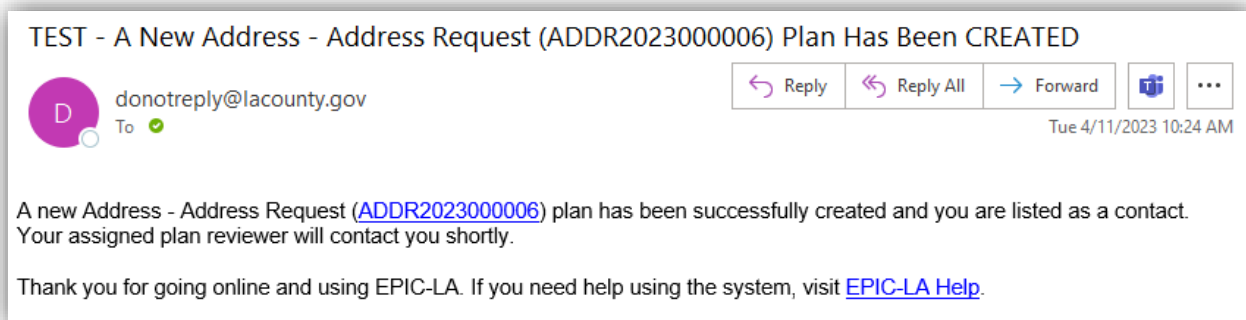
[View Details](#)

EPIC-LA Address Request Manual

Section 2: Contract Cities (no existing plan)

What happens next?

If you provide an email in your contact information, you will receive a confirmation mail regarding your new address plan.



We will review the documents for completeness, and invoice you for the addressing fee if they are complete, or we will email you if there are any additional documents needed.

After you submit the payment, we'll continue to finish the process.

If you have any questions, please save your plan as draft, and contact the Addressing Unit at:

Addressing@dpw.lacounty.gov.

Appendix A: Address Types

Address Types

Accessory Dwelling Unit (ADU)

Also known as granny flat, in-law units, backyard cottages, or secondary units. They can be attached or separate from the main house, but have stricter building codes than Junior ADUs.

ADUs require a new address to receive mail at a separate address and if a separate power meter is requested.

Junior ADU (JADU)

Also known as granny flats – these are attached to the main residence. Junior ADUs do not have the same building requirements as an attached ADU.

Per current state law and directive by the Los Angeles County Building Official, a Junior ADU shall not receive an address assignment under any circumstance.

Commercial

Choose this option if you need an address for a commercial building. Examples would be, retail, warehouse, industrial, manufacturing, apartment complex.

Multifamily Dwelling

Construction of 2 dwellings or more.

Single Family

Construction of a single residential dwelling.

Manufactured or Mobile Homes

For Utility addresses, a Public Works Building and Safety permit (electrical or building permit) is required to receive a utility address (this does not apply for utility meters in an incorporated city's jurisdiction/contract city). We will reject any utility request without an existing electrical or building permit.

Utility Address Types**Utility**

Placement of a new or relocated utility meter.

Electric Vehicle

Utility specific for Electric Vehicle Charging meter.

Telecommunication

Address for a telecommunication site meter equipment.

Temporary

Temporary address used during construction.