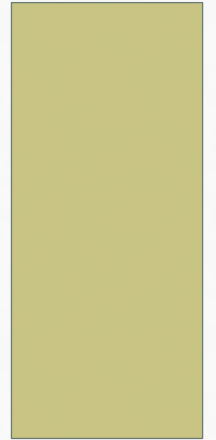


# ONLINE SUBMITTAL OF PLANS FOR PLAN CHECK

BUILDING & SAFETY DIVISION



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

BSD Home [Parcel Search](#) [Instructions for Using BSOP](#) [Login/Register](#)

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

County Owned/Operated Facility

## 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.

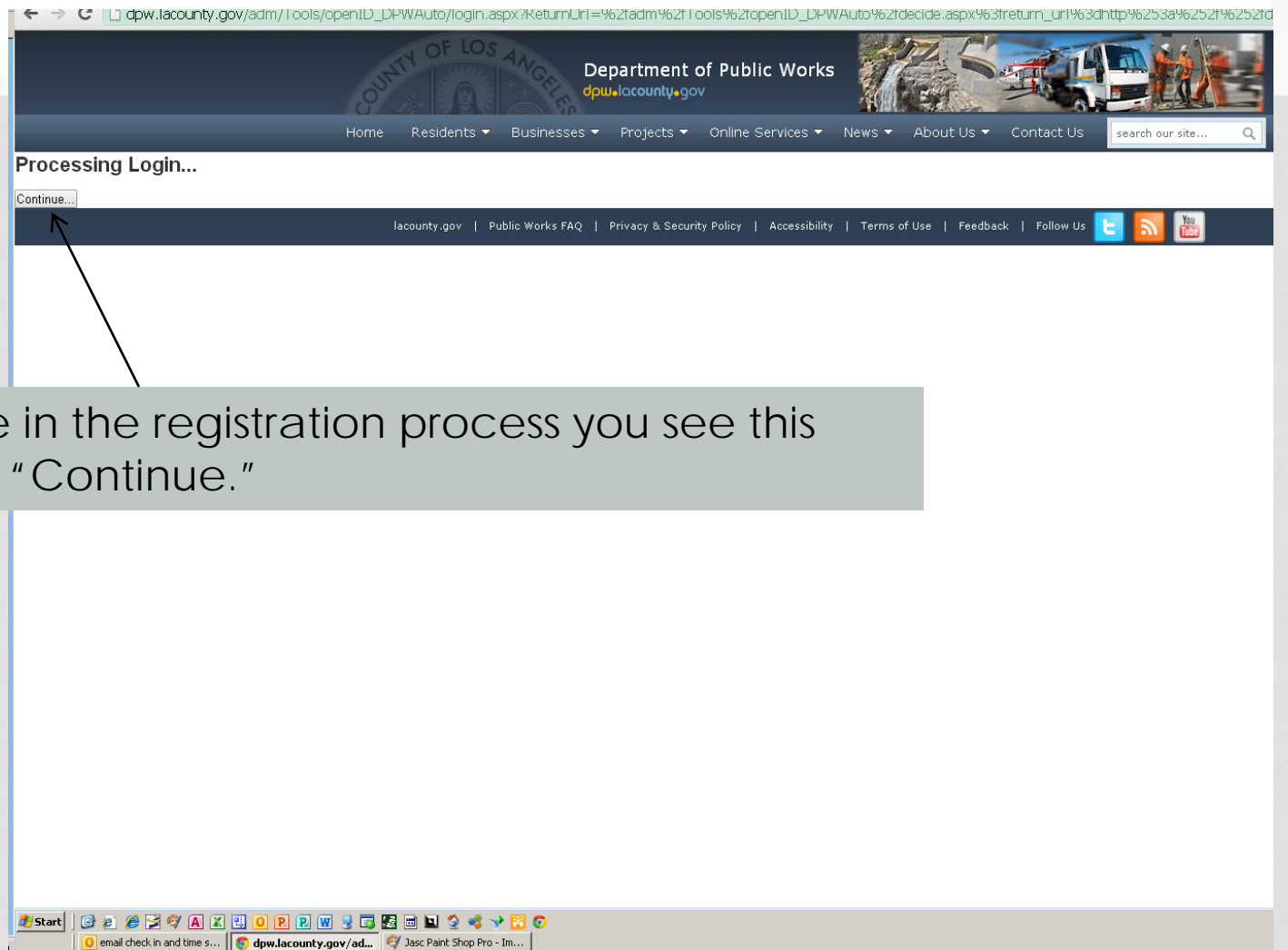
Map data ©2015 Google, INEGI 20 km Terms of Use

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

ReturnUrl=%2Fadm%2Ftools%2Fdpwlogin% - 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  
Forgot 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



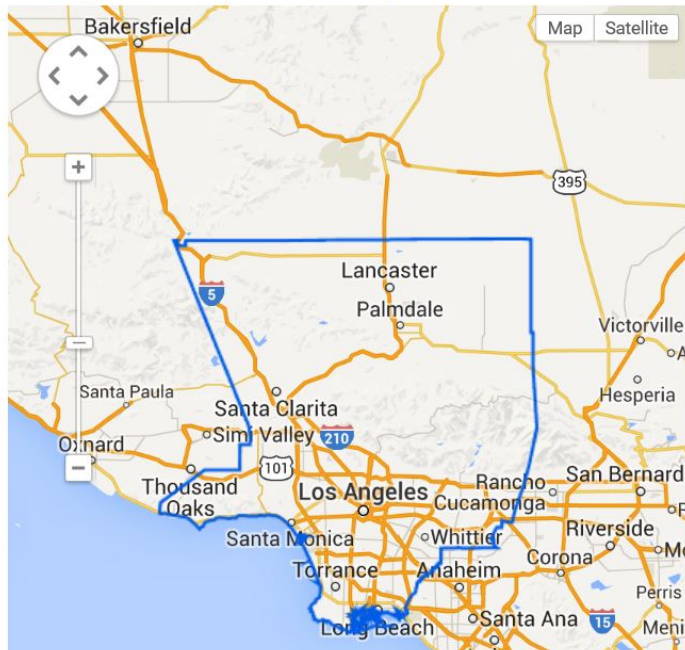
If at any time in the registration process you see this screen, click "Continue."

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.

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

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

County Owned/Operated Facility

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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.

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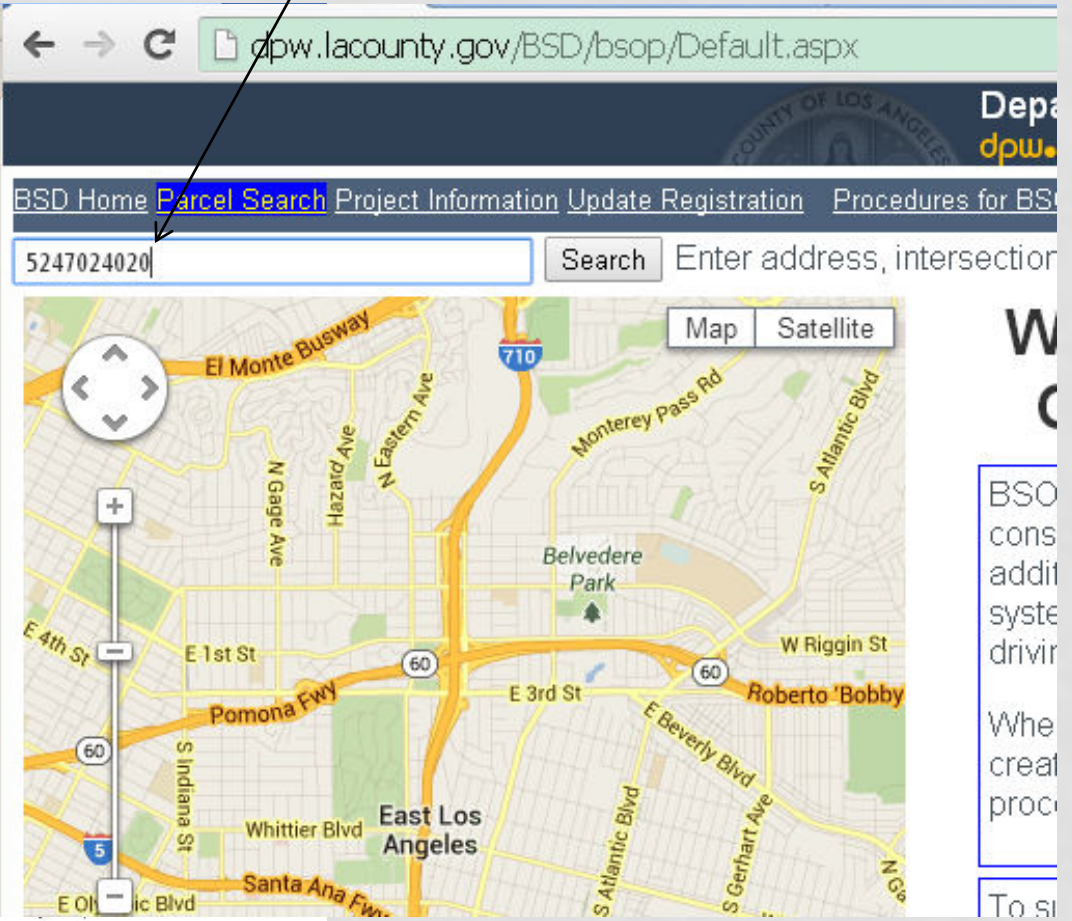
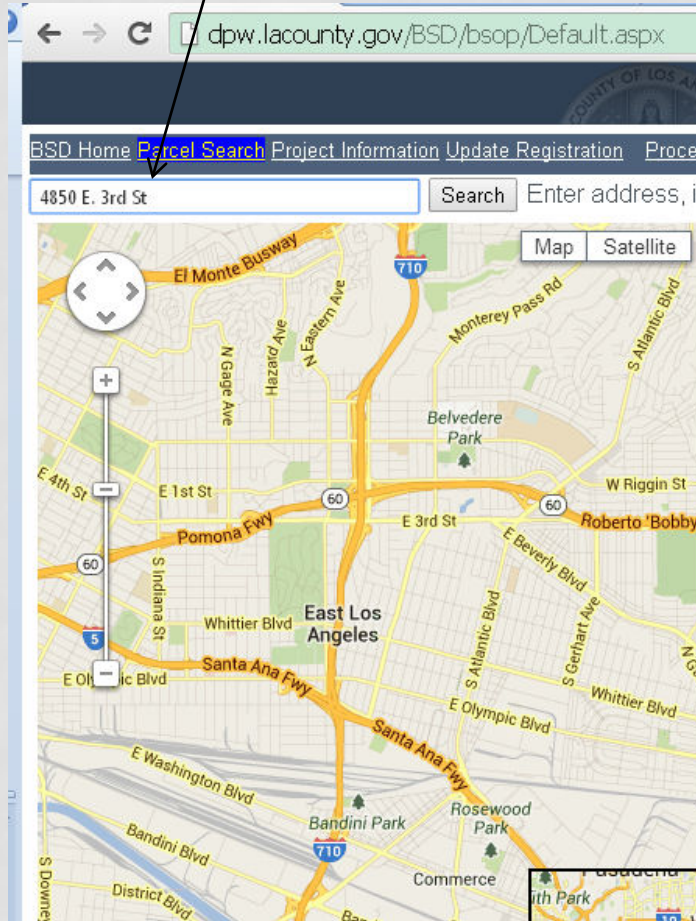
The online submittal system is currently available for unincorporated LA County, Capital Projects, and most Contract Cities. If your parcel is not in one of the designated service areas, you will need to visit the appropriate Permit Office for your parcel.

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

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.

Locate by address.

Locate by Assessor Parcel Number (APN).



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Locate by clicking on the parcel from the map.

The screenshot displays the Department of Public Works website interface. At the top, the URL is [dpw.lacounty.gov/BSD/bsop/Default.aspx](http://dpw.lacounty.gov/BSD/bsop/Default.aspx). The page header includes the Department of Public Works logo and the text "Department of Public Works" and "dpw.lacounty.gov". Below the header, there are navigation links: "BSD Home", "Parcel Search", "Project Information", "Update Registration", and "Procedures for BSOP". A user profile for "David Smith" with a "Logoff" button is visible in the top right corner.

A search bar is located below the navigation links, with the placeholder text "Type address or APN to search on" and a "Search" button. To the right of the search bar, there is a text input field containing "Enter address, intersection(street @ street), parcel number/apn, or click on map".

The main content area is divided into two sections. On the left, there is a map showing a street grid. A red rectangular parcel is highlighted on the map, and a red pin is placed on it. A callout box with a close button (X) is positioned over the map, containing the text "View Assessor Map" and "BSD Office Information". A black arrow points from the text "Locate by clicking on the parcel from the map." to the red parcel on the map. Another black arrow points from the callout box to the "View Assessor Map" text.

On the right side of the main content area, there is a table with three tabs: "General Information", "Civic Information", and "Engineering Information". The "General Information" tab is selected, and the table contains 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, there is a button labeled "Submit Electronic Plan Check for this Parcel". A black arrow points from this button to the text "Submit Electronic Plan Check." in the callout box.

At the bottom of the map, there is a scale bar showing "50 m" and "200 ft", and a copyright notice "Map data ©2014 Google - Terms of Use".

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 Module Registration Instructions for Using BSOP David Smith Logout

### 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	5,172,503	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:

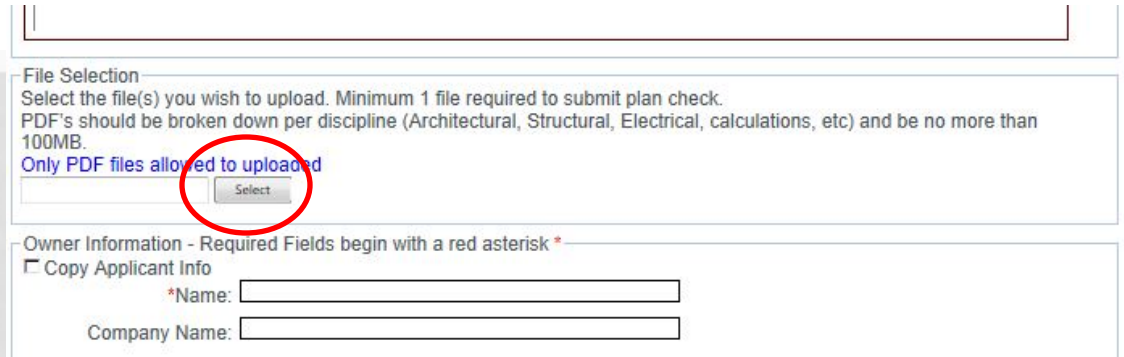
Verify eMail:

\*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.



The screenshot shows a web form with two main sections. The top section is titled "File Selection" and contains the following text: "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." Below this text is a blue link that says "Only PDF files allowed to upload" and a "Select" button. The "Select" button is circled in red. The bottom section is titled "Owner Information - Required Fields begin with a red asterisk \*" and contains a checkbox labeled "Copy Applicant Info". Below the checkbox are two input fields: "\*Name:" and "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

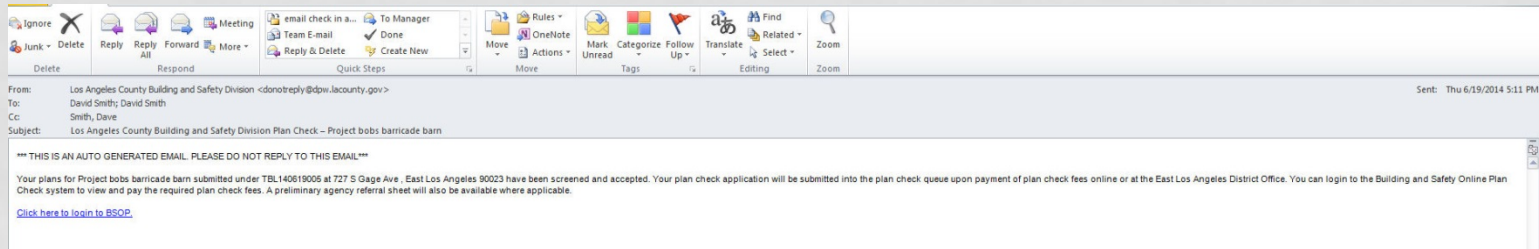
File Name	File Size	Date
PV Electrical Worksheet.pdf	26,654	03/04/2015

##### 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 Permit Technician will enter the project into the permitting system, which generates a permanent number for tracking, and computes the plan check fees. The fees will be posted to the online site. From there you can select and pay fees online via credit card (fees less than or equal to \$2,000) or e-check (fees less than or equal to \$10,000). For projects with plan check fees in excess of \$10,000 you will need to come to the Building and Safety District Office that manages that location and pay the fees in person.

For fee due to Cities, you must pay those fees directly to the City or the District Office that services that city not online.



Here you can see the new application number and the fees due



**Project Information**

	APN	Address
Select	5233009023	228 N Gage Ave , East Los Angeles, CA 90063
Select	5239010014	727 S Gage Ave , East Los Angeles, CA 90023
Select	5240004006	620 S Kern Ave , East Los Angeles, CA 90022
Select	5240006008	750 S Fetterly Ave , Unincorporated, CA 90022
Select	5246026009	1131 S Ferris Ave , East Los Angeles, CA 90022
Select	6339004013	1017 Leonard Pl , East Los Angeles, CA 90022
Select	6341016022	5553 E 6th St , East Los Angeles, CA 90022
12		

Select Permit Type

	Plan Check Number	Project Name	Status	Submitted Date	Fees Due
Select	BL1406260001	bobs barricade barn	Screening accepted	6/19/2014 4:49:07 PM	384.80
Select	TGR140619001	bobs barricade barn	Submitted for screening	6/19/2014 4:50:39 PM	

**Project Files**

Current Plan Check:

Applicant Files	Reviewed Files
No project files associated with selected permit	No files
<input type="button" value="Upload New Files"/>	

To pay the fees,  
select the project  
and click on "Pay  
Fees on this Parcel."

The screenshot shows a web browser window with the URL <https://interdev/bsd/bsop/ProjectInfo.aspx>. The page header includes the Department of Public Works logo and the text "Department of Public Works" and "dpw.lacounty.gov". The navigation bar contains links for "BSD Home", "Parcel Search", "My Projects", "Update Registration", and "Instructions for Using BSOP". The user is logged in as "David Smith".

The main content area is titled "Project Information" and contains a table with the following data:

	APN	Address
Select	5233009023	228 N Gage Ave , East Los Angeles, CA 90063
Select	5239010014	727 S Gage Ave , East Los Angeles, CA 90023
Select	5240004006	620 S Kern Ave , East Los Angeles, CA 90022
Select	5240006008	750 S Fetterly Ave , Unincorporated, CA 90022
Select	5246026009	1131 S Ferris Ave , East Los Angeles, CA 90022
Select	6339004013	1017 Leonard Pl , East Los Angeles, CA 90022
Select	6341016022	5553 E 6th St , East Los Angeles, CA 90022

Below the table is a "12" link. There are three buttons: "Select Permit Type" (dropdown), "Submit New Application", and "Pay Fees on this Parcel".

Below the buttons is a table with the following data:

	Plan Check Number	Project Name	Status	Submitted Date	Fees Due
Select	BL1406260001	bobs barricade barn	Screening accepted	6/19/2014 4:49:07 PM	384.80
Select	TGR140619001	bobs barricade barn	Submitted for screening	6/19/2014 4:50:39 PM	

The "Pay Fees on this Parcel" button is highlighted with a red box. A red arrow points from the text box on the left to this button.

Below the table is a "Project Files" section for "Current Plan Check: BL1406260001". It contains two tables:

Applicant Files			Reviewed Files
File Name	File Size	Uploaded	
AssessorAbbreviations.pdf	750051	06/19/2014	No files

There is an "Upload New Files" button below the "Applicant Files" table.

The footer of the page contains the following text: "lacounty.gov | Public Works FAQ | Privacy & Security Policy | Accessibility | T

The system will now show you the fees that can be paid and allow you to select how to pay them, either by credit card (\$2,000 maximum) or by e-check (\$10,000 maximum). Amounts over \$10,000 must be paid by check, cash, or money order in person at the Building and Safety office responsible for the project location. **You may not pay fees due to any of the contract cities we serve online.**

https://interdev/bsd/bsop/payment/paymentSelection.aspx

Building and Safety Online Pl... Plan Check and Inspection Trac...

Plan Check and Inspection T... Building and Safety Online P... Los Angeles County Building... NAT Assessment System

Department of Public Works  
dpw.lacounty.gov

BSD Home Parcel Search My Projects Update Registration David Smith Logoff

### Select items to pay.

Select Permit Row to see itemized fees

Payment Selection

Select all fees to pay Clear fees to pay

Permit Number	Status	Total	Pay item
Select BL1406260001		384.80	<input type="checkbox"/>

Payment Method

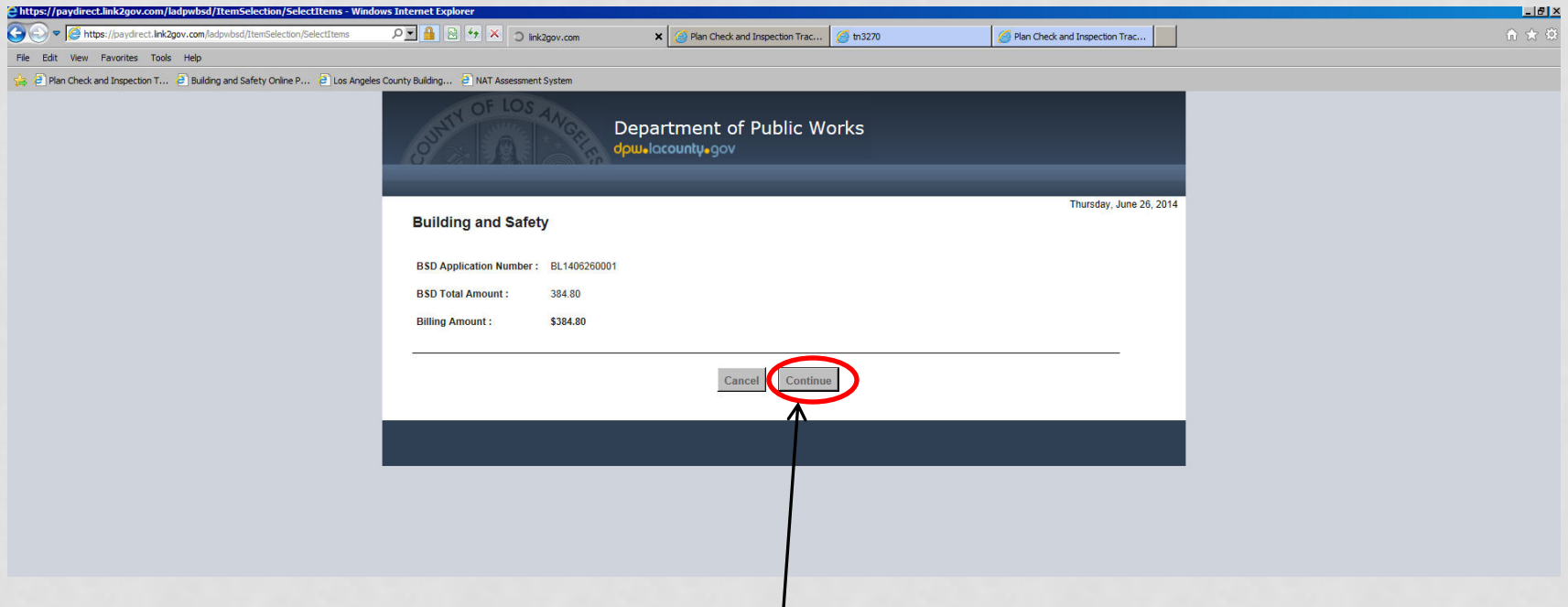
Credit Card  
 E-Check

Itemized Fees

Please select permit application to view fee items.

Submit Payment Total: \$ 0.00

Once you have chosen a payment method click on "Submit"



This screen is requesting you to "Confirm" that you do wish to pay this amount.



### Building and Safety

#### Payment Entry

Payment Method: Credit or Debit Card

##### Card Information

Card Number

Expiration Date  Month  Year

Card Identification Code



##### Billing Information

Name

Address

City

State

Zip

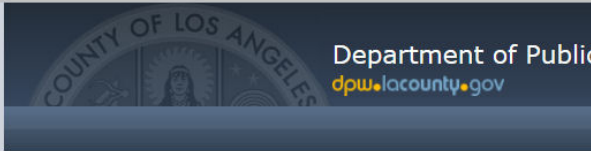
Phone

Email

Re-Enter Email

On this screen you will enter your credit card data and the billing information. The billing information must match exactly the information on file for the credit card being used.

You will not see this screen if the total is over \$2,000.00.



### Building and Safety

#### Payment Entry

All fields on this page are required.

Payment Method: E-Check

#### Bank Account Information

Routing Number	<input type="text"/>	
Re-enter Routing Number	<input type="text"/>	
Account Number	<input type="text"/>	
Re-enter Account Number	<input type="text"/>	



Note: Personal checking account only. See [Terms of Payment](#).

#### Billing Information

Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	California
Zip	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Re-Enter Email	<input type="text"/>

This is the e-check payment screen and can be used for fees due between \$1 and \$10,000. For amounts between \$2,001 and \$10,000 this is the only payment screen displayed.