

Procedures for Submittal & Pick-up of Plans during COVID-19 Pandemic

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 – however, **we are open and continuing our customer service via phone, email and online.**

For your health and safety and those of everyone around, please be aware of our new procedures for Plan submittals and pick-up:

- **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 Pick-up and Drop-Off

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

WHERE: Go to Service Locator (<https://dpw.lacounty.gov/general/servicelocator/>) and enter the address for your project to find out the location of **in-person drop off or pickup.**

WHEN: **Appointments must be scheduled with office staff in advance.**

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