

# ONLINE SUBMITTAL OF PLANS FOR PLAN CHECK

BUILDING & SAFETY DIVISION

Before proceeding into Building and Safety Plan Check, please verify that you have obtained the City of La Mirada Planning Division review and approval. Your project may be delayed until the Planning Division has reviewed and approved your project. For questions on obtaining Planning Division approval and/or the review process, please contact the City of La Mirada at 562-943-0131 and ask to speak to a Planner.

Open your favorite browser and go to:  
<http://DPW.LACOUNTY.GOV/BSO/BSOP>

Welcome to the Building and Safety Online Plan check system. Please click on Login/Register

The screenshot shows the top navigation bar with links for "BSD Home", "Parcel Search", "Instructions for Using BSOP", and "Login/Register". Below the navigation bar is a search box with the placeholder text "Type address or APN to search on" and a "Search" button. To the right of the search box is a text input field with the placeholder text "Enter address, intersection(street @ street), parcel number/apn, or click on map". Below the search box is a checkbox labeled "County Owned/Operated Facility". The main content area features a map of Southern California with a blue outline highlighting a service area that includes Lancaster, Palmdale, Santa Clarita, Simi Valley, and parts of Los Angeles and Orange counties. The map includes a compass, zoom controls, and a "Map Satellite" button. At the bottom of the map, there is a "Google" logo and a scale bar indicating "20 km".

## Welcome to the Building and Safety Online Plan Check System

The online submittal system offers flexibility to applicants who submit engineering and construction documents for review with LA County Building and Safety. In addition to enhancing customer service and communication, this online system offers financial benefits by reducing paper use, printing costs, driving time, and gasoline consumption.

To submit a new project, begin by searching for the subject parcel using the search box or clicking on the map.

To review an existing project, or add applications to an existing project, [login here](#)

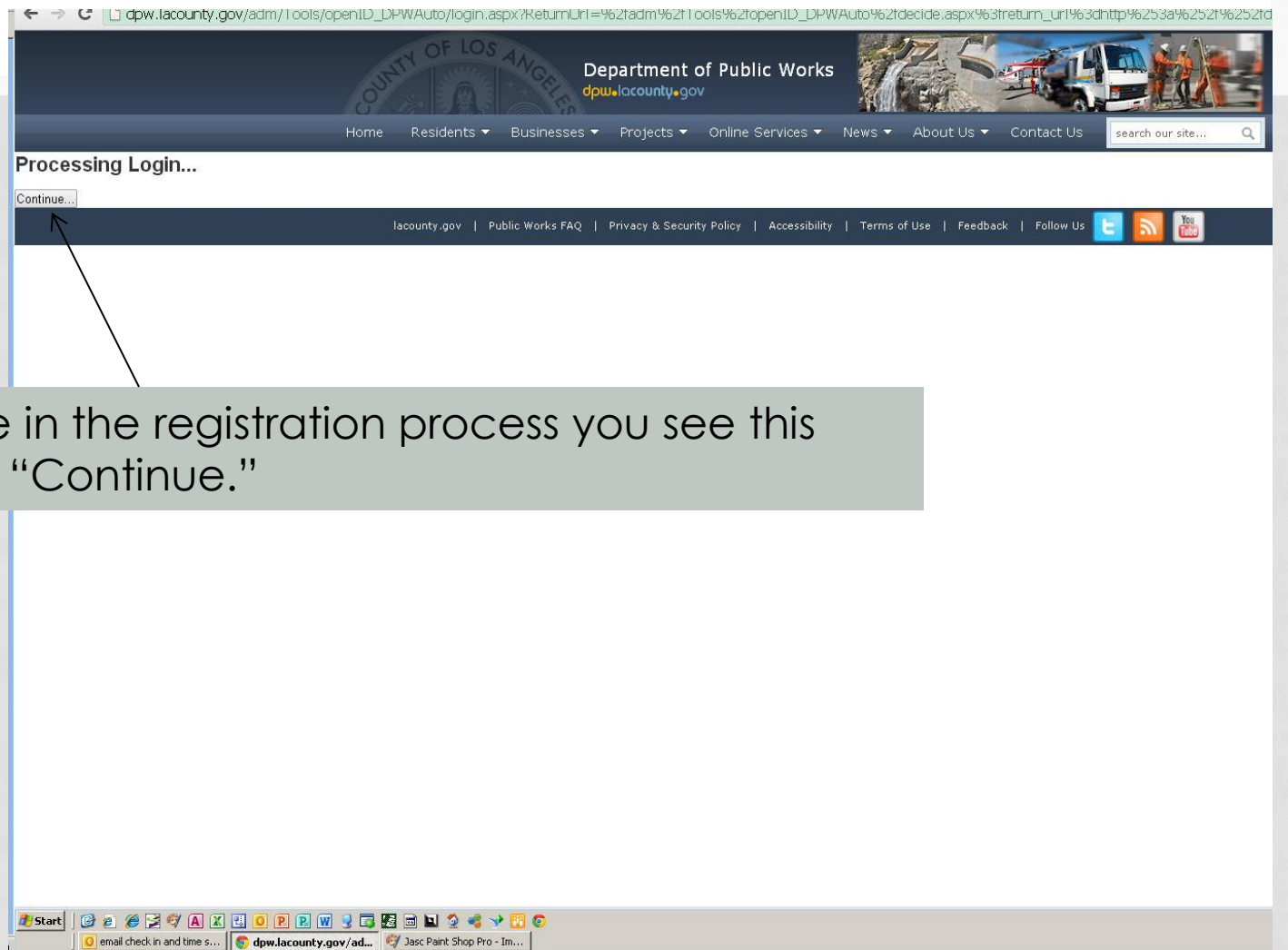
The online submittal system is currently available for unincorporated LA County, Capital Projects, and most Contract Cities. If your parcel is not in one of the designated service areas, you will need to visit the appropriate Permit Office for your parcel.

If you already registered, you will see the following screen.

ReturnUrl=%2Fadm%2Ftools%2Fpwlogin% - Windows Internet Explorer  
County of Lo... lacounty.gov  
Los Angeles County Building... NAT Assessment System  
Department of Public Works  
dpw.lacounty.gov  
search our site...  
**Log In**  
Email   
Password   
Log In Cancel  
Forget your password?  
Don't have an account? [Sign up now.](#)  
lacounty.gov | Public Works FAQ | Privacy & Security Policy | Accessibility | Terms of Use | Feedback | Follow Us

If you have not registered ,  
Click **Sign up now** next to  
“ Don't have an account?”  
to create an account.

Department of Public Works  
dpw.lacounty.gov  
**Create Account**  
First Name   
Last Name   
Email \*   
Re-Enter Email \*   
Passwords must be at least 6 characters long.  
Passwords must contain at least one alphabet character and one number.  
Password \*   
Re-Enter Password \*   
Create Account  
lacounty.gov | Public Works FAQ | Privacy & Security Policy | Accessibility | Terms of Use | Feed



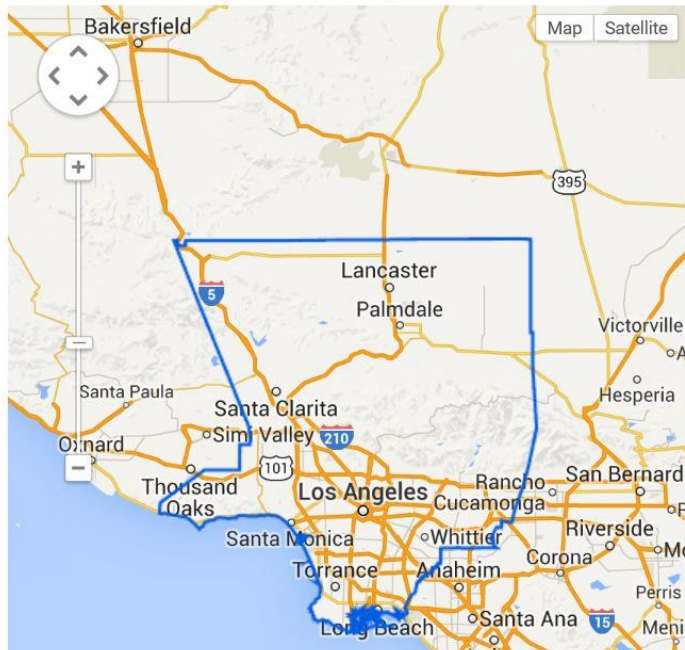
If at any time in the registration process you see this screen, click “Continue.”

Enter the address, or Assessor Parcel Number and click “Search” or visually find the parcel by zooming to it on the map. The system will tell you if the location is in one of our service areas.

BSD Home **Parcel Search** instructions for Using BSOP Login/Register

Enter address, intersection(street @ street), parcel number/apn, or click on map

County Owned/Operated Facility



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To submit a new project, begin by searching for the subject parcel using the search box or clicking on the map.

To review an existing project, or add applications to an existing project, [login here](#)

The online submittal system is currently available for unincorporated LA County, Capital Projects, and most Contract Cities. If your parcel is not in one of the designated service areas, you will need to visit the appropriate Permit Office for your parcel.

**Remember this site is for Plan Check Submission only not permits. Once you are ready to pull permits you must go to the District Office that services your project location.**

The screen will now display your log in ID on the right.

You may enter your project location in the search box on the left by address or assessor parcel number.



By clicking this box you can submit plans for County owned building projects that are located in areas not normally serviced by the County. As an example, if your project for that new County Fire Station is in the City of Los Angeles, you can click this box and the system will allow you to submit the plans.

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To submit a new project, begin by searching for the subject parcel using the search box or clicking on the map.

To review an existing project, or add applications to an existing project, [login here](#)

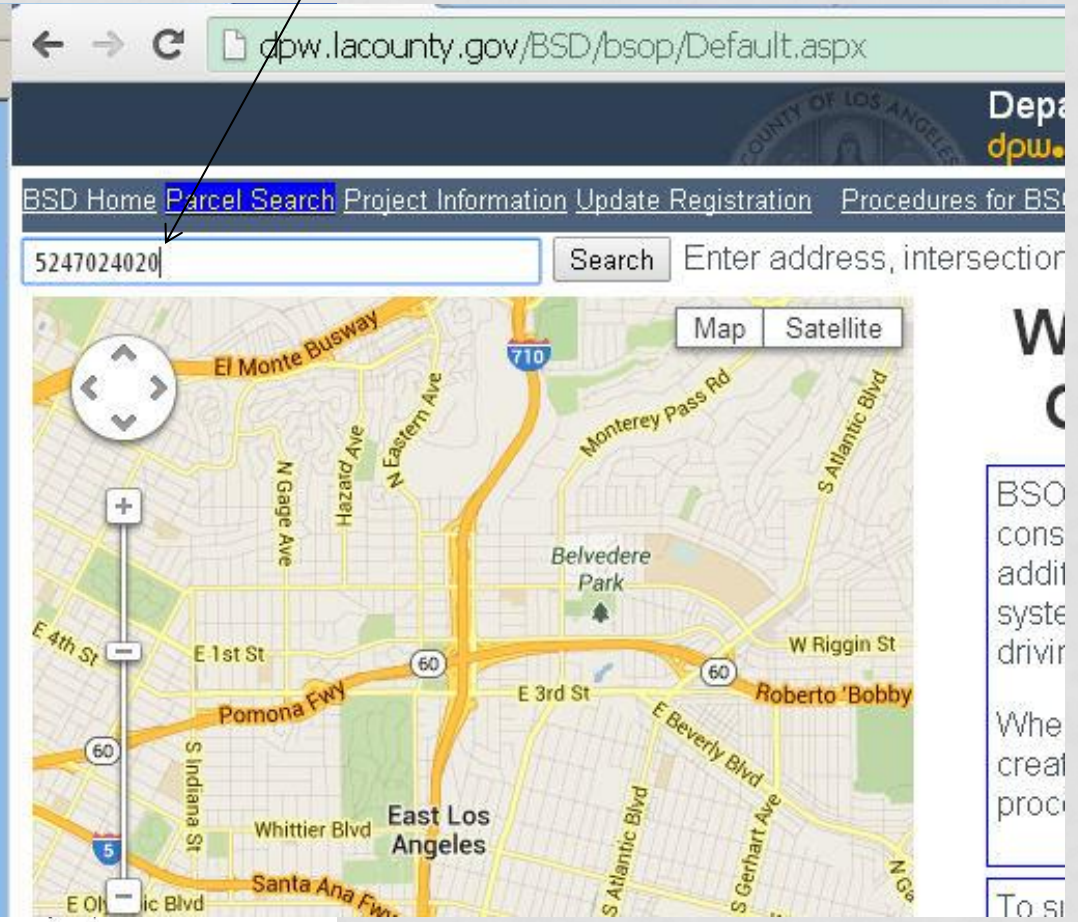
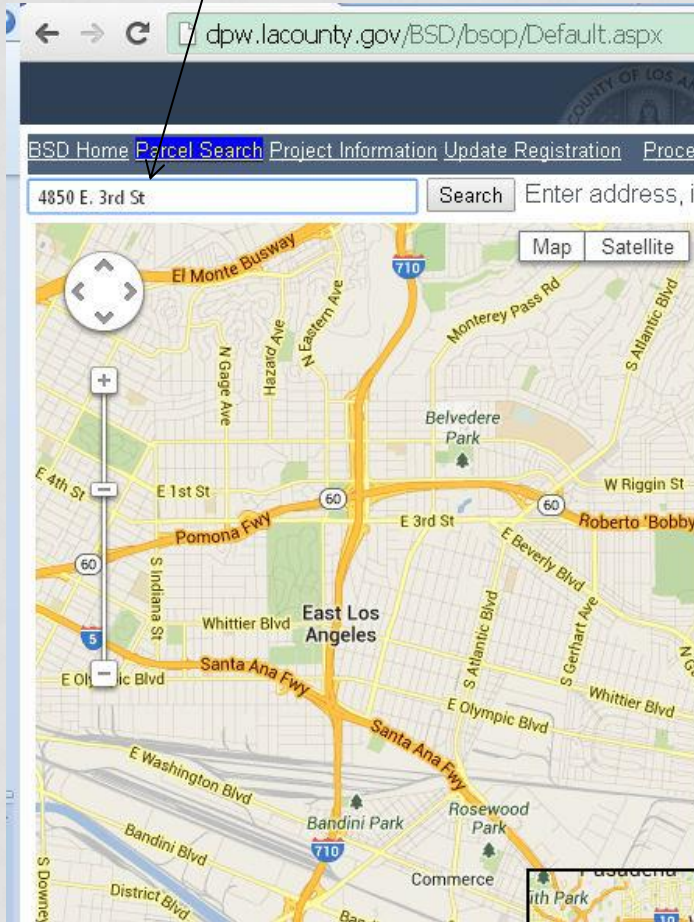
The online submittal system is currently available for unincorporated LA County, Capital Projects, and most Contract Cities. If your parcel is not in one of the designated service areas, you will need to visit the appropriate Permit Office for your parcel.

You may also locate your project site visually by zooming in on the map until you see the parcel then click on the parcel.



Locate by address.

Locate by Assessor Parcel Number (APN).



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Locate by clicking on the parcel from the map.

The screenshot shows the Department of Public Works website interface. At the top, the URL is `dpw.lacounty.gov/BSD/bsop/Default.aspx`. The page title is "Department of Public Works" with the logo `dpw.lacounty.gov`. Below the header, there are navigation links: "BSD Home", "Parcel Search", "Project Information", "Update Registration", and "Procedures for BSOP". The user is logged in as "David Smith" with a "Logoff" button.

A search bar contains the text "Type address or APN to search on" and a "Search" button. Below the search bar, a map shows a street grid with a red parcel highlighted. A callout box over the map says "View Assessor Map" and "BSD Office Information".

On the right side, there is a table with three tabs: "General Information", "Civic Information", and "Engineering Information". The "General Information" tab is active, showing the following data:

General Information	Civic Information	Engineering Information
AIN	5248001904	
Site Address	4850 E 3rd St , East Los Angeles, CA 90022	
BSD Rehab	EAST LOS ANGELES	
Road Maintenance District	142	
Thomas Guide Info	635G6	

Below the table is a button that says "Submit Electronic Plan Check for this Parcel".

At the bottom of the map, there is a scale bar showing 50 m and 200 ft, and a small inset map showing the location within a larger area.

This view will appear regardless of the way you found the parcel. In this view you can see the Assessors' Map, get information on the area office that serves this parcel or see various types of data on the parcel. If this is the correct location, click "Submit Electronic Plan Check."



This is the Project Information Screen associated with your account. The location you selected will be one of the addresses listed below. Click on the "Select" associated with the address you wish to work on.

Department  
dpw.lacounty.gov

BSD Home Parcel Search My Projects Under Registration Instructions for Using BSOP David Smith Logoff

### Project Information

Select	APN	Address	Created	BSD Office Link
Select	2424043022	3900 Lankershim Blvd, Universal City, CA 90068	10/1/2014 7:44 AM	Universal

Select Permit Type

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1501150061	test	3900 Lankershim Blvd, Universal City 90068	Cancelled	1/15/2015	

Current Plan Check:  
BL1501150061

Building Files

Applicant Files			Reviewed Files
File Name	File Size	Date	
Attachment 1_Agreement (3).pdf	5,172,563	01/15/2015	No project files associated with selected permit

Other previously entered projects will also be listed. If you are looking for one of these, you can go directly to the project information page by clicking on that address in the header line.

The selected address will highlight.

If you have multiple plan sets to submit (Building, Electrical, Mechanical, etc.) you must submit them individually. The Building plans in the building application, another submission for Electrical, and so-on.

Department of  
dpw.lacounty.gov

BSD Home Parcel Search **My Projects** Update Registration Instructions for Using BSOP David Smith Logoff

### Project Information

Select	APN	Address	Created	BSD Office Link
Select	2424043022	3900 Lankershim Blvd , Universal City, CA 90068	10/1/2014 7:44 AM	Universal

Building Application

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	BL1501150081	test	3900 Lankershim Blvd , Universal City 90068	Cancelled	1/15/2015	

Select the type of plan you are submitting.

Click "Submit New Application."

Here is the "Building Permit Application." There are separate applications for Electrical, Mechanical, Plumbing, etc. Please complete as many of the fields as apply to your project. This will assist our Permit Technicians and Plan Checkers to process your application efficiently.

BSD Home Parcel Search My Projects Update Registration Instructions for Using BSOP David Sm

### Building Permit Application

Current Parcel: 2424043022 Current Address: 3900 Lankershim Blvd, Universal City, CA 90068

Construction Information

Project Information - Required Fields begin with a red asterisk \*

\*Project Name:

\*Work Description:

\*Construction Costs: \$  Materials and Labor

\*Construction Type:

\*Occupancy Group:

\*Very High Fire Zone:  Yes  No

You must enter information for at least one type of construction

New Building/Addition to existing structure

Building/Addition:  Square Feet

Garage:  Square Feet

Stories:

Patio Cover:  Square Feet

Deck:  Square Feet

Signs

Signs:

Retaining Wall

Length:  Linear Feet

Max. Height:  Feet

Pool/Spa

Pool:  Square Feet

Spa:  Square Feet

Remodel/Tenant Improvement

Affected Area:  Square Feet

Stories:

File Selection

Select the file(s) you wish to upload. Minimum 1 file required to submit plan check.  
PDF's should be broken down per discipline (Architectural, Structural, Electrical, calculations, etc) and be no more than 100MB.  
[Only PDF files allowed to uploaded](#)

Owner Information - Required Fields begin with a red asterisk \*

Copy Applicant Info

\*Name:

Company Name:

\*Phone:  Ext.

\*eMail:

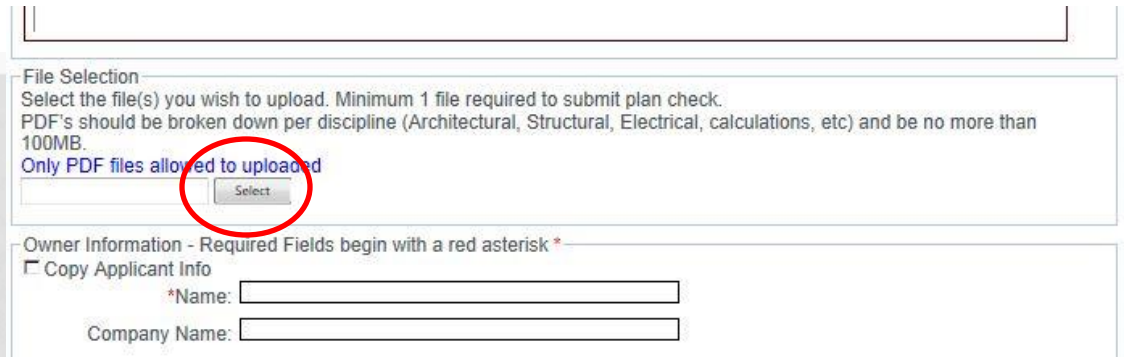
Verify eMail:

\*Address:

\*City:

Once you reach this point on the form click "SELECT" and locate the PDF file containing the plans you are submitting. If the PDF set is greater than 100MB in size, please break it up into multiple files.

Once you have found the file click on the file name and look for the file name to appear with a green dot that indicates a successful upload. If there are multiple files click "SELECT" again to upload the next file.



File Selection

Select the file(s) you wish to upload. Minimum 1 file required to submit plan check.  
PDF's should be broken down per discipline (Architectural, Structural, Electrical, calculations, etc) and be no more than 100MB.

Only PDF files allowed to upload

Select

Owner Information - Required Fields begin with a red asterisk \*

Copy Applicant Info

\*Name:

Company Name:

Now that you have uploaded all your files, complete the remaining form as appropriate for your project and click "Submit."

The "Submit" button will be greyed out unless at least one file is uploaded.

Building and Safety Online Plancheck System

City:

State:

Zipcode:

State License No.:

State License Class:

License Expiration Date:

Workers Comp. Carrier:

Policy No.:

Policy Expiration Date:

Engineer Information - Required Fields begin with a red asterisk

Name:

Company Name:

Phone:

eMail:

Verify eMail:

Address:

City:

State:

Zipcode:

State License No.:

State License Class:

License Expiration Date:

Button enabled after selecting at least one file



## Building Permit Application

Current Parcel: 5239009039 Current Address: 3947 Percy St , Unincorporated, CA 90023  
Temporary Number: TBL140129001

Thank you for the Building Permit Application Submittal.

You will be contacted by someone via the email address you provided with a status of your submission.

Please click the Permit Selection link above to submit another permit or plan check.

Files submitted: 1

This is the screen that appears confirming the application was received and a temporary project number was assigned.

### Project Information

Select	APN	Address	Created	BSD Office Link
Select	5240010005	734 S La Verne Ave , East Los Angeles, CA 90022	3/4/2015 4:48 PM	East Los Angeles
Select	5248017018	562 S Kern Ave , East Los Angeles, CA 90022	12/9/2014 4:46 PM	East Los Angeles
Select	5249028006	5320 Dewar Ave , Unincorporated, CA 90022	9/17/2014 2:04 PM	East Los Angeles

Select Permit Type

Select	Plan Check	Project Name	Address	Status	Submitted	Fees Due
Select	TBL150304001	test data	734 S La Verne Ave ,East Los Angeles 90022	Submitted for screening	3/4/2015	

Current Plan Check:  
TBL150304001

#### Building Files

##### Applicant Files

File Name	File Size	Date
PV Electrical Worksheet.pdf	26,654	03/04/2015

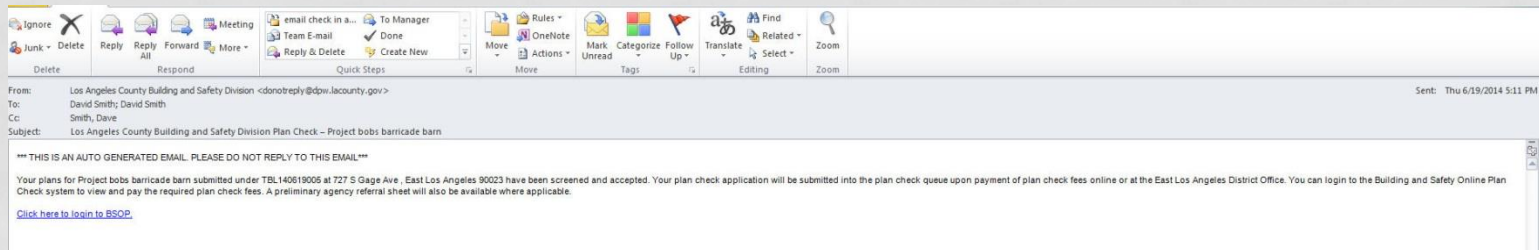
##### Reviewed Files

No project files associated with selected permit



If you return to the My Projects – Project Information page and click on the project address you will see the temporary application name. Click on that and a list of the uploaded files will be listed.

Additional files may be uploaded here.



When the Plan Check Engineer has accepted your plans, you will get an automated email indicating that they have been accepted. At this point, the Plan Check Engineer will link the project with the permitting system which will generate a permanent tracking number.

Once you have the tracking number, return to the City of La Mirada to pay the Plan Check fees.

At the completion of the County Plan Check and receiving their approval, return to the City of La Mirada with three (3) sets of the stamped approved plans for permit issuance. Please contact the City of La Mirada at 562-943-0131 for permit issuance hours.