

Date : 7/17/2020 12:20:09 PM
From : "LAFD HYDRANTS"
To : "jason.mccrea@lacity.org"
Subject : Los Angeles City Fire Department Hydrants and Access Unit Re: Outstanding Tract Letter - VTT 74371

Greetings,

Thank you for contacting the Los Angeles City Fire Department Hydrants and Access Unit. Our plan check process has been modified due to recent events.

Currently we are only accepting hard copies of plans via drop-off at our Metro Office located at 201 N. Figueroa St. The Hydrants and Access Unit is unable to review digital plans at this time. Our Van Nuys office is **CLOSED** until further notice. Our current plan check policy and a downloadable copy of our plan check application form can be found at <https://www.lafd.org/hydrants-and-access>. Please provide us with a complete set of plans, a completed plan check application, and a copy of the permit application with clearance sheet. For re-stamps, please provide a completed plan check application, the original stamped set of plans, and the new sets of plans to be stamped. All plans are required to be dropped off in the lobby of 201 N. Figueroa St. in the "Fire Department" bin.

At this time, we are unable to provide updates on the status of plans or plan check ETAs. ***The current estimated turnaround time is approximately 3-4 weeks.*** You will be contacted by an Inspector once the plan review has been completed. When you are contacted you will either be notified that plans have been approved and provided an invoice with payment instructions **OR** be provided with any corrections/modifications that may be required prior to approval. If you have been notified that your plans have been approved, our office will contact you to schedule a pick-up date. Please do not contact our office regarding pick-up dates as they will be coordinated by one of our staff members.

For payments, please do not provide checks with any submitted plans. We are currently utilizing an online payment portal which allows payments to be made via electronic check or credit card.

We will respond to all other inquiries as quickly as possible. If you have a question for our Fire/Life Safety Unit, please email them at lafd.fdsapplication@lacity.org and information regarding their plan check process can be found at <https://www.lafd.org/fire-prevention/fire-development-services>.

Please continue to monitor the <https://www.lafd.org/hydrants-and-access> webpage for any updates or changes to our plan check process. We thank you for your continued patience and understanding during this time.

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Hydrants and Access Unit
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