



LOS ANGELES COUNTY FIRE

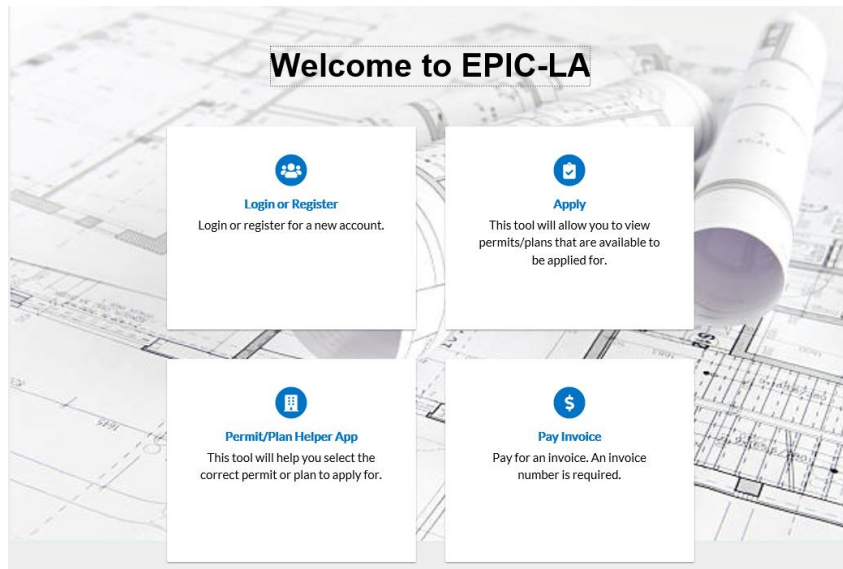
FIRE - BUILDING PLAN CHECK- EPIC LA SUBMITTAL USER GUIDE

EnerGov - 2021

OVERVIEW

Citizen online access is a crucial part of community development software. EPIC-LA ePortal uses the latest tools in software development and modern aesthetics. The essential purpose of this application is to provide public-facing tools for citizens to use to interact with the EnerGov land management and permitting processes administered by local government municipalities. EPIC-LA is compliant with the Americans with Disabilities Act (ADA).

Logging Into EPIC-LA



Follow the steps below to log in to EPIC-LA:

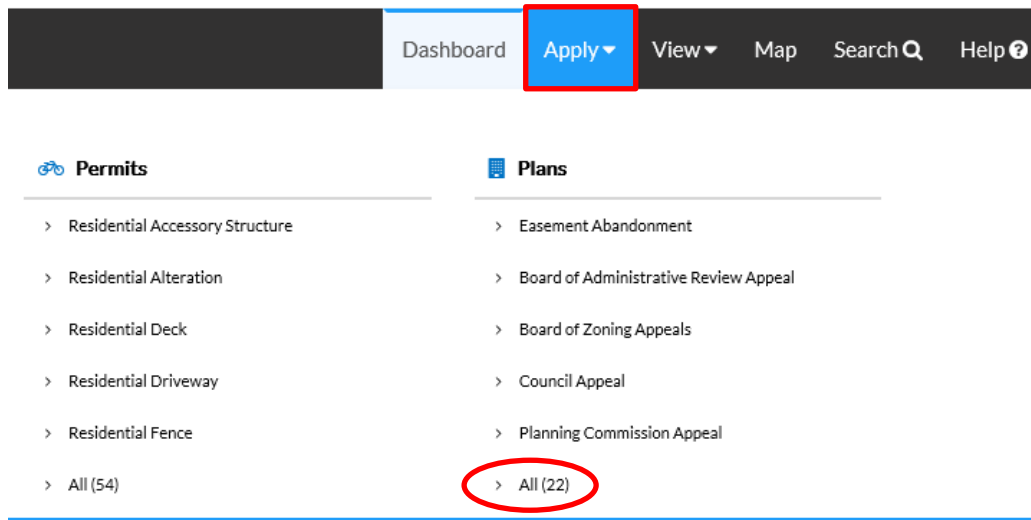
1. Navigate to the URL designated for EPIC-LA. <https://epicla.lacounty.gov>
2. Enter your **Email Address** and **Password** in the fields provided. If you do not have an **Email Address/Password** already registered with EPIC-LA and EnerGov, click on SignUp and follow the directions to register for an account.
3. Mark the **Remember me** checkbox to have the system remember your credentials.
4. Click **Log In**. EPIC-LA validates your login and, if it is valid, opens EPIC-LA with the functions you are authorized to access.

To see a video with step-by-step instructions on the registration process, visit the following link:
<https://www.youtube.com/watch?v=S76X5fjBrUk>

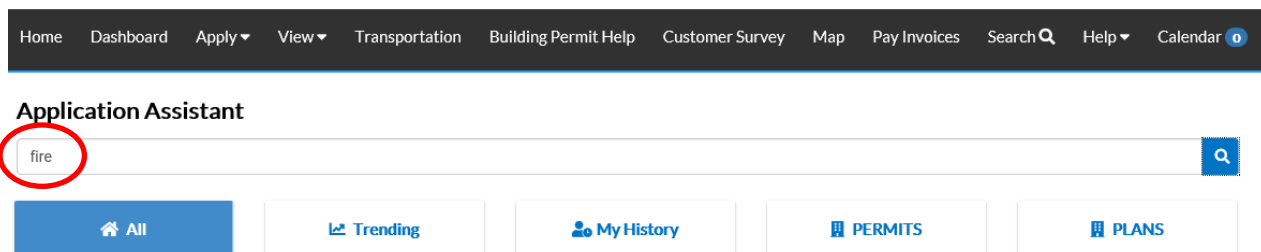
Applying For a Plan

Users are presented with 2 options under the Apply menu: Permits and Plans. The top 5 permit types and plan types are configured on the EPIC-LA Administration website, and they are displayed in the order in which the jurisdiction decides to display them. If the user does not see the permit or plan they want to apply for, then the user can click **All** at the bottom of the list to access the Permit Application Assistant; this tool helps guide the user into choosing the correct permit type to apply for all. EPIC-LA users can begin applying for cases and resume the application process later. This is helpful when users want to save completed work and then continue when they're ready.

1. Click on **Apply** and choose Plan(s).
2. The **Apply for Permit/Plan** screen will open.
3. Select **All (##)**



4. Once screen changes, type "Fire" in the search bar to and the steps to the application process will be listed along the top of the screen.



5. Select Plan Type.

Fire Engineering - Building Plan Check Unit - Alternative Materials & Methods Review		Apply
Category Name: Fire	Description: Alternative Materials & Methods Review	
Fire Engineering - Building Plan Check Unit - Assembly Occupancy		Apply
Category Name: Fire	Description: Examples: Theaters, Night clubs, Restaurants, bars.	
Fire Engineering - Building Plan Check Unit - Cell Sites		Apply
Category Name: Fire	Description: Examples: Cabinet, Antenna	
Fire Engineering - Building Plan Check Unit - Commercial Occupancy		Apply
Category Name: Fire	Description: Examples: Business, Factory, Mercantile (Department stores, Markets Retail, Sales room), Storage.	
Fire Engineering - Building Plan Check Unit - DSA Review		Apply
Category Name: Fire	Description: Division of state Architect projects	
Fire Engineering - Building Plan Check Unit - Dwelling 1 & 2 Family		Apply
Category Name: Fire	Description: Examples: Single Family Dwellings with or without garages (R-3 & U Occupancies), ADU's.	
Fire Engineering - Building Plan Check Unit - Educational/Institutional Occupancy		Apply
Category Name: Fire	Description: Examples: Schools, Foster care facilities, Hospitals, Nursing homes, Jails, Detention centers.	
Fire Engineering - Building Plan Check Unit - Hazardous Materials Review		Apply
Category Name: Fire	Description: Hazardous Materials Review	
Fire Engineering - Building Plan Check Unit - Hazardous Occupancy		Apply
Category Name: Fire	Description: High-hazard Group H occupancy includes, among others, the use of a building or structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas complying with Section 414, based on the maximum allowable quantity limits for control areas set forth in Tables 307.1(1) and 307.1(2)	
Fire Engineering - Building Plan Check Unit - High Piled Combustible Storage		Apply
Category Name: Fire	Description: Storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12 feet (3658 mm) in height. Where required by the fire code official, high-piled combustible storage also includes certain high-hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets and similar commodities, where the top of storage is greater than 6 feet (1829 mm) in height.	
Fire Engineering - Building Plan Check Unit - Misc Building Plan Review		Apply
Category Name: Fire	Description: Examples: Gates, Barns, Shed.	
Fire Engineering - Building Plan Check Unit - Mixed Used		Apply
Category Name: Fire	Description: Mixed Used	

Fire Engineering - Building Plan Check Unit - Multi-Family Residence

Apply

Category Name: Fire Description: Example: Hotels, Motels, Boarding houses, Apartment, Dormitories

Fire Engineering - Building Plan Check Unit - Pool Drafts

Apply

Category Name: Fire Description: Pool Drafts

Fire Engineering - Building Plan Check Unit - Site Plan Review – Water & Access

Apply

Category Name: Fire Description: Hydrant location or Vehicular access review

Fire Engineering - Building Plan Check Unit - Solar Photovoltaic

Apply

Category Name: Fire Description: Solar Photovoltaic

Fire Engineering - Building Plan Check Unit - Storage Battery Systems

Apply

Category Name: Fire Description: Stationary storage battery systems

6. **Locations:** Click on the Add Location card to add the location of the Permit or Plan. Select from the dropdown box what type of address is being added. Click on the + in the center of the **Add Address** card. An **Add Address** screen will appear. Enter the full address and click **Search** or the magnifying glass.

Address Parcel

Add Address As Location

Search

Address Information

Search Search Addresses

- If not, choose **Enter Manually** if your address is outside the municipality. (EnerGov Best Practice is to always **Search** first.) Add in the address for the Permit/Plan. If your address is located within the municipality, the record for the address will appear. Click **Add**. Once the address has been added, click **Next**.

Add Address As

Address Information

Search

Address	Action
5232 Hammill Road El Monte, CA 91732	<input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

- Type:** The type of Plan that was chosen originally will default in the Plan Type field. The citizen may add a description of the work being done in the **Description** memo box.

Home Dashboard Apply My Work Transportation Building Permit Help Customer Survey Map Pay Invoices Report Search Help Calendar

Apply for Plan - Fire Engineering - Building Plan Check Unit - *REQUIRED

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

PLAN DETAILS

* Plan Type

Description

9. **Contacts:** The registrants contact information will default to the first Contact card listed. If there are additional contacts that need to be added to the Permit/Plan that is being applied for, click on the **Add Contact +**. Choose from the dropdown box the contact type. In the search box, type in Name, Email, or Company name and click the magnifying glass to search the Global Contacts in EnerGov for an existing contact. If the person, email or company is an existing contact click **Add** to add the contact to the application. If contact does not exist in Global Contacts, click **Enter Manually** and fill in the required fields. Click **Next**.



CONTACTS

The interface shows an applicant card on the left and an 'Add Contact' panel on the right. The applicant card includes a profile icon, the name 'Prev Test (You)', the organization 'LACoFD', and the address '5823 Rickenbacker, City of Commerce, CA'. The 'Add Contact' panel features a dropdown menu currently showing 'Account Holder' and a large white plus sign in the center.

A row of four navigation buttons: 'Back' (blue), 'Create Template' (grey), 'Save Draft' (grey), and 'Next' (blue).

[Back to Application](#)

Add Contact

The 'Add Contact As' dropdown menu is open, displaying a list of contact roles. The roles listed are: Account Holder, Agent, Applicant, Architect, Contractor, Developer, Engineer, Land Surveyor, Other, Owner, Owner/Applicant, Owner/Builder, Payer, Soils/Geotechnical Engineer, and Tenant. To the left of the dropdown is a search box with a 'Search' button and a magnifying glass icon.

10. **More Info:** The More Info fields reflects the Additional Information fields that are exposed to the citizen from EnerGov. The citizen may fill in the information needed and some fields may be required. Any information given in these fields will be shown in EnerGov. Once this information is submitted by the citizen, the citizen will not be able to edit the information. The end user may edit the information in EnerGov. Click **Next**.



ORE INFO

ject Info

[Next Section](#) | [Top](#) | [Main Menu](#)

*Project Name

Project Name is required.

*# of Stories

of Stories is required.

*Basement levels

Basement levels is required.

*Square footage A

Square footage A is required.

*Occupancy

Occupancy is required.

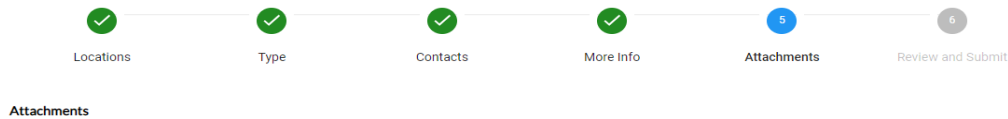
*Type of Construction

Type of Construction is required.

Interior Sprinkler?

Fire Alarm?

11. **Attachments:** Click on the **Copy of Appropriate Plan +** card to open Windows Explorer. The citizen may click to insert or drag (**PDF files only**) into the Add Attachment card. Additional Attachments may be added according to the **FIRE** list. Click **Next**.



Please Select the Appropriate Category From the Drop Down Menu Prior to Attaching Document(s)

Two blue 'Add Attachment' cards. The left card is titled 'Architecture Drawings' and lists supported file types: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .pdf. The right card is titled 'Fire Flow' and lists supported file types: .pdf. Both cards have a white plus sign icon.

Back Create Template Save Draft Next

12. **Summary:** The next page will be the **Summary** page. This will show all information entered, attachments uploaded, estimated fees and additional information fields that were populated. **Click Submit**.

Apply for Plan - Fire Engineering - Building Plan Check Unit - **REQUIRED**



Submit