

GUIDE TO EPIC-LA SUB RECORDS

NOVEMBER 2024

1. By using sub-records in an existing Plan or Permit in EPIC-LA, an applicant will be able to apply for other subsequent Plans and Permits with County Departments without having to re-enter all of the information that they have already previously entered when first submitting an application for any Plan or Permit at any County Department through EPIC-LA.
2. Using sub-records will also help ensure that the **Project Number** is carried over to the succeeding Plans and Permits and will make it easier for the applicant and County staff to track all the different Plans and Permits that are related to a specific Project.
3. Sub records may be accessed by going into the Plan or Permit in EPIC-LA and clicking on the Sub records tab.

The screenshot displays the EPIC-LA web application interface. At the top, the header includes the EPIC-LA logo, the text 'Los Angeles County - Electronic Permitting & Inspections', a user greeting 'Good Morning, [redacted]', and a shopping cart icon with '0' items. A navigation bar below the header contains links: Home, Dashboard, Apply, My Work, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, and Help. A 'Calendar' icon is also present.

The main content area shows the 'Plan Number: [redacted]' at the top right, with a print icon. Below this, there are tabs for 'Plan Details', 'Tab Elements', and 'Main Menu'. The 'Plan Details' tab is active, displaying a form with the following fields:

- Type: Site Plan Review - Ministerial
- Status: Approved
- Project Name: [redacted]
- Applied Date: 06/18/2021
- Expiration Date:
- District: SD-1
- Assigned To: [redacted]
- Completion Date: 02/09/2022
- Approval Expiration Date: 02/09/2024
- Description: Proposed 3,350 Sq. Ft. 5-bedrooms/5 bathrooms, Single Family House with attached 3-car garage.

Below the form, there is a row of tabs: Summary, Locations, Fees, Reviews, Attachments, Contacts, Sub-Records (highlighted with a red dashed box), and More Info. The 'Sub-Records' tab is selected, showing a sub-header with links: Existing Sub-Records, Remaining Sub-Records, Next Tab, Plan Details, and Main Menu.

The 'Existing Sub-Records' section has a 'Sort' dropdown set to 'Record Number'. Below this is a table with columns 'Record Number', 'Type', and 'Status'. The table is currently empty, with the text 'No records to display.' below it.

The 'Remaining Sub-Records' section has a table with columns 'Type' and 'Action'. The 'Type' column contains 'Commercial Addition/Alteration/TI Building Permit - County'. The 'Action' column has a button labeled 'Apply' (highlighted with a red dashed box).

4. Below are the Categories of the Sub-Records available to an applicant in EPIC-LA with brief descriptions of each:
- A. **Regional Planning Applications** - from a Building and Safety Permit: [See Part A on page 3](#)
 - B. **New Address Request** from the Addressing Unit of the Department of Public Works (DPW) – from a Regional Planning Plan (RPPL): [See Part B on page 4](#)
 - C. **Building Permits and Information from Building and Safety** Division of the Department of Public Works (DPW) – from a Regional Planning Plan (RPPL) or Regional Planning Application (RPAP): [See Part C on page 5](#)
 - D. **Technical Studies from the Department of Public Works (DPW)**, as required by the Land Development Division (LDD) – from a Regional Planning Plan (RPPL): [See Part D on page 7](#)
 - E. **Fire Department Plan Checks (Fire Engineering)** – from a Building and Safety Permit: [See Part E on page 8](#)

A. REGIONAL PLANNING APPLICATIONS

- from a Building and Safety Permit

DRP - Base Application - Permits & Reviews	The applicant has been requested to resubmit a Regional Planning – Base Application for the proposed Project.
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B. NEW ADDRESS REQUEST FROM ADDRESSING UNIT OF THE DEPARTMENT OF PUBLIC WORKS (DPW)

- from a Regional Planning Plan (RPPL)

Address Request (Non-standard)

The applicant wants to apply for an official address that is within the unincorporated area of Los Angeles County.

For more details, follow these [Instructions on applying for a new address](#)

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C. BUILDING PERMITS AND INFORMATION FROM THE BUILDING AND SAFETY (B&S) DIVISION OF THE DEPARTMENT OF PUBLIC WORKS (DPW)

- *from a Regional Planning Plan (RPPL) or Regional Planning Application (RPAP)*

Commercial New Construction Building Permit – County	The Project involves the construction of a new standalone commercial building or related structure.
Commercial Addition/Alteration/TI Building Permit – County	The Project involves an addition, alteration, or a tenant improvement at an existing commercial building.
Electrical Permit (Complex) – County	The Project involves any electrical installation.
General Occupant Load - County	The Project involves an Occupant Load determination by Building & Safety as part of Regional Planning's calculation of the number of required parking spaces as per Los Angeles County Code Section 22.112.070.
Grading Permit – County	The Project involves grading (captured in cubic yards of cut and fill).
Industrial Buildings (i.e. warehouses, factories etc.)	These are considered commercial uses. Please apply for a Commercial Building Permit.
Institutional Structures (i.e. church, school etc.)	These are considered commercial uses. Please apply for a Commercial Building Permit.
Mixed Use Addition/Alteration Building Permit – County	The Project involves an addition or alteration of an existing mixed-use building.
Mixed Use New Construction Building Permit – County	The Project involves the construction of a new mixed-use building.
Multifamily Addition/Alteration Building Permit – County	The Project involves an addition or alteration of an existing multifamily residential building. For additions that create an Accessory Dwelling Unit (ADU), please apply for a Residential Addition/Alteration Building Permit.
Multifamily New Construction Building Permit – County	The Project involves the construction of a new multi-family residential building. Multifamily projects are for structures with 3 or more dwelling units. For Accessory Dwelling Units (ADUs), please apply for a Residential New Construction building permit.
Pool/Spa Permit – County	The Project involves the construction of a new pool or spa or addition/alteration of an existing pool or spa.

Residential Addition/Alteration Building Permit – County	The Project involves an addition or alteration to an existing single-family residential building. Common applications include, but are not limited to additions, remodels that require plan review, conversions of existing spaces, garage conversions to ADU, and attached patios.
Residential New Construction Building Permit – County	The Project involves the construction of a new single-family residential building or related separate structures. Common applications include, but are not limited to new single-family residences, detached ADUs, detached garages, and detached accessory structures.
Retaining Wall or Fence Permit – County	The Project involves the construction of a new retaining wall or fence or an alteration to an existing retaining wall or fence.
Roof Mount Residential Solar	The Project includes the installation of roof-mounted solar panels on a residential property.
Sign Permit – County	The Project involves the installation or alteration of a sign on the property.

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**D. TECHNICAL STUDIES FROM THE DEPARTMENT OF PUBLIC WORKS (DPW), AS
REQUIRED BY THE LAND DEVELOPMENT DIVISION (LDD)**

- from a Regional Planning Plan (RPPL)

Geotechnical Study	The Project requires a Geotechnical Study to be reviewed by the Geotechnical and Materials Engineering Division (GMED) of PW.
Hydrology Study	The Project requires a Hydrology Study to be reviewed by the Land Development Division of PW.
Sewer Area Study	The Project requires a Sewer Study to be reviewed by the Land Development Division of PW.
Traffic Access Management Study; Traffic Impact Analysis; Queuing Analysis	The Project requires a Traffic Study to be reviewed by the Traffic Safety and Mobility Division of PW.

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E. FIRE DEPARTMENT PLAN CHECKS (FIRE ENGINEERING)

- from a Building and Safety Permit

Fire Engineering - Building Plan Check Unit - Assembly Occupancy	The Project involves an addition, alteration, or a tenant improvement at an existing Assembly Occupancy. These applications include restaurants, churches, night clubs, bars, and the like.
Fire Engineering - Building Plan Check Unit - Commercial Occupancy	The Project involves the construction of a new or addition to a commercial building or related structure. These also include other types of buildings, including industrial buildings and institutional buildings, such as churches, schools, and the like.
Fire Engineering - Building Plan Check Unit - Dwelling 1 & 2 Family	The Project involves an addition or alteration to an existing single-family residential building. Common applications include, but are not limited to new single-family residences, detached ADUs, detached garages, and detached accessory structures.
Fire Engineering - Building Plan Check Unit - Mixed Used	The Project involves the construction of a new mixed-use building.
Fire Engineering - Building Plan Check Unit - Multi-Family Residence	The Project involves an addition or alteration of an existing multifamily residential building.
Fire Engineering - Building Plan Check Unit - Pool Drafts	The Project involves the construction of a new pool or spa or addition/alteration of an existing pool or spa within the Very High Fire Hazard Severity Zone.
Fire Engineering - Building Plan Check Unit - Solar Photovoltaic	The Project includes the installation of roof-mounted solar panels on a commercial property.
Fire Engineering - Sprinkler Unit Plan Check	The Project includes the installation of Fire Suppression Plans, including all Fire Sprinkler Plans, Private Underground Fire Line Plans, Fire Pump Plans, Standpipe Plans, Fire-Water Storage Tanks, Special Hazard Fire Extinguishing Foam systems

Fire Engineering - Fire Alarm Unit Plan Check	The Project includes the installation of Emergency Responder Radio Coverage System -ERRCS/DAS/ERCERS/BDA, Sprinkler Monitoring System, Gas Detection System, Special Extinguishing System, Two-way Communication System and other system
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