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GENERAL PLANNING CONSULTANT:

**TECHNICAL MANUAL 88.4.4** 

DATA COLLECTION FOR UPDATING

THE MOS-1 BENEFIT ASSESSMENT DATA BASE

FOR THE METRO RAIL SYSTEM (MOS-1)

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Southern California Rapid Transit District

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April, 1988

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# INTRODUCTION

This manual is one of a set of manuals which provide step-bystep guidelines for the various procedures in the overall process of maintaining and utilizing the MOS-1 data base for benefit assessments. This manual covers the process of data collection and verification of the square footage by land use for each and every property with the MOS-1 Benefit Assessment Districts.

All forms and letters have been developed to comply and coordinate with the administrative requirements of the various outside agencies and the SCRTD Departments involved in the Metro Rail Benefit Assessment Districts. Thus, they may need revision through the annual cycle or as agency policies and procedures change.

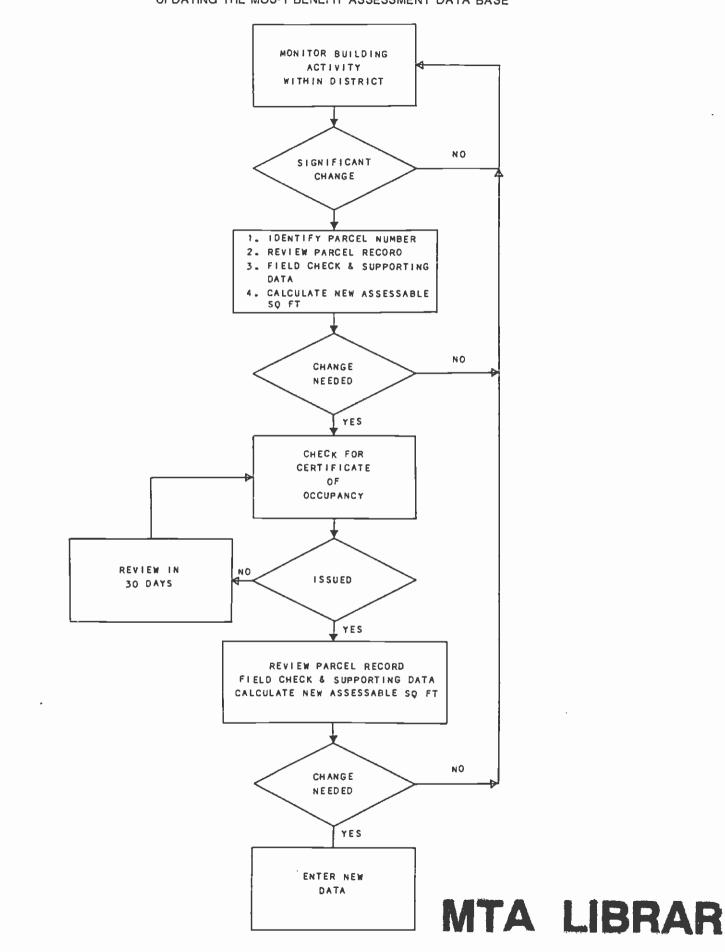
Accordingly, it is prudent to review forms and letters periodically when in continual use or prior to reactivation when use has been suspended for some period of time.

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# DATA COLLECTION FOR UPDATING THE MOS-1 BENEFIT ASSESSMENT DATA BASE



SCREEN MONTHLY BUILDING & SAFETY USE REPORTS LIST

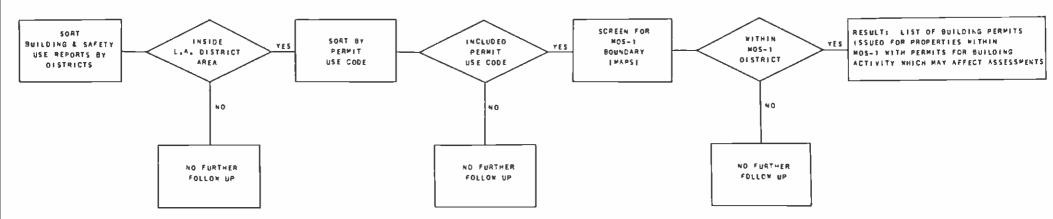
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#### BUILDING & SAFETY PERMIT ACTIVITY MONTHLY REPORTS

The monthly Building and Safety Use reports (see Sample 1) contain data on Building and Safety permits issued for the Los Angeles area during the report month. Thus, they are a good indicator of building activity in the area. The permit activity for the month is grouped by permit type and district office, then ordered by situs street address. The reports are available from:

> Department of Building and Safety Los Angeles City Hall Room 420C Phone No. 485-2351

#### PROCEDURE.

Using the report, complete a first screening based on the following criteria:

A. Screen by district office

Eliminate data on all permits issued from district offices where all properties are outside the MOS-1 Benefit Assessment District boundaries. The District Office is identified in the column labeled "District Office" (see <u>BUILDING PERMIT INDEX CODING</u> <u>SHEET</u>, Sample 2). Those to be eliminated are identified as follows:

> SP (San Pedro) ST (Sunland Tujunga) VN (Van Nuys) WL (West Los Angeles)

#### B. Screen LA (Los Angeles) area permits by use

Eliminate all permit categories which will not affect the calculation of direct assessment. These categories are found in the column headed "USE CODE" (see <u>BUILDING PERMIT INDEX CODING</u> <u>SHKRT</u>, Sample 2) and defined as follows:

- 01 Dwelling, single
- 02 Dwelling, duplex
- 05 Apartment Buildings
- 07 Garages, private (dwellings & apartments)
- 19 Signs
- 20 Swimming Pools, private (dwellings only)
- 25 Solar Heater installations
- 70 Grading (hillside areas only-slopes) [eliminate when "KIND OF PERMIT' is 6]

Xerox a copy of all report pages which have not been eliminated in this first gross screening. At this stage eliminate by entire page only. Xerox pages for further review which contain any records of interest. Place original copy of report in <u>BUILDING</u> AND SAFETY REPORT NOTEBOOK.

Using the copy produced from first level screening, proceed to next phase, screening by Situs Location.

# C. Screen by Situs Location.

Eliminate all records for LA (Los Angeles District Office) issued permits for those properties obviously outside the MOS-1 district boundaries.

Use the following as reference: Thomas Brothers Guide MOS-1 Street Range Listing MOS-1 Benefit Assessment Districts Maps

Underline records which require further research (see Sample 5). Note: at this stage it is better to include questionable permits for further review. The underlined permit records should satisfy the following conditions:

- o Issued in LA District
- Use or purpose code indicates activity which may impact Direct Assessment Category
- o Property inside MOS-1 District Boundary

Discard Xerox sheet copies which have <u>no</u> underlined permits on them. Proceed to next phase, i.e., research permit activity at City Hall, Department of Building and Safety.

# RESEARCH BUILDING PERMIT ACTIVITY AT CITY HALL

Building and Safety Permit Documents are available from: Department of Building and Safety Los Angeles City Hall Room 460 - Counter E Contact: Danette or Maria Phone No. 485-7095

Review the MOS - 1 Boundaries and spot check to be sure you have included all addresses that fall within the boundaries.

- A. Assemble the following to take with you:
  - o Copies of monthly report pages with underlined permits
  - o Building permit information
  - o MOS-1 Boundary Map
  - o Blank Building Permit Information Forms
- B. Go to main City Hall Building, 4th Floor, room 460, counter "E". This department opens at 7:30 a.m. and gets crowded shortly afterwards. Late afternoon until 5:00 p.m. is again a good time to work. Once you develop a proficiency on the permit microfilm machines, the department will allow you to work independently on the machines. However, you may be limited to a 30-minute work period per person on the machine. There are five pieces of equipment and four are in constant use. Priority is given to the Building and Safety staff.

New staff introduction and question and answer times are between the hours of 7:30 to 9:00 a.m.

C. When you arrive at counter "E", Sign in and ask to use a machine alone. You will be told which machine to use (see <u>HOW TO USE COMPUTER ACCESSED PERMIT DATA (DAFS MACHINE</u>, page 17). From the report copy, find the first underlined permit number. This will be a 5-digit number. Use the attached "How to Pull Permits" sheet to locate the reel with the correct permit number. Find the permit on the reel and review for a) type of building activity; and b) verification of the location within MOS-1.



D. Complete a BUILDING PERMIT INFORMATION sheet for each permit reviewed on reel (see Sample 22).

Once the index has led to the successful retrieval of a record, the Assessor's Book/ Page/ Parcel number must be listed at the top of the document as a cross-reference. (see <u>IDENTIFICATION OF PARCEL MAPBOOK NUMBERS</u>, page 20)

E. This process may take a few days, depending on the availability of microfilm machines.

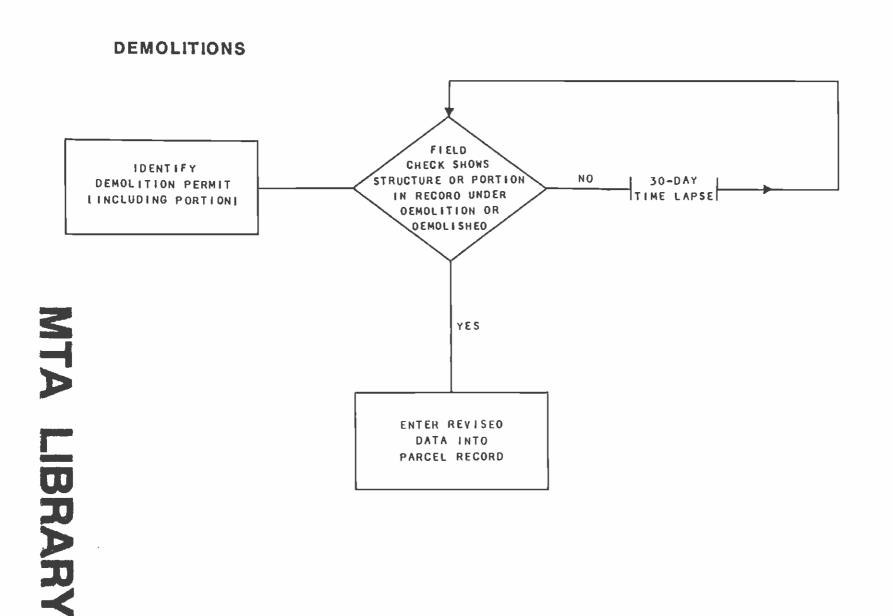
# NO SIGNIFICANT CHANGE

No significant change to a structure is indicated when the structure is not added to, altered or demolished in a manner which requires the recalculation of the direct assessment for the parcel. Permits which will have no effect are those which do not under any circumstances change the square footages or their allocation between the exempt, non-assessable or assessable categories of uses for calculating the benefit assessment for the property. For example, a repair to the structure should be noted on the monthly Building and Safety use report, but the data base is not updated as a result of the repair. Certificates of Occupancy which show no change in occupancy type permitted are considered to have no significant change (see Sample 12).

If no significant change is indicated, make a notation on the xerox copy of the Building and Safety Use report and discard the uncompleted Building and Safety Information Sheet for that property.

The following are examples of permits which are categorically non-significant, and therefore, no follow-up is required.

- O Permit for Certificate of Grading (see Sample 15)
- O Permit for Sign (see Sample 16)
- O Other Permits for "Use" codes listed on <u>BUILDING AND</u> SAFETY ACTIVITY MONTHLY <u>REPORTS</u>, part B (see page 5).
- O Permit to Add-Alter, Repair-Demolish with the following in work description, Section 1, No. 14:
  - o Remodel existing Office Space (see Sample 14)
  - o Compliance with Division 88/Earthquake Compliance (see Sample 18)
  - o Temporary Structure (see Sample 10)



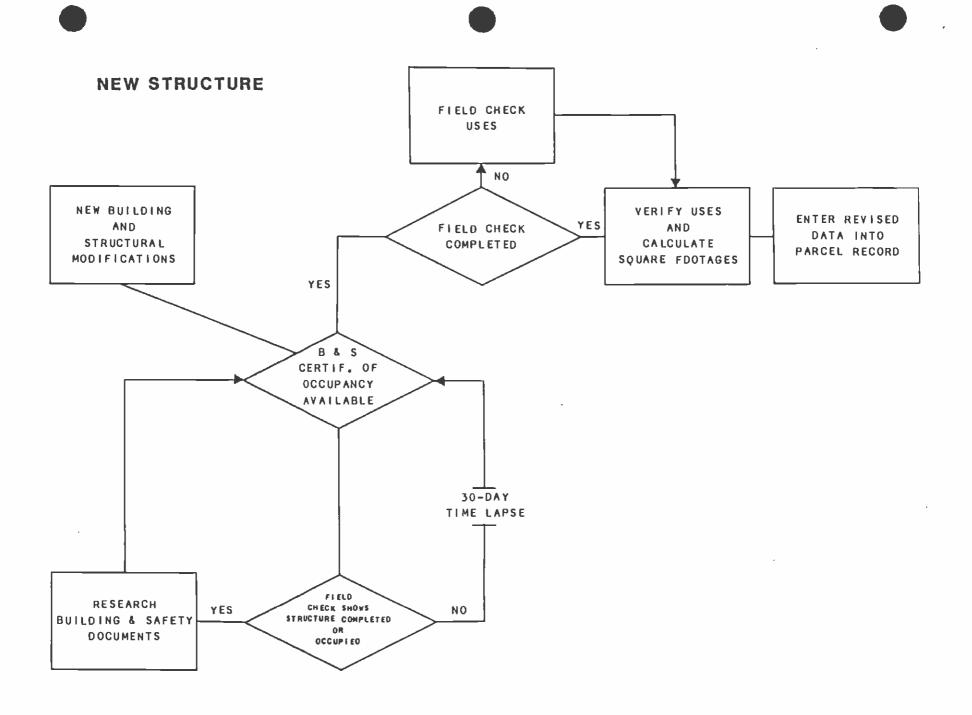
# REVIEW OF PERMITS INDICATING A POTENTIALLY SIGNIFICANT CHANGE

Potentially significant changes are those which alter the structure of the improvement in a manner which results in a change of the gross square footages and/or a change in use category between assessable, non-assessable or exempt classifications.

# 1. DEMOLITIONS

A demolition is defined as the dismantling of all or a portion of a structure. Demolition permits issued for full or partial demolitions will appear on the certificate to Add-Alter Repair-Demolish (see Sample 18). A Certificate used for demolition will always require follow-up. If a Permit for Demolition has been submitted the following steps should be followed:

- Review the documents on file at Building and Safety to determine why the structure is being demolished and what will replace it.
- Demolition will usually appear on Application 3 to Add-Alter, Repair-Demolish (see Sample 18) many times along with a permit to demolish, there will be an Application to Alter (see Sample 18).
- When there is a Certificate to Alter, record all pertinent information on the <u>BUILDING AND SAFETY INFORMATION SHEET</u> (see Samples 19 and following).
- Pull the Parcel Record for each <u>BUILDING INFORMATION SHERT</u> Match all data items against the information in the Parcel Record.
- o If there are no significant differences between the data items, proceed to the next property.
- o If there are significant differences between the data items, a Field Survey should be initiated (see <u>FIELD SURVEY GENERAL</u> <u>GUIDELINES</u>, page 22)
- If during field survey you find that the building is still in use in use or has no sign of being demolished, flag the record for future follow-up. After 30 days have elapsed, initiate another field survey.
- Once a demolition or partial demolition is confirmed by a field survey, update the <u>PARCEL RECORD SHEET</u>, removing the square footages for the demolished improvement from the square footage on the Parcel Record Sheet.



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#### 2. NEW STRUCTURE

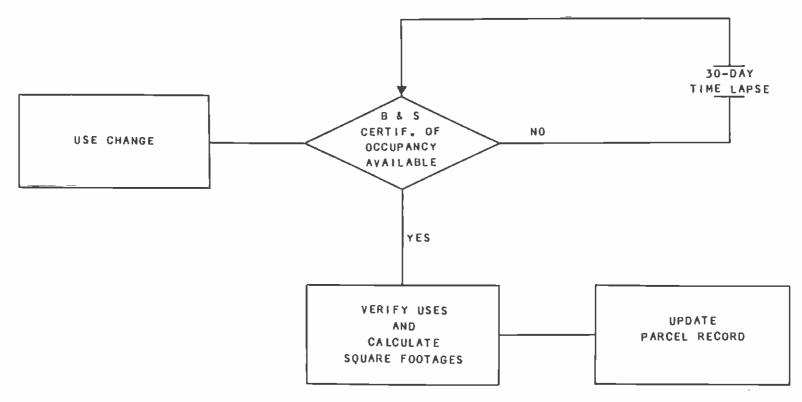
A new structure is defined as a recently erected structure. When an application indicates a new structure, the following steps should be followed:

- Record all information that pertains to the improvement on the <u>BUILDING AND SAFETY INFORMATION SHEET</u> (see Sample 19).
- The information regarding a new structure would appear on a Building Certificate (see <u>APPLICATION FOR THE ERECTION OF A BUILDING</u>, Sample 8 or <u>APPLICATION FOR INSPECTION OF NEW</u>
   <u>BUILDING</u>, sample 10 or <u>APPLICATION FOR NEW BUILDING AND</u>
   <u>CERTIFICATE OF OCCUPANCY</u>, Sample 11). Note any plot plan attached to documents and make a sketch copy on the back of the <u>BUILDING</u> AND SAFETY INFORMATION SHEET.
- Pull the Parcel Record for each <u>BUILDING INFORMATION SHEET</u>. Match all data items against the information in the Parcel Record.
- If there are no significant differences between the data items, make a note on the working copy of the monthly Building and Safety use report, discard the <u>BUILDING</u> <u>INFORMATION SHEET</u>, and proceed to the next property.
- Review Building and Safety documents for issuance of a Certificate of Occupancy. Verify the type of occupancy permitted such as retail, restaurant, hotel, residential, parking, office, etc.(see Sample 12).
- o If the Certificate of Occupancy is not yet on file, initiate a field survey to verify the structural modifications and actual occupancy (FIELD SURVEY GENERAL GUIDELINES, page 22).
- o If structural modifications are not completed, allow 30-days time lapse before returning to Building and Safety to check for the Certificate of Occupancy.
- o If the structure is completed or occupied, monitor Building and Safety documents to verify that the Certificate of Occupancy is logged for that parcel address. Review documents with similar addresses and other possible "misfilings" (see <u>NOTES TO RESEARCHING PERMITS BY ADDRESS</u>, page 19).



- After determining that the improvement has been structurally modified and there is certification in the Building and Safety Office, complete the Certificate of Occupancy portion of the Building and Safety Information sheet (see Sample 23). Initiate a field survey to verify the uses with those indicated on the Certificate of Occupancy.
- o Verify and cross-reference the parcel identification (see <u>IDENTIFICATION OF PARCEL MAPBOOK NUMBERS</u>, page 20).
- Calculate the revised square footages and complete a revised parcel data sheet (see <u>CALCULATION OF SQUARE FOOTAGE BY USE</u>, page 25).

CHANGE IN USE



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flow chart

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# 3. STRUCTURAL MODIFICATION - CHANGE IN USE

Any structural change is defined as an alteration. The structural modification will appear on a Certificate of Alteration (see Sample 14). Structural modification documents must be reviewed at the Building and Safety Office. Even seemingly insignificant modifications may affect the assessment calculation. For example, a structural change involving the relocation of an interior wall of an improvement could decrease the square footages of non-assessable garage and at the same time increase the square footages of an assessable restaurant.

If the structural change is considered insignificant (see <u>NO</u> <u>SIGNIFICANT CHANGE</u>, page 9), record the information on the xerox copy of the monthly Building and Safety use sheet. Discard the <u>BUILDING INFORMATION SHEET</u> for the property.

When a significant modification takes place, proceed as follows:

- o Review the Building and Safety permit documentation including the plot plan (see Sample 7).
- Pull the Parcel Record for each <u>BUILDING INFORMATION SHEET</u> Match all data items against the information in the Parcel Record.
- o If there are no significant differences between the data items, record the information on the xerox copy of the monthly Building and Safety use sheet, discard the <u>BUILDING</u> <u>INFORMATION SHEET</u> for the property, and proceed to the next property.
- o If there are significant differences between the data items, a Field Survey should be initiated (see <u>FIELD SURVEY GENERAL</u> <u>GUIDELINES</u>, page 22).
- Recalculate square footages by use category (see <u>CALCULATION</u> <u>OF SQUARE FOOTAGES BY USE</u>, page 25).
- Monitor Building and Safety documents for a Certificate of Occupancy
- o If there is no Certificate of Occupancy let 30-days elapse before resuming monitoring records and field data.
- o If you find a Certificate of Occupancy (see Sample 12), complete the Certificate of Occupancy portion of the Building Information sheet (see Sample 23). Verify data with a field survey (see <u>FIELD SURVEY GENERAL GUIDELINES</u>, page 22).



# HOW TO USE COMPUTER ACCESSED PERMIT DATA (DAFS MACHINE)

Type F1

To clear the screen - keep typing F1 until the address prompt comes up on the screen

Type in the exact address (see <u>NOTES TO RESEARCHING PERMITS BY</u> ADDRESS, page 19)

Use the exact format displayed in the brown notebook located on top of the DAFS Machine when typing in the address (number, street name & abrv., direction)

Street number (use as many digits as needed) use AV for AVE, BL for Boulevard, etc.(two Characters) type in direction (S,W,N,E) after the street name (one character)

Press return twice Once you have input all information, you may press space bar Twice (brings up all needed information)

The address you are looking for will come up with information beside it, eg:

Address of Building Date Reel Batch Doc.# User # 2300 Maple Av S 3-16-88 P143 00003.000064 87LA5927

Take note of the Reel, Batch and Doc.#

You may also search by the "user document number" instead of by an address. The user document number is the same as the permit number. By depressing F1, the user document number entry will display on the screen. For example, key in 87LA81966 (date, office, permit number) and area return. The screen will display the building permit and reel, batch and document number.

Pull the proper reel from file cabinet located behind you

Look for the correct user number--the Reel :BAT.DOC information will be on that line

Put the Reel into IMF-150 Reel Viewer Machine. On the machine's key board, type in batch and document Number (eg. 3.64) using hole numbers only. The machine will start once you put the reel into it, it will advance to where it perceives the document to be based on the number you typed and press search. Once the image appears on the screen sideways you must turn the knob for vertical viewing. The machine may not stop on the exact document

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that you need in this case you will need to advance it manually. Use the knob on the lower left hand side, the film control knob, will advance the reel to view further documents. Turning the knob to the left will decrease the document batch number and to the right will increase the document batch number.

Once the document you are looking for is on screen fill out the form using <u>INSTRUCTIONS FOR PREPARING FILLING OUT BUILDING AND</u> <u>SAFETY INFORMATION SHEET</u> (see Sample 19). Then you may proceed to the next document.

When exiting press refile button on keyboard of the IMF-150 Reel Viewer Machine which will automatically rewind the reel. Pull the reel out and do the same for the next document.

If the document does not show "on file" - Press F1 to get an address prompt
Type in the address
 use AV for AVE, BL for Boulevard, etc.
 type in direction (S,W,N,E) after the street name
Press return twice
Look for the correct user number--the Reel :BAT.DOC
 information will be on that line

If computer gets stuck on a screen, Type ^C, then

The public is welcome to photocopy any of the documents on the Reels by using the DAFS Machine as a copier, however, there is a fee of \$1.50 for the copies.

#### NOTES TO RESEARCHING PERMITS BY ADDRESS

Building Permits and Certificates of Occupancy are filed under year issued and then by address. There is an index system available to aid in the determination of the year of issue. It is important to understand the distinction between the address of a building and the situs address used by the Assessor's Office. A building address usually relates in some fashion to the main entrance, or mailing address. The County Assessor's Office uses the situs address to represent the parcel of land, independent of any structure located on it. These addresses sometimes coincide, but as a rule, the Assessor's situs address will rarely help in the retrieval of a record at the Department of Building and Safety.

List all building addresses in sequence and then systematically search the records index for permit years and numbers. In addition to the main address, the entire possible range of addresses for a building should be noted, including the cross street if the structure is on a corner lot. It is not uncommon for an address to change by a significant amount for an older Once the address has been identified, there are building. essentially three indexes to search for the proper record. These are basically broken down by age (post 1970; 1940-1970; 1905-1940) but the more recent indexes often contain information from the older ones. It is best, therefore, to begin the search with the most recent index, and then revert back to the other indexes if the record is not listed. There is a computer retrieval system, but it is highly limited. First, the computer only lists those records issued during the last five years. Second, the address must be listed exactly as it appears on the database or it will not show up. This means the computer will not retrieve 444 South Grand Av if 440 South Grand Av is asked for, even if it is the same building. In addition, it will not even retrieve it by asking for 444 South Grand Ave because the "e" in Ave will not match. All in all, a time consuming systematic search of the microfilm indexes is the simplest and most effective way to retrieve the records.

#### IDENTIFICATION OF PARCEL MAPBOOK NUMBERS

The Assessor's Mapbook parcel number is not recorded on the actual building permit. The correct Assessor's Mapbook parcel number must be identified for each <u>BUILDING PERMIT INFORMATION</u> sheet filled out from the search of building permits at City Hall (see <u>INSTRUCTIONS FOR PREPARING BUILDING AND SAFETY INFORMATION</u> <u>SHERT</u>, Sample 19). To identify the parcel number for a given address follow the steps outlined below:

O Find the Assessor's Mapbook book number for the property.

Locate the address in the Thomas Guide "Commercial Street Atlas--Assessor's Edition." Pinpoint the address on the map, thus determining the correct mapbook number. Remember that for borderline addresses, numbers can lie in one mapbook or an adjacent mapbook. Odd numbers lie to the north and west and even numbers lie to the south and east.

O Find the correct Assessor's Mapbook page number for the property.

Locate the address in the MOS-1 Districts Index of Assessor's Parcel Maps. Remember the rule of odd or even address to correctly determine which side of the street the address is located and thus the corresponding page number. You may find a street atlas useful to be sure you are checking the correct hundred block.

- O Locate the correct Assessor's Mapbook parcel number for the property using the parcel record notebook.
  - o Turn to the page maps for the mapbook-page number
  - o Find the property on the Sanborn map (see Sample 28)
  - Identify the corresponding parcel on the Assessor's map (see Sample 27)

- O Verify that the parcel number identified is the most current known
  - Refer to the Index of Assessor's Parcel Maps (Black Notebook).
  - Find the Assessor's mapbook parcel number identified above.
     If maps and parcel numbers match, write parcel number on
     Building and Safety Information form.
  - o If the Assessor's maps do not match, use the mapbook-parcel number from the most current map. Update the Parcel Record Notebook by inserting a copy of the most current Assessor's parcel map and revising the <u>PARCEL DATA SHERT</u>.
- O If a property is identified as outside the boundaries of the MOS-1 districts, make a notation on the xerox copy of the monthly building and safety use report and discard the Building and Safety use form.

# FIELD SURVEY GENERAL GUIDELINES

A field survey involves an on-site inspection by two person teams to determine actual structural configuration and to verify current land use and/or square footages. Including the following:

- o Verification of existing structures, parking lots, and vacant land
- o Verification of demolitions
- Identification of land uses by parcel and improvement when Building and Safety documents indicate changes
- o Identification of portion of the unit allocated to each use in the case of mixed-use properties.

#### Preparation

Assemble a parcel record packet including the following maps and other materials:

O Los Angeles County Assessor's Map

A copy of the most recent Assessor's map of the block(s) to be surveyed. The map details the parcel breakdown of the block(s) in addition to parcel dimensions and legal description information (land tract, block, and lot) (see Sample 27).

O Sanborn Insurance Company Map/ Building Footprint Map

The Sanborn Insurance Company Maps are a valuable source of information for improvements constructed prior to 1970. The maps included an accurate scale drawing of all improvements, including number of stories, configuration of non-uniform levels, light courts, multi-level atriums, basements, access ramps, and special internal configurations. These maps were used as a basis for comparison in the original field survey. Any changes in the map representation were recorded in the field, thus, updating any subsequent demolition or additional construction having occurred since publication of the maps (see Sample 28).

# O PARCEL DATA SHEETS

The PARCEL DATA SHEETS document the complete land use breakdown including calculations. Each parcel of land is represented by an individual inventory sheet. A new PARCEL DATA SHRET is prepared and incorporated into the parcel record each time the parcel data for that record is reviewed (see Sample 25).

O BUILDING AND SAFETY DOCUMENTS/BUILDING INFORMATION SHEETS

Any Building and Safety documents or BUILDING INFORMATION SHERTS in the parcel record for that property. Be sure to include the current BUILDING INFORMATION SHEET with data currently under review.

O APPRALS CASE DATA/OTHER SUPPORTING DOCUMENTATION

Include any building plans, revisions to square footage or other data supplied as a result of the Benefit Assessment Appeals process.

# Procedure:

- 0 Note any modifications--additions, demolitions, conversions-to the structure represented by the Sanborn map or more recent plot or building plan. Make a sketch map reflective of any changes noted. Use the back of the PARCEL DATA SHEET.
- 0 For problems and special cases, do not use extraordinary measures, refer back to your supervisor
  - o Complete the "Land Use Category" section of the PARCKL DATA SHERT by checking appropriate land use(s) box(es). Indicate all land uses (see Sample 26).
  - o List all uses of structure, if possible, including retail within hotel or office space. Indicate type and approximate percent in each use; e.g., 50% camera store, 50% barber shop
  - o Watch for subterranean and/or below grade commercial or industrial space
  - o Examples of uses listed as service includes radio and TV repair, refrigerator service, paint shops, electric repair, laundries, auto service, beauty shops, barbershops, etc.



O Enter a description in the appropriate row under the "Working Description" heading on <u>PARCEL DATA SHEET</u>.

Examples for working description include:

11 of 12 s office (indicates use of 11 of 12 stories as office space)

2 s 4 family apts (indicates a 2 story, 4 family, apartment building)

Portion of 1 s beauty salon (indicate actual use, not service)

- o for parking indicate the number of levels, watch for multiple levels of subterranean parking structures. Indicate service to building, attendant, paid, etc.
- Verify the number of stories per structure count from the outside check building directory discretely compare with Sanborn map and compare with any prior field notes on the property
- O Complete the "Comments" section of the PARCEL DATA SHEET
  - o Make a notation for all improvements under construction or demolition
  - o Enter the property address
  - o Make a complete report of any changes noted. Assume that you will not be available to explain your notations to the next person who must use them.
- 0 Enter the date of the field check and initials of the field team in the box provided on each <u>PARCEL DATA SHEET</u>.

When the field check is complete, set the <u>PARCEL DATA SHEET</u> aside for the next phase, calculation of the gross square footage of each land use category.

O Complete the "Field Check" portion of the <u>BUILDING PERMIT</u> INFORMATION SHEET (see Sample 24).

# <sup>24</sup> MTA LIBRARY

# CALCULATION OF SQUARE FOOTAGES BY USE

# Land use square footages for Improvements

When structural changes occur, data for updating the improvement square footages is obtained by one or any combination of the following sources which are listed below in order of priority:

- o Actual building area taken from the building plans
- Actual building area taken from the building records on file at the Office of Building and Safety
- Estimation based on the overall building dimensions take from the footprint maps multiplied by the number of stories
- o Building manager's records and other records

Field Survey data is used to clarify and verify the information utilized from the above sources.

#### Calculations

The final gross square footages are calculated by the following basic formula:

Gross square footage is equal to the length of the improvement multiplied by its width multiplied by the number of stories and adjusted for irregularities. That is,

total area = # stories \* adjusted floor area

where,

adjusted floor area = (overall width \* length) - (area of light courts, etc.) + (area of any additions)

- Common construction irregularities which reduce the usable floor area include irregular building shapes, internal open-air courtyards, light courts, multi-story lobbies and multi-floor atriums, including theaters and auditoriums.
- o If the ground floor of an atrium or open space is in an assessable use that portion of the space is included in the calculation of gross square footage.
- o Stairwells, elevator shafts, parking ramps, single floor lobbies are considered part of the gross area.

- Adjusted floor areas may vary with each level for some irregular buildings.
- Some records require additional adjustments due to lack of records for alterations or additions, questionable or obviously wrong square footages, an incorrect number of stories, or courtyards or other anomalies in construction not included in calculations (see Sample 29).
- References for further information on calculations include the HOW TO CALCULATE and PARKING BROCHURES (see pages 28 and 29).

#### Documentation :

- 0 Make any notes as necessary to clarify your calculation process, note any unusual or distinctive structural features, or special identifications, etc. (see Sample 29).
- O The Sanborn Insurance Company Map from the parcel record for the structures on the parcel may be enlarged to more easily measure the dimensions with an engineering scale (see Sample 28). Attach this map and a copy of the expanded footprint map to the <u>PARCEL DATA SHEET</u>.
- O Complete the "Square Footage" section of the <u>PARCEL DATA</u> <u>SHERT</u>. Include the final gross square footages disaggregated according to use. For mixed use parcels, breakdown the total area into its respective components. Use categories for field data are based upon the observed land uses, e.g., parking lot, office, retail store, etc. When this data is coded for entry into the microcomputerized record, some reallocation of data in the Data Base Use categories may be made to accommodate the calculation of benefit assessments.
- () Compile any supporting documentation and attach to the <u>PARCEL</u> <u>DATA SHEET</u> (see Sample 26).
- () Enter the date completed and initials of the person completing the calculations on the <u>PARCEL DATA SHEET</u>.

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#### CALCULATION AND VERIFICATION OF PARCEL AREAS:

The Assessor's Parcel maps are used to verify:

- o parcel number
- o parcel size
- o parcel boundaries
- O Locate the most current copy of the Los Angeles County Assessor's Maps of the area (see Sample 27). Use the master file of Assessor's Maps. Verify that the Assessor's map in the Parcel Record Notebook is the same, most current map. These maps detail the parcel breakdown of the block(s) in addition to parcel dimensions and legal description information (land tract, block, and lot).
- O Calculate the parcel area. Parcel areas square footage is equal to the length of the parcel multiplied by its width. The area for many irregular parcels has been calculated by the Assessor's Office. This area is often given in acres. For these cases convert the acreage figure to square feet by multiplying the acres times the conversion factor (43560).
- O Document all calculations on the <u>PARCEL DATA SHEET</u> (see Sample 26). Attach supporting documentation including the Assessor's Parcel Map.
- O Enter the date completed and initials of the person completing the calculations on the <u>PARCEL DATA SHEET</u>.



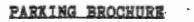
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# HOW TO CALCULATE BROCHURE

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Approved Version



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Approved Version

EXHIBITS

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Building And Safety Use Report	Sample	1
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MOS-1 Benefit Assessment District List of Streets	Sample	4
Annotated Building And Safety Use Report	Sample	5
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Assessor s Map	Sample 27
Sanborn Map	Sample 28
Documentation of Calculation	Sample 29

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06/87

# DEMOLITION

KIND OF Permit	USE Code	DISTRICT OFFICE	STREET ADDRESS	STREET		ISSUING Office	PERMIT NUMBER	DWELLING UNITS	VALUATION	NO. CARDS	5
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SAMPLE 1 Building And Safety Use Report

# SAMPLE 2

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# BUILDING PERMIT INDEX

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CODE SHEET

	CODE	USE OR PURPOSE		
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#### MOS-1 BENEFIT ASSESSMENT DISTRICT LIST OF STREETS

NUMBERED STREETS

St

#### **A1**

NAMED STREETS

#### **A**2

NAMED STREETS

#### H Alameda St T Alhambra Av J Aliso St K Alpine St L Arcadia St L Augusta St Avila St L Bauchet St L Beaudry Av L Bellevue Av Μ. Bixel St M Blackstone Ct M Boyd St М Broadway М Bunker Hill Av N Center St Ο 0 Clara St Cleveland St Ũ Commercial St D p. Corydon Dr Ρ Cottage Pl Court St [?] Q Dewap Rd Q Diamond St R Dragon Rd [?] R Ducommun St R Figueroa St S Florida St S Flower St S Fort Moore P1 [?] S Francisco St S Frank Ct S S Fremont Av Garey St Т Т Garland Av Т Gen. Thadeus ۷ Kosciuszko Georgia St W ω Golden Av Grand Av W Guytino Pl W Harlem Pl Winston St Hewitt St Witmer St Hill Pl Yale St Hill St Hope St

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#### NUMBERED\_STREETS

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5th	St
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PGM=8050002E	BUILDING AND SAFETY USE REPORT	04/86	PAGE 36
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KIND OF Permit	USE Code	DISTRICT	STREET Address	STREET		ISSUING Office	PERMIT NUMBER	DWELLING UNITS	VALUATION	). CARDS
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									1,789,450××	18

#### BUILDING AND SAFETY DOCUMENTS

The City of Los Angeles Department of Building and Safety has been continuously maintaining building records since 1905, when building permits first became mandatory for purposes of inspection of new construction. Building permits also included submission of building plans, and the gross outside dimensions of the building were recorded on the permit application. After World War II, the building permits also required a "plot plan" or sketch of the intended structure. The building permits also served to record completion of construction until the late 1940's when Certificate of Occupancy documents were required to serve this function. Both permit and certificate are still required today.

#### **Building Permits**

The building permit is the best source available to determine the gross dimensions of a building. It provides information about the <u>original</u> use of the structure, as well as the number of stories constructed and dimensions based on the actual building plans. Any additional construction on a particular site will not be recorded on an earlier permit, but will have its own unique permit. The original permit does, however, provide a basis for determining dimensions despite any additional construction. If the permit has an accompanying plot plan with dimensions, the area can usually be determined. Permits issued after the late 1970's provide floor area information.

#### Certificates of Occupancy

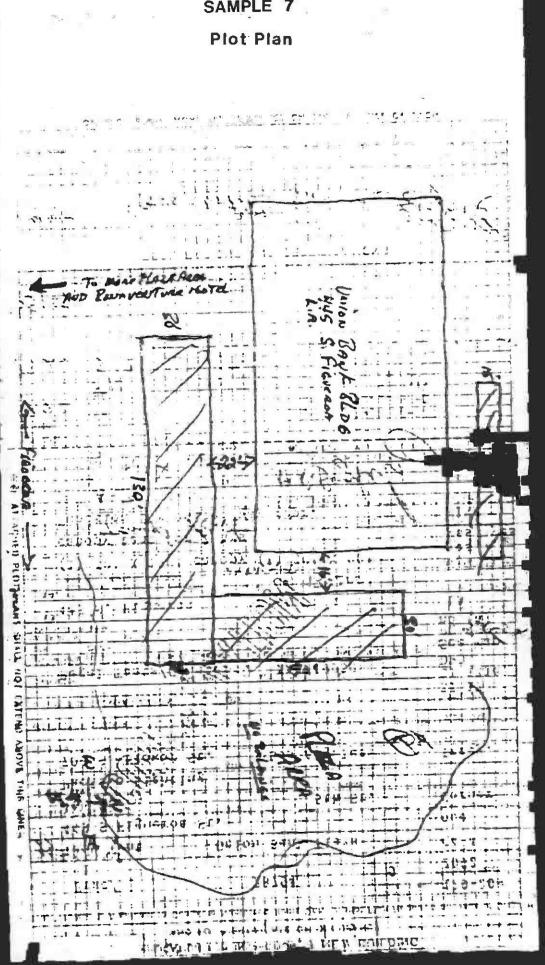
Certificates of Occupancy note the availability of a structure for use following the completion of construction. They list the building dimensions, original use, and often refer to the original building permit. The dimensions listed on a Certificate of Occupancy are often identical to those listed on the permit, but can be approximations if this information is not readily available, and therefore, these dimensions are not as reliable as those on the building permit. Certificates of Occupancy are only used as a source of dimensions when the building permit is unavailable.

#### Temporary Certificates of Occupancy

New developments are included in the benefit assessment program as temporary Certificates of Occupancy are issued. The assessment is based on the number of square feet indicated on the Certificate as acceptable for occupancy. For buildings under construction, the square footage of the space available for occupancy is entered into the data base as assessable when the temporary Certificate of Occupancy is issued. Any additional square footage is entered as stages of construction are completed and additional Temporary Certificates of Occupancy issued.

#### Monthly Building and Safety Reports

The General Analysis Department of Building and Safety runs monthly computer printouts on building permit activity for Los Angeles City. These reports contain such information as job address, permit number, type of permit, number and type of dwelling units, value of construction, etc. The reports are ordered by street address. Data for construction, demolitions, and alterations with building permit number and valuations by building are included in these reports. These monthly reports from Building and Safety are used to monitor structural changes occurring within the MOS-1 Benefit Assessment Districts.



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ALL DESCRIPTION OF A N-5 SAMPLE 8 Appendix a 5142-010- 900 Ward / ... Application for Erection of "Class A" Buildin Application is hereby made to the Superintendent of Buildings of the City of La Augerea. for the approval of the detailed statement of the specifications and plans herewild an bmitted for The erection of the building herein described. All provisions of the Building Origances shall be complied with in the erection of said building , whether specified herein ar not (Sign here) - ( - C, S 70 1: 50 1 4. Los Angeles, Cal., 16-19 3- 1919 1.90 2. Location: Lot privera + Propert as Frank 17 The Privera + Prigned as Frank mith wire of Easts The Sail of Fri Sing C. 26 Vert District No. 1/1 M. B. pore 6 F. B. pore 116 1. Purpose of the Bailding ... Corcone Mous Is any part to be used for store protection on "poses? If so, state what Owner's name Cally of Los Ungers. Owner's address Hideon & Munuell Archinert's as Boilder's name . Builder's Address Estimated Cost of the Proposed Improvements. 26-3 teres rear; 16.0 feet deep. feet front; 6-3 26-3 hourses: 160 feet deep: 9. Size of building? 26-3 feet front .... feet deep: fect resr: ... feet front : Size of extension? 3 -6 Extension? Number of stories in height: main building?. ED SNAT Height from curb level to highest point: main building? feet. Extension ..... 40 Finich 10. What is the character of the ground: rock, clay, sand, filled, etc. 11. Will the foundation by laid on earth, rock, or piles? Earth port d2. Will there for a husement? \$3. What will be the base, stope or concrete? Give thickness and how laid 14. What will be the depth of foundation walls below curb level? Concrele 15. Of what will foundation walls be built? inches; sales Give thickness of foundation walls; front 16, Fer fared Coments inches. I'VAL 17. Will interior supports be C. D. or steel columned Give size of same 18. Give sue of piers and cap plates or sh arne, width an 

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APPLICATION SAMPLE 16	OF SIGNS			
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INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only. 2. Plot Plan Require	d on Back of Original.			
1. LOT BLOCK TRACT COUNCIL DISTRICT	129-209			
DESCA 11 141546 9	CENSUS TRACT			
2 TYPE OF SIGH OR NEW WORK	2011			
( ) WALLNEON TUBBING	1			
19 W. 7th Street	TWO			
A BETWEEN CROSS STREETS AND Flower St	INT (TYPE)			
s. OWNER'S NAME New Mesi Shushi Restaurant	IRREG			
& OWNER'S ADDRESS CITY ZIP				
7. ANCHITECT OR ENGINEER BUS. LIC. NO. ACTIVE STATE LIC. NO. PHONE	ALLEY			
& ARCHITECT OR ENGINEER ADDRESS CITY ZIP	BLOG. LINE			
& QUALIFIED INSTALLER BUS LIC. NO ACTIVE STATE LIC NO PHONE LaBrea Sign C45-309734 938-4020	AFFIDAVITS			
IL INSTALLER'S ADDRESS CITY ZIP				
2202 S. Jabree Ave. L.A. 90016	PC NO			
WIOTH TH 9 MGT	HIGHWAY DED			
150' HEIGHT 10'	VES DIST OFFICE			
13. JOB ADDRESS 719 W. 7th Street				
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THE TYPE OF SIGN OF NEW WORK SINGLE FACE DOUBLE FACE COTHER Wall Necin Tubbing	CONDINE			
17. ILLUMINATION	CHEMAN CLEARANCE			
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DECLARATIONS AND CERTIFICATIONS				
18. I hereby affirm that I am licensed under the provisions of Chapter B (commancing with Section 7000) of Division 3 of the Business and industance Code, and my license is in full force and effect. Date 7/ Strike Lic. Class 417 Lic No. 309734 Contractor's Signature 7/ Lic Aug				
Contractor's Waiting Address 77 42 9 CA BREA Parts				
SIL I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 703) 5, Business and				
prior to its issuance, stat requires the applicant for such permit to the statement ingt ne to its house persoant to the				
lessions Code) or that ha ta asempt therafrom and the basis for the singled altemption, any information of section 1031 any applicant for a permit subjects the applicant to a divid penalty of not more than five hundred dollars (\$500). ):				
is not intended or offered for sale (Sec. 7044, Business and Protessions Coos: the Contactor's Econe can employee.				
provided that such improvements are not intended or attend for safe in noticely the building of one year of compension, the owner-builder will have the burden of proving that he did not build o	mpipes for the purpose			
It se owner of the property, an exclusively contracting with licensed contractors to constru-				
Business and Professions Code; the Contractor a License call bots for split to the Contra thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contra T have exempt under Sec B & P C. for this reason.	ICTOR & LICONSO LOW			
DateOwner's Signature				

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	TION	zanharek 3 ku		OF	OR CERTIFICATE
INST	UCTIONS:	1. Applicant to Complet	Numbered Items C		
1. LOT		RLOCK FRACT		DISTRICT NO	129-B217
LEGAL			-	0	CENSUS TRACT
DESCH IN			E OF BUILDING	-	CONE
1221 Wa	rehouse	L i	same		NG - 3
3. JOB ADDRESS	1c+ St			-	TWO
4. BETWEEEN CA	SS Inters St Cent	er Pa	ilroad Tr.	(Piver)	Cor-thru
S. OWNERS NAT			621	-2579	Irreg
6. OWNERS ADD	ESS	CIIA	21P		
Same		BUS LIC. NO AC	TIVE STATE LIC NO	PHONE	4L1[¥
ARCHITECT OR	DESIGNER	AUS LIC. NO AC	TIVE STATE LIC NO 2	TENCNE	BLDG LINE
Philli	n R. Ea	tes C-		- 5636	AFFIDAVITS
9. ARCHITECT OR	ENGINEER'S ADI	Ca Eurograd	037		ZI 223
10. CONTRACTOR	Gelecter		TIVE STATE LIC NO	PHONE	AFF 55760
11. SIZE OF EXI	STING. BLDG	STORIES HEIGHT ND.	A T D	ON LOT AND USE	IA 82-292 IA 83-319
WIDTH 15		T. WALLS ROOF	FLOO		- 그가 이야구한 그가 그런
OF EXISTING	BLDG. ₩→>   [	I.R.M. Co		LT GUIDE	DISTRICT OFFICE
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	TION TO INCLUDE WENT REQUIRED		\$ 268,000		Jeljanie Jradi zone
15. NEW WORK	SE PROPOSED SC	pliance with		88	GRADING FLOOD
(Describe) f		777	Prototor	<u> </u>	HWY DED CONS.
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736 95 SPC	17.48		444	1. 3 3.21	en a file in
4	41 0	Claims for refund of tees paid on	×	· / · · ·	
\$74.00	18.76	permits must be filled. 1. Within one year from date of payment of the per 2 all third pre-year highling			
4	14.74	pate of expression of extension	50 · · · · ·		
4 0'5	\$30.00	pranted by the Dept of B & S SECTIONS 22.12 & 22.12 LANC		-	
DIST DEFICE	589.00	REODSPEC NC	SS		₽ • <u>•</u> •
P3362		ENERGY IV/C			
ALLE COLEY ATTACK	THE YEAR AFTER FI	E IS PAID PERMIT EXPIRES TWO IN FEE IS PAID IF CONSTRUCTION IS	1		
Business and Pr Dete \$7.1 teneby aftim Protessions Code	n that I am lice oteasions Code, Lic Stasi n that 1 am exer e: Any city of C ince, also requir	not from the Contractor's Lic ounty which requires a permi- es the applicant for such our	CTORS DECLARAT I Chepter 9 (commencil) end effect Contract Contract ER DECLARATION enge Law for the found to fire 8 eighted 868	ION g with Section 70 or 'Sig wing reasing (Sec prove demotish ment that he is with Market Sectors)	neture: 2031 5 Businese and or reliair any structure. Censed pursuant to the
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WORKERS' COMPENSATION DECLARATION Have a certilic. 15ec 3800 Leb Dy. inereol C DV

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#### INSTRUCTIONS FOR PREPARING BUILDING AND SAFETY INFORMATION SHEET

- O Complete the top portion of the <u>BUILDING PERMIT INFORMATION</u> <u>SHEET</u> (see Sample 21) before going to City Hall. Use a separate form for each parcel being researched within the MOS-1 Boundary. Assemble the <u>BUILDING AND SAFETY</u> <u>INFORMATION SHEETS</u> with the top portion already completed and proceed to City Hall.
- O Complete the Building Activity portion of the form (see Sample 22). Use the computer accessed permit data (DAFS Machine) to pull up Building and Safety documents related to the property being researched (see <u>HOW TO USE DAFS MACHINE</u>). Screen each permit carefully. Be sure to review the type of building activity and to check for inconsistencies in use (see Sample 11). The Building Activity portion of the <u>Building and Safety Information Sheet</u> must always be filled out completely. When finished initial and date form.

Check property records for a Certificate of Occupancy for the Building Permit data under review. If there is no Certificate on file, proceed to review records for next <u>BUILDING PERMIT INFORMATION FORM</u>. If there is a Certificate on file, proceed to completing the Certificate of Occupancy portion of the <u>BUILDING PERMIT INFORMATION FORM</u> (see Sample 23).

O Complete Certificate of Occupancy portion of the <u>BUILDING</u> <u>PERMIT INFORMATION FORM</u> (see Sample 23). Use the DAFS Machine (see <u>HOW TO USE DAFS MACHINE</u>) to review Building and Safety documents for the property. Following each permit there will be a Certificate of Occupancy or a Temporary Certificate of Occupancy (see Sample 12) for the building, if one has been issued. Screen each certificate for inconsistencies and cross check the uses. Using the information from the DAFS Machine fill out the Certificate of Occupancy portion of the form. When finished initial and date form.

O Enter the Assessor's Mapbook parcel number to the top portion of the form (see <u>IDENTIFICATION OF PARCEL MAPBOOK</u> <u>NUMBERS</u>)



The field check portion of the <u>Building and Safety</u> <u>Information Form</u> (see Sample 24) should be filled out after a site visit has verified the completion of the activity under review (see <u>FIELD SURVEY GENERAL GUIDELINES</u>). However, interim field checks may be necessary and should be documented on a <u>PARCEL DATA SHEET</u> and the completed sheets

attached to the **BUILDING AND SAFETY INFORMATION SHEET**. When filling out this portion of the form, screen the previously completed information on the **Building and Safety Information** Form. Cross check for inconsistencies. Complete the final portion of the form. When finished initial and date the form. Proceed to the calculation phase of the process (see CALCULATION OF SQUARE FOOTAGE BY USE).

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### **BUILDING PERMIT INFORMATION SHEET**

Building Address		
Parcel Number	Permit	Number
Month Issued	Reel Nu	mber
BUILDING ACTIVITY		
Present use of Building:	- <u> </u>	اس این ماین می این در بر این این در باری این این می این این این این این این این این این ای
New use of the Building:		
Addition +	ہو ہو سو سو سو سو سے سو سو میں سر س	square footage
Alteration: +/-		square footage
Demolition		
Other	· _ · _ · _ · _ · _ · _ · _ · _ · _ · _	
Size of existing building: Widt	:h	Length
Description of work:	ہے۔ بے بے بے میں میں میں میں ہی	<u> -                                   </u>
Plot Plan on file:	Initial	Date
CERTIFICATE OF OCCUPANCY		
Certificate of Occupancy Number		Issue Date
Description		
	Initial	Date
Field Check Conducted	المراجع المراجع المحامد والمحادية والمحادية المحادية المحادية والمحادية والمحادية والمحادية والمحادية والمحادية	
Comments:		
		·····
	Initial	Date

### SAMPLE 21 Office Preparation

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Building Address 125 FIGUERDA	STPEET
Parcel Number Month Issued 4-86	Permit Number <u>4.301</u>
Month Issued $\frac{4-80}{2}$	Reel Number $\underline{P/19}$
EUILDING ACTIVITY	
Present use of Building:	
New use of the Building:	
Addition +	square footage
Alteration: +/-	square footage
Demolition	
Other	اللسو المواضعو العنا فعنا العا
Size of existing building: Width	Length
Description of work:	
Plot Plan on file: · Init	ial Date
CERTIFICATE OF OCCUPANCY	
Certificate of Occupancy Number	Issue Date
Description	
	<u>مې د يا دې چې د يې د يې د يې وي د يې وي د يې مې د يې وي وي د و مې مې مې مې وي </u>
Init	
Field Check Conducted	
Comments:	
	ial Date

## SAMPLE 22 Building Activity

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Euilding Address 725 FIGUERDA STREET
Parcel Number Permit Number
Month Issued 4-96 Reel Number P114
EUILDING ACTIVITY Present use of Building: <u>RETAIL MALL</u> PARKING
New use of the Building: SAME
Addition + <u>13 x 148</u> square footage
Alteration: (7/- / STORI HEIGHT 145 square footage
Demolition
Other
Size of existing building: Width 500 Length 604
Description of work: ARMADE CONNECTION BETWEEN
PARKING & BUILDING
Plot Plan on file: Initial <u>NK'</u> Date <u>4-88</u>
CERTIFICATE OF OCCUPANCY
Certificate of Occupancy Number Issue Date
Description
Initial Date
Field Check Conducted
Comments:
Initial Date

### SAMPLE 23 Certificate Of Occupancy

125 GENERAL STREET
Building Address <u>725</u> FIGUERDA STREET
Parcel Number Permit Number 201
Month Issued 4-86 Reel Number P114
EUILDING ACTIVITY
Present use of Building: <u>RETAIL MALL PARKING</u>
New use of the Building: SAME
Addition + <u>13 X 148</u> square footage
Alteration: @/- / STORY HEIGHT 145 square footage
Demolition
Other
Size of existing building: Width 500 Length 604
Description of work: APCADE CONNECTION BETWEEN
PARKING & BUILDING.
Plot Plan on file: Initial <u>//R</u> Date <u>4-88</u>
CERTIFICATE OF OCCUPANCY
Certificate of Occupancy Number $1423445-85$ Issue Date $2-14-86$
Description TEMP. CERTIFICATE OF OCCUPANCY TO EXPIRE 8-14-8
11 STORY TYPE I, DEFICE SPACE IN ENTIRE 34 THE FLOOR
AND FORTION DF 33 PFLOR Initial NR Date 4-88
Field Check Conducted
Comments:
Initial Date

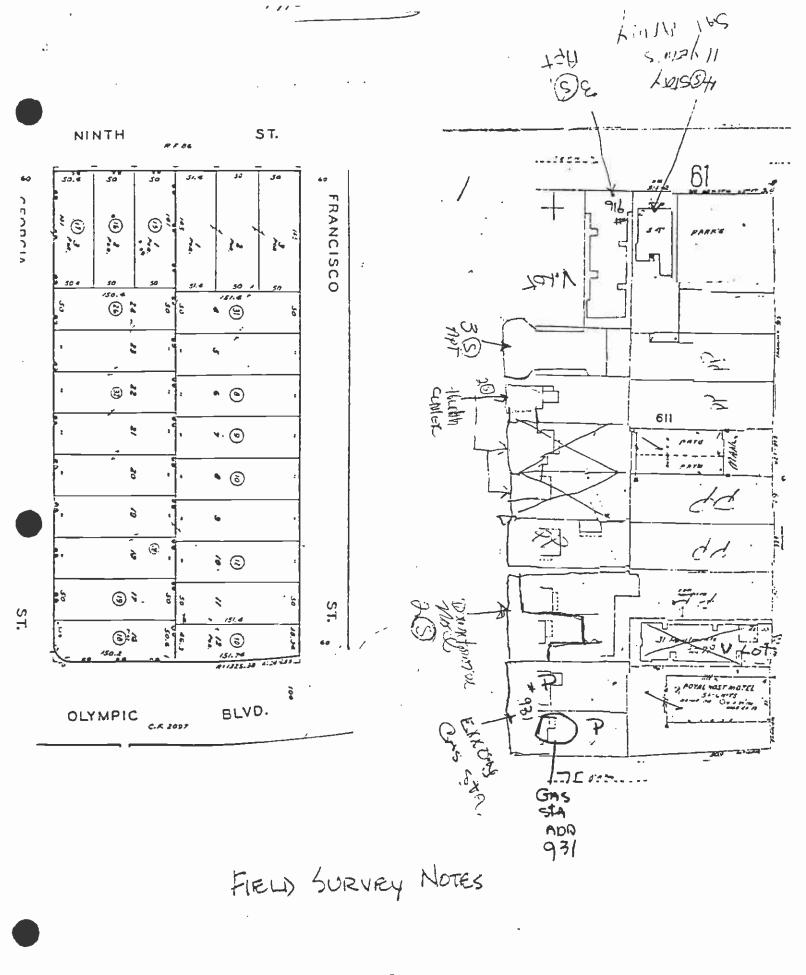
SAMPLE 24
Field Check
BUILDING PERMIT INFORM
Building Address 125 FIGUEROA WWW
Parcel Number Perm.
Month Issued 4-86 Reel Nume 2114
EUILDING ACTIVITY
Present use of Building: <u>RFTAIL MALL PARKING</u>
New use of the Building: $34ME$ Addition + $13148$ square footage
Alteration: 0- 1 STORY HEIGHT 145 square footage
Demolition
Other
Size of existing building: Width Length
Description of work: ARCADE CONNECTION BETWEEN
FARKING & BLULDING.
Plot Plan on file: · Initial <u>//R</u> Date <u>4-88</u>
CERTIFICATE OF OCCUPANCY
Certificate of Occupancy Number 1 <u>A23445-85</u> Issue Date <u>2-14-86</u>
Description TEMP. CERTIFICATE OF OCCUPANCY TO EXPIRE 8-14 76
11 STORY, TYPET, JFFICE SPACE ON ENTIRE 34 th FLOOR
AND PORTION OF 33RD FLOOR Initial NR Date 4-88
Field Check Conducted VES
Comments: CERTIFICATE OF OCUPANCY TEMPORY / EVPIRED
TEVANT NO LONGER THERE
Initial <u>NR</u> Date <u>4-22</u>

# Parcel Data Sheet

AND USE CATEGORY	WORKING DESCRIPTION	SQUARE FOOTAGE	SOURCE	DATABASE USE FIELD	DATA ENTRY
OFFICE					
HOTEL/MOTEL				·	
RETAIL/RESTAURANT				·	
INDUSTRIAL/WAREHOUSE		· ·			
PARKING LOT					
GARAGE					
INSTITUTE/GOVERNMENT					
RESIDENTIAL					
SERVICE					
MIXED COMMERCIAL					
MIXED WITH RESIDENTIAL					
VACANT LAND					
OTHER		<u> </u>			
Date and Initials:					-
		PARCEL AREA			
Comments:					



•		Sample 26		5142	0050	30
	A	nnotated Parcel Data	Sheet	L		
LAND USE CATEGORY		WORKING DESCRIPTION	SQUARE FOOTAGE	SOURCE	USE FIELD	ENTR
OFFICE HOTEL/MOTEL	다 전	4 STORIES (C)	22,746 #			1
RETAIL/RESTAURANT INDUSTRIAL/WAREHOUSE					:	
IPARKING LOT GARAGE			1			1 
INSTITUTE/GOVFRNMFNT RESIDENTIAL				s 1 \$ { 1		-
ISERVICE MIXED COMMERCIAL MIXED WITH RESIDENTIAL				, .     		1
ANT LAND		 				
<u>Comments</u> :	I	· .	PARCEL AREA 13,977.2 See Attac	s <b>v</b> chment:	5	
A POTAL HAST MOT	7	dimensions ( b) engi-scale. n 51" B	(a) 111.5 x ( 27;	(B)51' 746 ₽	x(@) 4	11



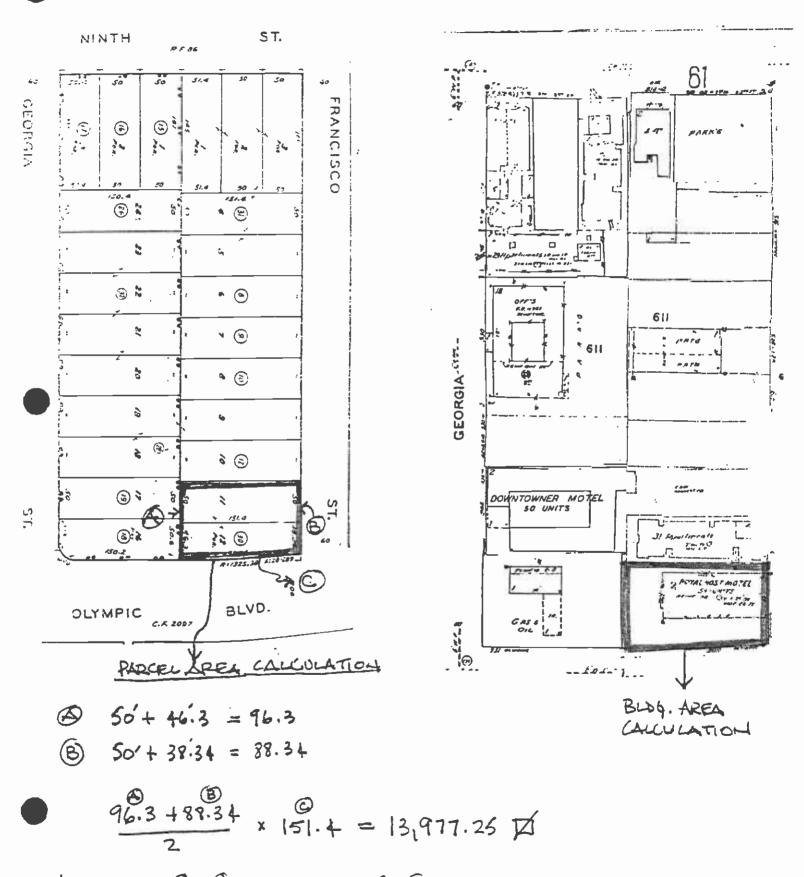
MTA LIBRARY

5138-005

ASSESSOR'S MAP

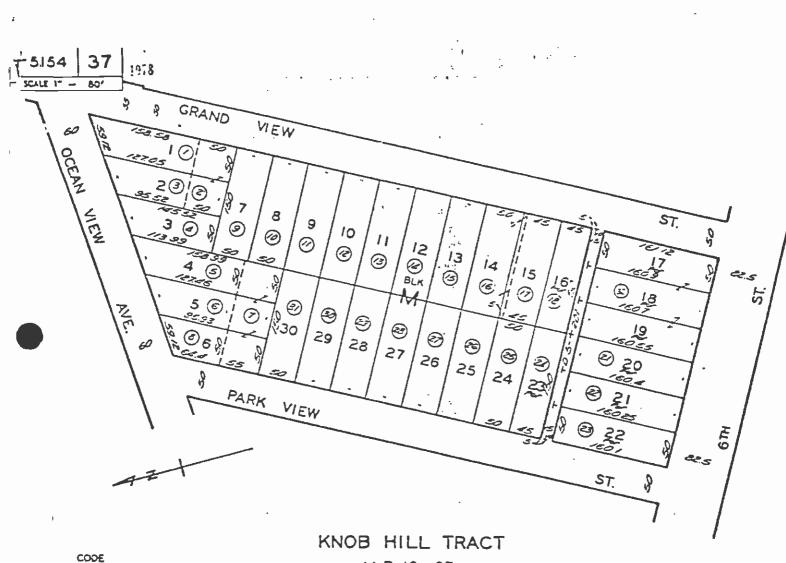






NOTE: SINCE @ + B DIFFER, ADD & + B AND DIVIDE BY TWO FOR AVERALGE.





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M.R. 10 - 97

FOR TREY, ASSMIT, SEE: 1585-37



