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GENERAL PLANNING CONSULTANT:
TECHNICAL MANUAL 88.4.4
DATA COLLECTION FOR UPDATING
THE MOS-1 BENEFIT ASSESSMENT DATA BASE
FROM BUILDING PERMIT DATA
FOR THE METRO RAIL SYSTEM (MOS-1)

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Prepared for:
Southern California Rapid Transit District

Prepared By:
Schimpeler Corradino Associates
Myra L. Frank & Associates

in association with

Cordoba Corporation
Manuel Padron
The Planning Group, Inc.

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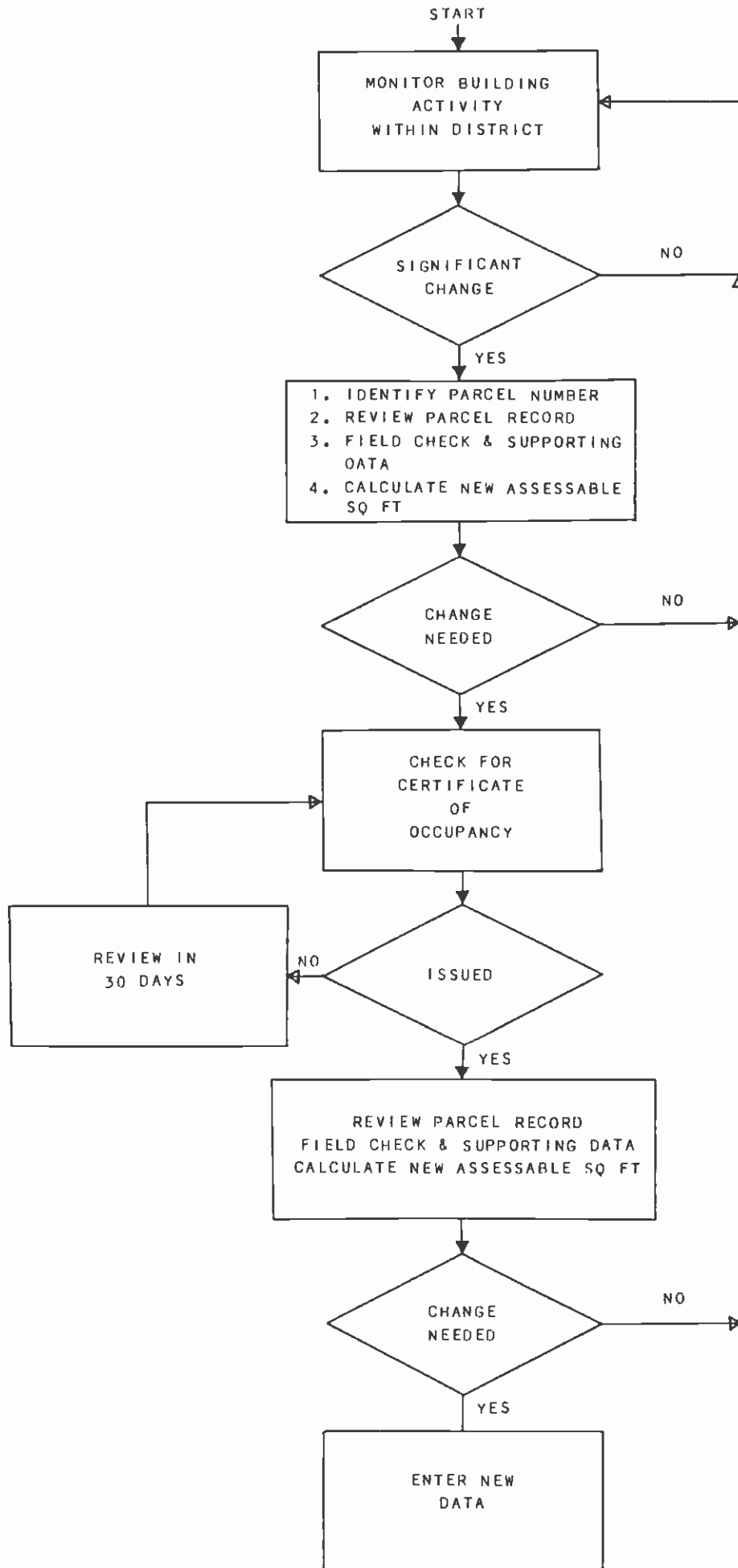
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INTRODUCTION

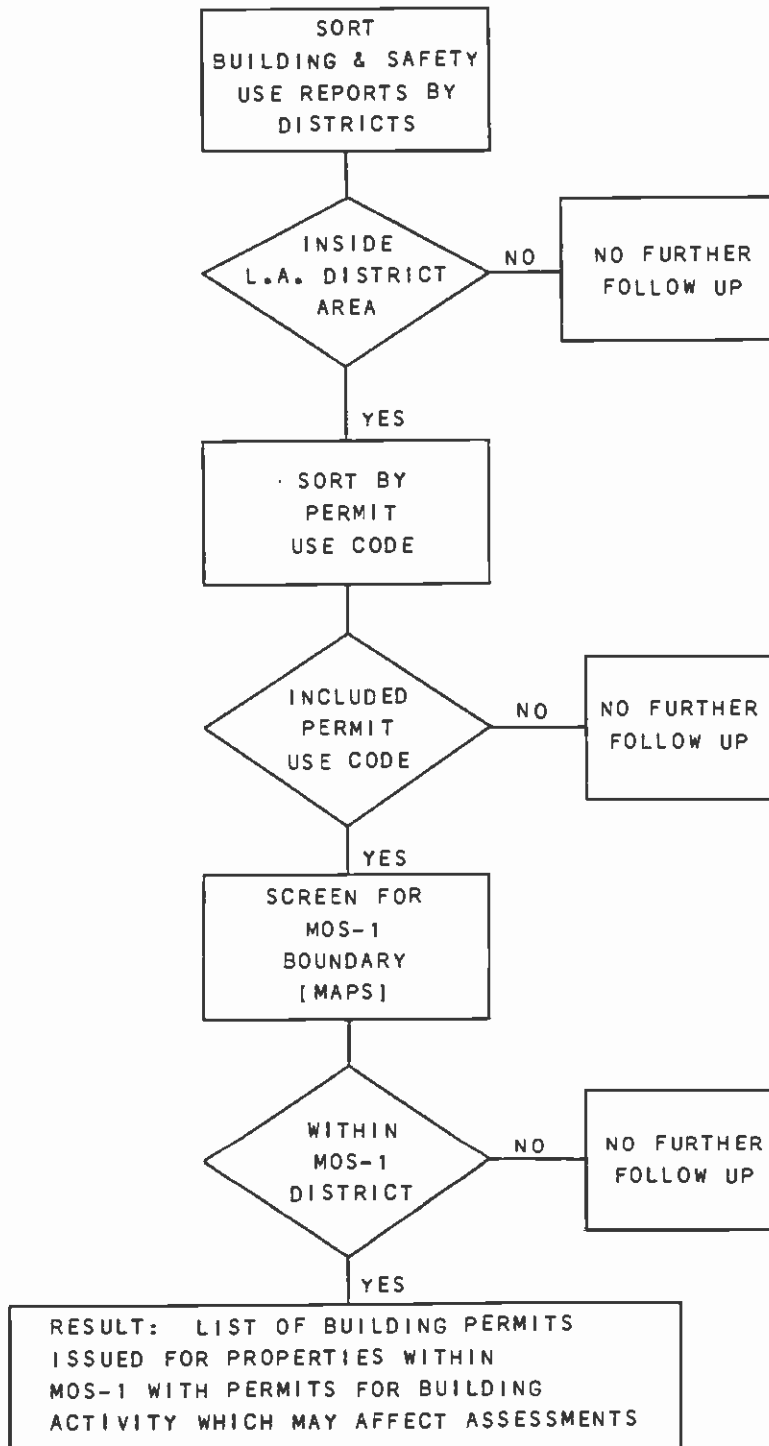
This manual is one of a set of manuals which provide step-by-step guidelines for the various procedures in the overall process of maintaining and utilizing the MOS-1 data base for benefit assessments. This manual covers the process of data collection and verification of the square footage by land use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

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



SCREEN MONTHLY BUILDING & SAFETY USE REPORTS LIST



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1.0 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 City of Los Angeles 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.: (213) 485-2351

1.1 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 BUILDING PERMIT INDEX CODING SHEET, 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 BUILDING PERMIT INDEX CODING SHEET, 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 BUILDING 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 (see sample 4)
MOS-1 Benefit Assessment District Map (see sample 3)

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
- o 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 no underlined permits on them. Proceed to next phase, i.e., research permit activity at City Hall, Department of Building and Safety.

2.0 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 index
 - o MOS-1 Boundary Map
 - o Blank Building Permit Information Forms (see sample 20)
- 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 4:30 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 HOW TO USE COMPUTER ACCESSED PERMIT DATA (DAFS MACHINE), page 15). From the report copy, find the first underlined permit number. This will be a 5-digit number. From the instructions on using the DAFS machine (pp. 15-16), locate the correct reel and load it into the IMF-150 Reel Viewer Machine. 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 IDENTIFICATION OF PARCEL MAPBOOK NUMBERS, page 18)
- E. This process may take several days to review the permits for one station area, depending on the availability of microfilm machines.

3.0 PERMITS REPRESENTING NO SIGNIFICANT CHANGE TO STRUCTURES

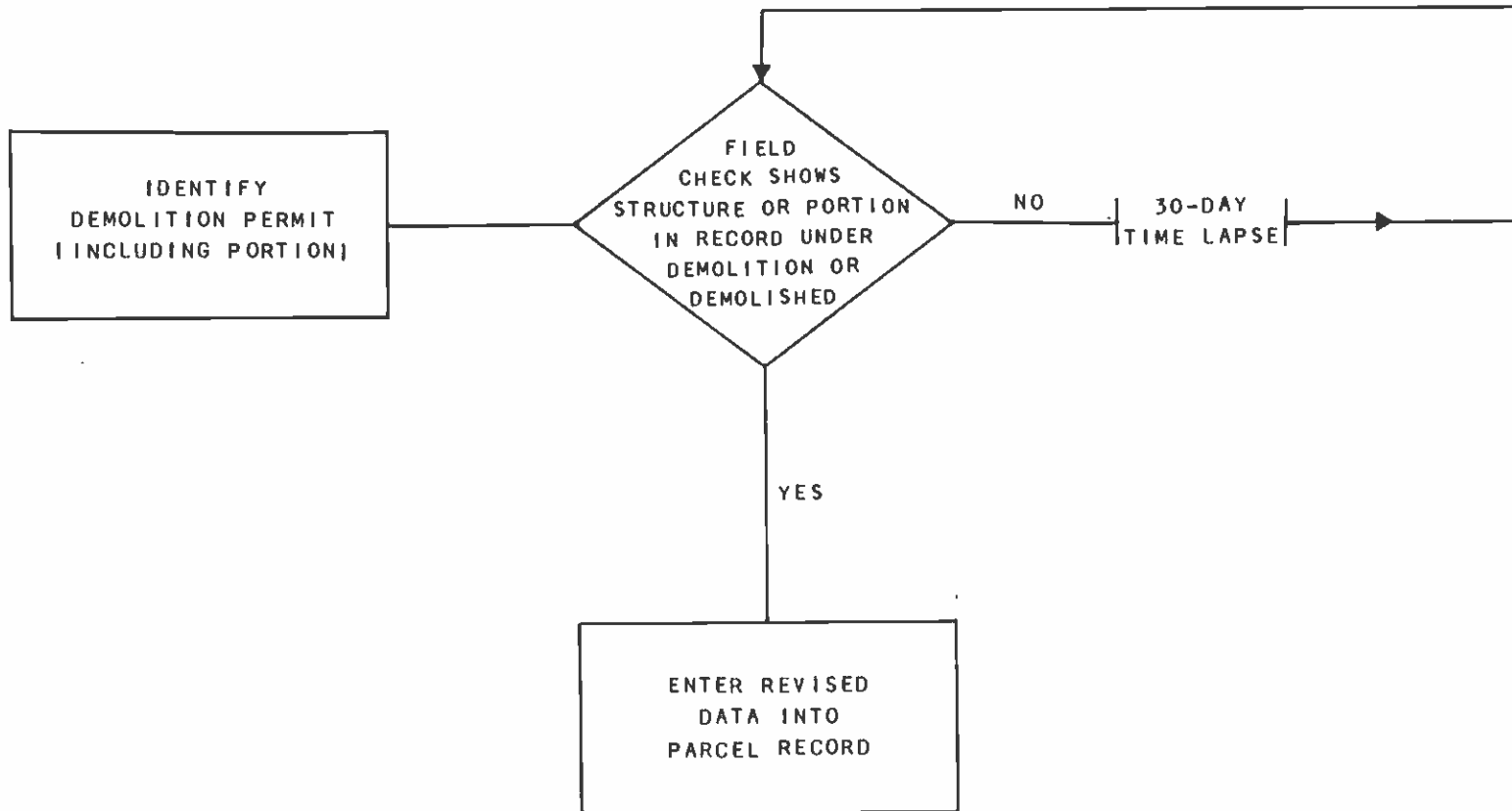
No significant change to a structure is indicated when the structure is not added to, altered or demolished in a manner which requires the recalculation of the direct assessment for the parcel. Permits which will have no effect are those which do not under any circumstances change the square footages 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 BUILDING AND SAFETY ACTIVITY MONTHLY REPORTS, part B (see page 5).
- o Permit to Add-Alter, Repair-Demolish with the following in work description, Section 1, No. 14:
 - Remodel existing Office Space (see Sample 14)
 - Compliance with Division 88/Earthquake Compliance (see Sample 18)
 - Temporary Structure (see Sample 10)

DEMOLITIONS



4.0 REVIEW OF PERMITS INDICATING A POTENTIALLY SIGNIFICANT CHANGE

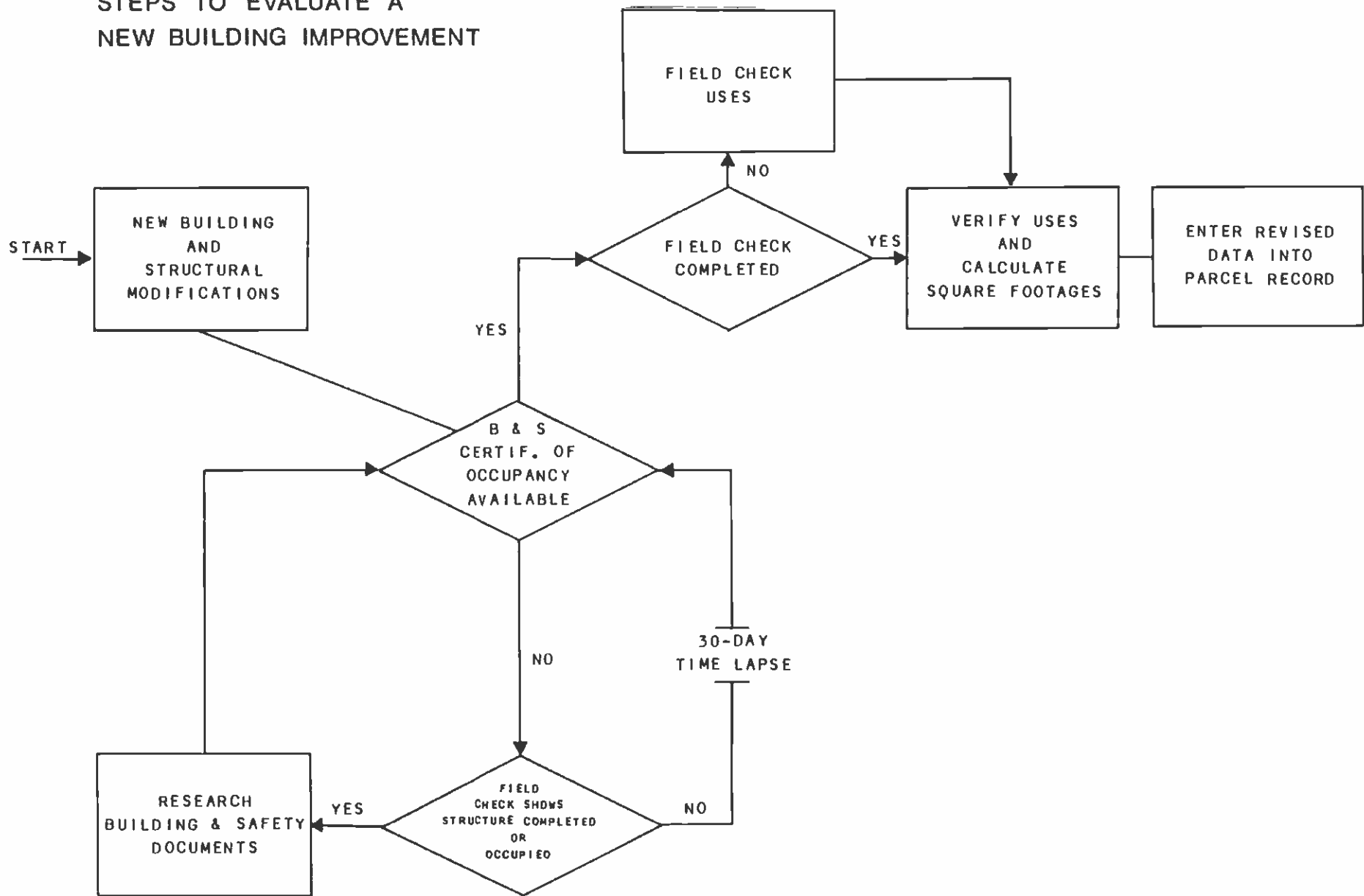
Potentially significant changes are those which alter the structure of the improvement in a manner which results in a change of the gross square footages and/or a change in use category between assessable, non-assessable or exempt classifications.

4.1 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:

- 4.1.1 Review the documents on file at Building and Safety to determine why the structure is being demolished and what will replace it.
- 4.1.2 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).
- 4.1.3 When there is a Certificate to Alter, record all pertinent information on the BUILDING PERMIT INFORMATION SHEET (see Samples 19 through 24).
- 4.1.4 Pull the Parcel Record for each BUILDING PERMIT INFORMATION SHEET. Match all data items against the information in the Parcel Record.
- 4.1.5 If there are no significant differences between the data items, proceed to the next property.
- 4.1.6 If there are significant differences between the data items, a Field Survey should be initiated (see FIELD SURVEY GENERAL GUIDELINES, page 19)
- 4.1.7 If during field survey you find that the building is still in use or shows no sign of being demolished, place the record in a "tickler file" for future follow-up. After 30 days have elapsed, initiate another field survey.
- 4.1.8 Once a demolition or partial demolition is confirmed by a field survey, update the PARCEL DATA SHEET, removing the square footages for the demolished improvement from the square footage on the Parcel Record Sheet.

STEPS TO EVALUATE A NEW BUILDING IMPROVEMENT

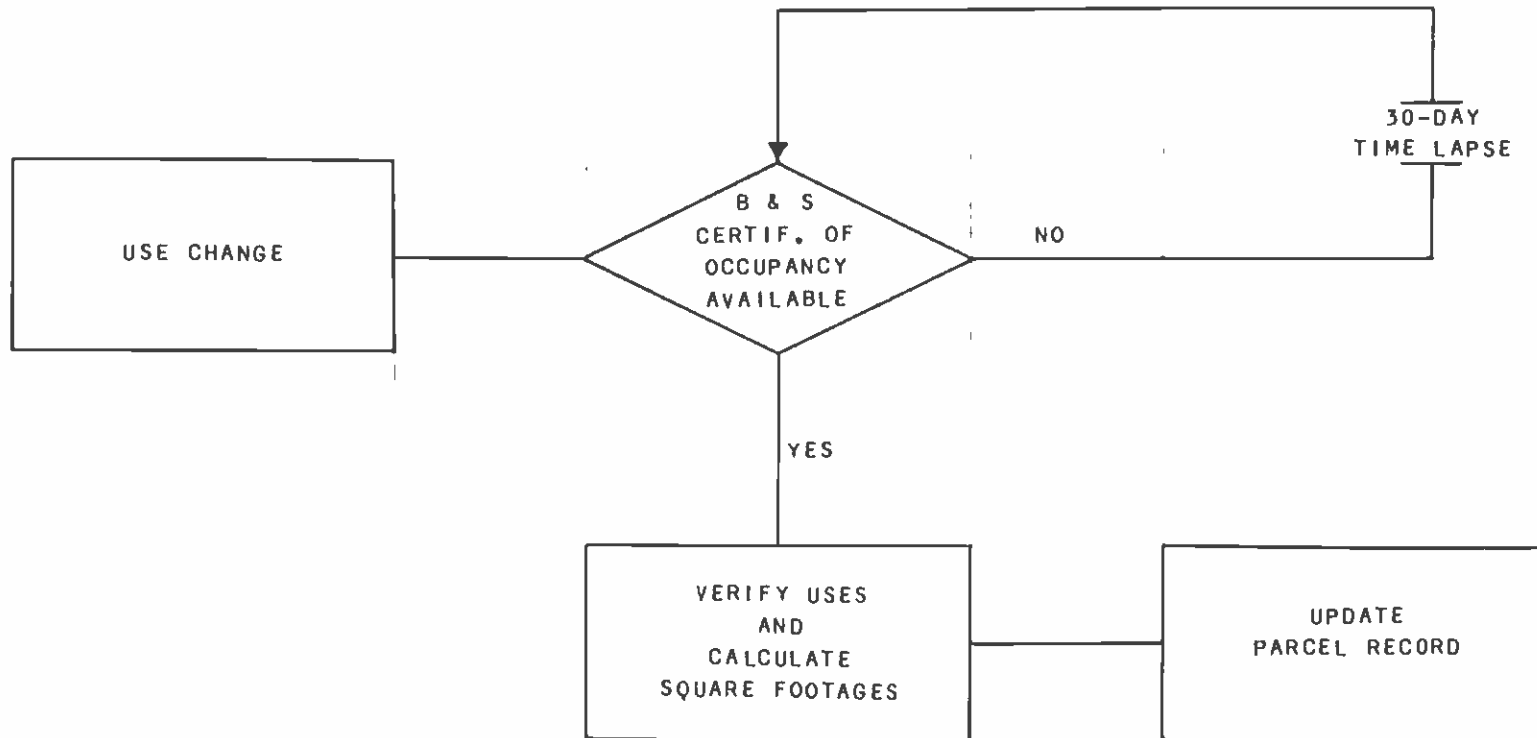


4.2 NEW STRUCTURE

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

- 4.2.1 Record all information that pertains to the improvement on the BUILDING PERMIT INFORMATION SHEET (see Samples 19 & 20).
- 4.2.2 The information regarding a new structure would appear on a Building Certificate (see APPLICATION FOR THE ERECTION OF " CLASS A" BUILDINGS, Sample 8 or APPLICATION FOR INSPECTION OF NEW BUILDING, sample 10 or APPLICATION FOR NEW BUILDING AND CERTIFICATE OF OCCUPANCY, Sample 11). Note any plot plan attached to documents and make a sketch copy on the back of the BUILDING PERMIT INFORMATION SHEET.
- 4.2.3 Pull the Parcel Record for each BUILDING PERMIT INFORMATION SHEET. Match all data items against the information in the Parcel Record.
- 4.2.4 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 BUILDING PERMIT INFORMATION SHEET, and proceed to the next property.
- 4.2.5 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).
- 4.2.6 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 19).
- 4.2.7 If structural modifications are not completed, allow 30-days time lapse before returning to Building and Safety to check for the Certificate of Occupancy.
- 4.2.8 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 "mis-filings" (see NOTES TO RESEARCHING PERMITS BY ADDRESS, page 17).
- 4.2.9 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.
- 4.2.10 Verify and cross-reference the parcel identification (see IDENTIFICATION OF PARCEL MAPBOOK NUMBERS, page 19).
- 4.2.11 Calculate the revised square footages and complete a revised parcel data sheet (see CALCULATION OF SQUARE FOOTAGE BY USE, page 22).

CHANGE IN USE



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4.3 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 re-location 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 NO SIGNIFICANT CHANGE, page 8), record the information on the xerox copy of the monthly Building and Safety use sheet. Discard the BUILDING INFORMATION SHEET for the property.

When a significant modification takes place, proceed as follows:

- 4.3.1 Review the Building and Safety permit documentation including the plot plan (see Sample 7).
- 4.3.2 Pull the Parcel Record for each BUILDING INFORMATION SHEET. Match all data items against the information in the Parcel Record.
- 4.3.3 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 BUILDING INFORMATION SHEET for the property, and proceed to the next property.
- 4.3.4 If there are significant differences between the data items, a Field Survey should be initiated (see FIELD SURVEY GENERAL GUIDELINES, page 19).
- 4.3.5 Recalculate square footages by use category (see CALCULATION OF SQUARE FOOTAGES BY USE, page 22).
- 4.3.6 Monitor Building and Safety documents for a Certificate of Occupancy
- 4.3.7 If there is no Certificate of Occupancy let 30-days elapse before resuming monitoring records and field data.
- 4.3.8 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 FIELD SURVEY GENERAL GUIDELINES, page 19).

5.0 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 NOTES TO RESEARCHING PERMITS BY ADDRESS, page 17)

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 Avenue, 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, e.g.;

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 (e.g., 3.64) using whole 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 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 INSTRUCTIONS FOR PREPARING THE BUILDING AND SAFETY INFORMATION SHEET (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 the computer gets stuck on a screen, Type ^C, then (return)

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.

6.0 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 building.

Once the address has been identified, there are 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.

7.0 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 BUILDING PERMIT INFORMATION SHEET filled out from the search of building permits at City Hall (see INSTRUCTIONS FOR PREPARING BUILDING AND SAFETY INFORMATION SHEETS, Sample 19). To identify the parcel number for a given address follow the steps outlined below:

7.1 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.

7.2 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.

7.3 Locate the correct Assessor's Mapbook parcel number for the property using the parcel record notebook.

7.3.1 Turn to the page maps for the mapbook-page number

7.3.2 Find the property on the Sanborn map (see Sample 28)

7.3.3 Identify the corresponding parcel on the Assessor's map (see Sample 27)

7.4 Verify that the parcel number identified is the most current known.

7.4.1 Refer to the Index of Assessor's Parcel Maps (Black Notebook).

7.4.2 Find the Assessor's mapbook parcel number identified above. If maps and parcel numbers match, write parcel number on Building and Safety Information form.

7.4.3 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 PARCEL DATA SHEET.

7.5 Property identified as outside the boundaries.

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.

8.0 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. Include the following:

- o Verification of existing structures, parking lots, and vacant land
- o Verification of demolitions
- o 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.

8.1 PREPARATION

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

8.1.1 Los Angeles County Assessor's Map

A copy of the most recent Los Angeles County Assessor's map available from the SCRTD Real Estate Department on microfiche, 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).

8.1.2 Sanborn Insurance Company Map/Building Footprint Map

The Sanborn Insurance Company Maps (1970) from the Los Angeles City Planning Office 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 which occurred after publication of the maps (see Sample 28).

8.1.3 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 SHEET is prepared and incorporated into the parcel record each time the parcel data for that record is reviewed (see Sample 25).

8.1.4 Building and Safety Documents/Building Information Sheets

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

8.1.5 Appeals 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.

8.2 PROCEDURE

8.2.1 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.

8.2.2 For problems and special cases, do not use extraordinary measures, refer back to your supervisor.

1. Complete the "Land Use Category" section of the PARCEL DATA SHEET by checking appropriate land use(s) box(es). Indicate all land uses (see Sample 26).
2. 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.
3. Watch for subterranean and/or below grade commercial or industrial space
4. Examples of uses listed as service includes radio and TV repair, refrigerator service, paint shops, electric repair, laundries, auto service, beauty shops, barbershops, etc.

8.2.3 Enter a description in the appropriate row under the "Working Description" heading on PARCEL DATA SHEET.

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)

1. For parking indicate the number of levels, watch for multiple levels of subterranean parking structures. Indicate service to building, attendant, paid, etc.
2. 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.

8.2.4 Complete the "Comments" section of the PARCEL DATA SHEET

1. Make a notation for all improvements under construction or demolition
2. Enter the property address
3. 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.

8.2.5 Enter the date of the field check and initials of the field team in the box provided on each PARCEL DATA SHEET.

When the field check is complete, information on the PARCEL DATA SHEET will be used for the next phase, calculation of the gross square footage of each land use category.

8.2.6 Complete the "Field Check" portion of the BUILDING PERMIT INFORMATION SHEET (see Sample 24).

9.0 CALCULATION OF SQUARE FOOTAGES BY USE

9.1 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:

- 9.1.1 Actual building area taken from the building plans.
- 9.1.2 Actual building area taken from the building records on file at the Office of Building and Safety.
- 9.1.3 Estimation based on the overall building dimensions taken from the footprint maps multiplied by the number of stories.
- 9.1.4 Building manager's records and other records
Field Survey data is used to clarify and verify the information utilized from the above sources.

9.2 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,

$$\text{total area} = \# \text{ stories} * \text{adjusted floor area}$$

where,

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

- 9.2.1 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.
- 9.2.2 If the ground floor of an atrium or open space is determined from the field survey to be an assessable use that portion of the space is included in the calculation of gross square footage.
- 9.2.3 Stairwells, elevator shafts, parking ramps, single floor lobbies are considered part of the gross area.
- 9.2.4 Adjusted floor areas may vary with each level for some irregular buildings.
- 9.2.5 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).

9.3 DOCUMENTATION

- 9.3.1 Make any notes as necessary to clarify your calculation process, note any unusual or distinctive structural features, or special identifications, etc. (see Sample 29).
- 9.3.2 The parcel record from the Sanborn Insurance Company Map 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 PARCEL DATA SHEET.
- 9.3.3 Complete the "Square Footage" section of the PARCEL DATA SHEET. 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.
- 9.3.4 Compile any supporting documentation and attach to the PARCEL DATA SHEET (see Sample 26).
- 9.3.5 Enter the date completed and initials of the person completing the calculations on the PARCEL DATA SHEET.

10.0 CALCULATION AND VERIFICATION OF PARCEL AREAS

The Assessor's Parcel maps are used to verify:

- o parcel number
- o parcel size
- o parcel boundaries

- 10.1 Locate the most current copy of the Los Angeles County Assessor's Maps of the area (see Sample 27). Use the masterfile 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).
- 10.2 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).
- 10.3 Document all calculations on the PARCEL DATA SHEET (see Sample 26). Attach supporting documentation including the Assessor's Parcel Map.
- 10.4 Enter the date completed and initials of the person completing the calculations on the PARCEL DATA SHEET.

EXHIBITS

<u>Building And Safety Use Report</u>	Sample 1
<u>Building Permit Index Code Sheet</u>	Sample 2
<u>MOS-1 Benefit Assessment District Boundaries (Map)</u>	Sample 3
<u>MOS-1 Benefit Assessment District List of Streets</u>	Sample 4
<u>Annotated Building And Safety Use Report</u>	Sample 5

BUILDING AND SAFETY

Description of Building And Safety Documents	Sample 6
Plot Plan	Sample 7
Application for Erection of "Class A" Building (City Owned Building)	Sample 8
Application for the Erection of Building (Office Building)	Sample 9
Application for Inspection of New Building and Certificate of Occupancy (Temporary Tenant)	Sample 10
Application for Inspection to Add-Alter-Repair Demolish and for Certificate of Occupancy (Retail Mall/Parking connection between)	Sample 11
Certificate of Occupancy (for Retail Mall)	Sample 12
Application for Inspection of New Building and for Certificate of Occupancy (Temporary Permit)	Sample 13
Application for Inspection to Add-Alter-Repair- Demolish and for Certificate of Occupancy (remodel existing space/ do nothing)	Sample 14
Application for Inspection of Grading and for Grading Certificate (site preparation)	Sample 15
Application for Inspection of Sign (Wall Neon Tubing/existing wall)	Sample 16
Application for Inspection to Add-Alter-Repair- Demolish and for Certificate of Occupancy (Demolition)	Sample 17

Application for Inspection to Add-Alter-Repair-Demolish and for Certificate of Occupancy (Full Compliance with Division 88)	Sample 18
Instructions For Preparing The Building and Safety Information Sheets Building	Sample 19
Building Permit Information Sheet	Sample 20
Building Permit Information/Office Preparation	Sample 21
Building Permit Information/Building Activity	Sample 22
Building Permit Information/Certificate of Occupancy	Sample 23
Building Permit Information/Field Check	Sample 24
Parcel Data Sheet	Sample 25
Annotated Parcel Data Sheet	Sample 26 (1)-(3)
<u>Assessor's Map</u>	Sample 27
<u>Sanborn Map</u>	Sample 28
<u>Documentation of Calculation</u>	Sample 29

DEMOLITION

KIND OF PERMIT	USE CODE	DISTRICT OFFICE	STREET ADDRESS	STREET	ISSUING OFFICE	PERMIT NUMBER	DWELLING UNITS	VALUATION	NO. CARDS
5	02	WL	02456	CENTINELA AVE	WL	69028	2-	3,000	
5	02	WL	02452	CENTINELA AVE	WL	69029	2-	3,000	
5	02	WL	02580	CENTINELA AVE	WL	69115	2-	7,000	
							6-,	13,000x	3
							34-,	72,180x	17
5	03	VN	16060	VENTURA BL	LA	67838		2,600	
								2,600x	1
								2,600x	1
5	04	WL	01823	HOLMBY AVENUE	WL	68811	4-	11,800	
							4-,	11,800x	1
							4-,	11,800x	1
5	05	LA	00912	MAPLE AVE	S LA	66434	24-	48,000	
5	05	LA	00310	KENMORE AVE	S LA	66698	4-	9,700	
5	05	LA	01018	ARAPAHOE STREET	LA	66923	4-	17,000	
5	05	LA	00834	MAIN ST	S LA	67399	99-	238,000	
5	05	LA	01220	SUNSET PLAZA DR	LA	67546	12-	39,000	
5	05	LA	01220	SUNSET PLAZA DR	LA	67547	9-	49,000	
5	05	LA	01220	SUNSET PLAZA DR	LA	67548	5-	15,000	
5	05	LA	07081 -91	YUCCA ST	LA	68393	6-	13,860	
5	05	LA	01923	MICHIGAN AVE	LA	68561	4-	3,000	
							167-,	432,560x	9
5	05	VN	05058	KLUMP AV	VN	22408	3-	6,000	
5	05	VN	04313 -15	VAN NUYS BL	VN	24035	3-	6,000	
5	05	VN	04319 -21	VAN NUYS BL	VN	24037	3-	6,000	
							9-,	18,000x	3
5	05	WL	01457	ARMACOST AVE	WL	69003	9-	30,000	
5	05	WL	01510 -20	GREENFIELD AVE	WL	69208	3-	6,000	
5	05	WL	01522 -26	GREENFIELD AVE	WL	69209	4-	8,000	
5	05	WL	01508	GREENFIELD AVE	WL	69210	3-	6,700	
							19-,	50,700x	4
5	05	SP	01301	DENNI ST	SP	05055	3-	9,700	
							3-,	9,700x	1
							198-,	510,960x	17

Building And Safety Use Report

SAMPLE 1

SAMPLE 2

BUILDING PERMIT INDEX

CODE SHEET

<u>CODE</u>	<u>USE OR PURPOSE</u>
01	Dwellings, Single
02	Dwellings, Duplexes
03	Airport Buildings
04	Amusement buildings
05	Apartment Buildings
06	Churches
07	Garages, Private (Dwellings & Apartments)
08	Garages, Public (Commercial)
09	Gasoline Service Stations, Auto Washes
10	Hospitals
11	Hotels
12	Manufacturing Buildings
13	Office Buildings
14	Public Administration Buildings
15	Public Utilities Buildings
16	Retail Stores
17	Restaurants
18	School Buildings
19	Signs
20	Swimming Pools, Private (Dwellings only)
21	Theater Buildings
22	Warehouses
23	Miscellaneous Buildings & Structures
24	State Approved Dwellings
25	Solar Heater Installations
35	Condominiums
52	Foundation Only
60	Grading
61	Certificates of Occupancy for Use of Land
70	Grading (Grading Hillside Areas Only-Slopes)
00	Special Permits - No Valuation

DISTRICTS

SP - San Pedro
WLA - West Los Angeles
VN - Van Nuys
LA - Los Angeles

INSPECT. CODES

B - Combination
I - General
E - Sign Permit
M - Major
C - Conservation
I - Earthquake
G - Grading

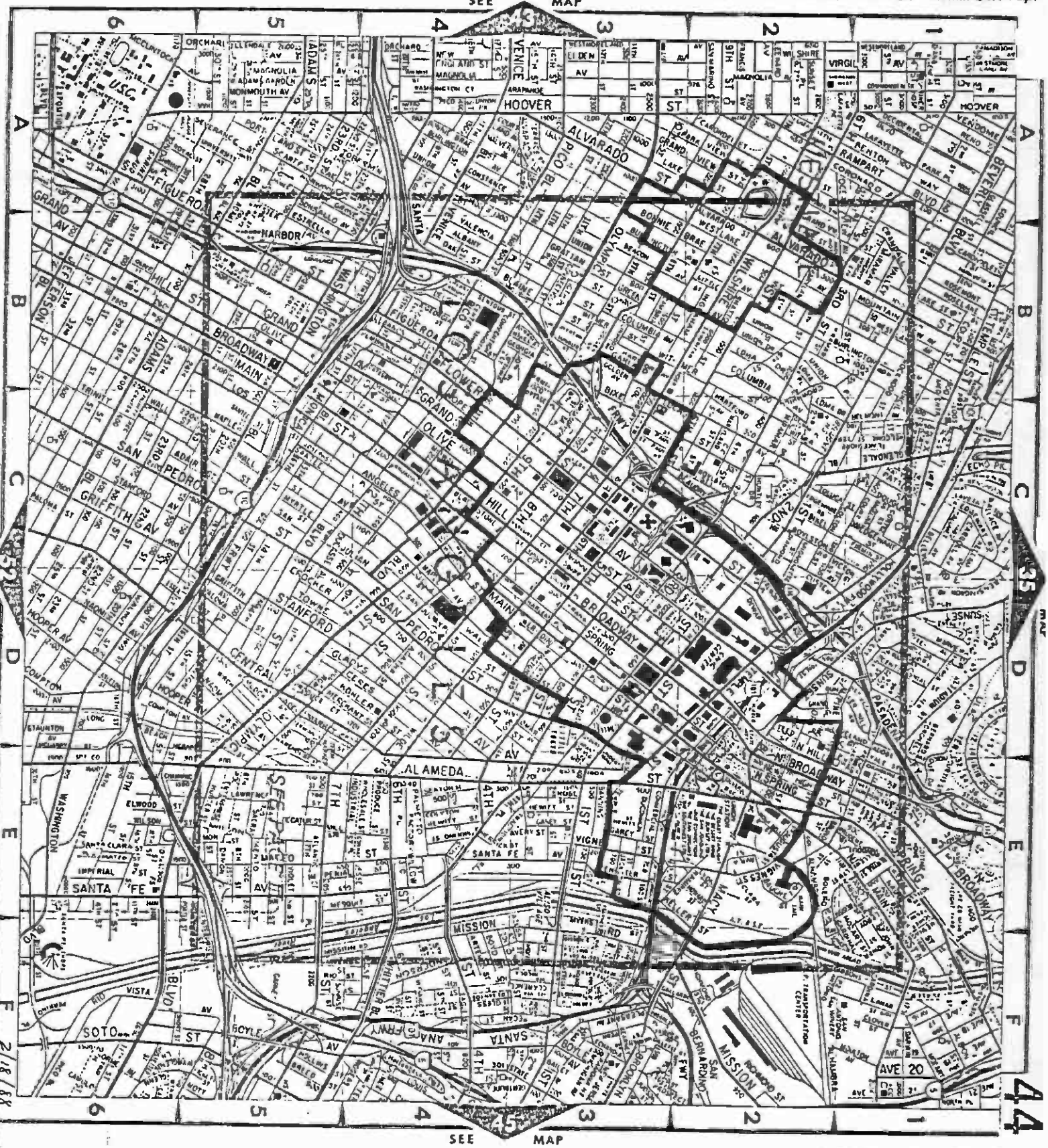
KIND CODES FOR PINKS

1. New Buildings
2. Relocations
3. Alteration (minus or Plus)
4. Additions (Marked Plus)
5. Demolitions
6. Grading.
8. Void
0. Special Permit-No Valuation
61. Use of Land

SAMPLE 3
MOS-1 BENEFIT ASSESSMENT DISTRICT BOUNDARIES

SEE MAP

— N — COPYRIGHT, © 1984 BY Thomas Bros Maps



MTA LIBRARY

SAMPLE 4

MOS-1 BENEFIT ASSESSMENT DISTRICT LIST OF STREETS

A1		A2
<u>NAMED STREETS</u>	<u>NUMBERED STREETS</u>	<u>NAMED STREETS</u>
Alameda St	Howard St	1st St
Alhambra Av	Ingraham St	2nd St
Aliso St	Jackson St	3rd Pl
Alpine St	Keller St	3rd St
Arcadia St	Lebanon St	4th Pl
Augusta St	Lindley Pl	4th St
Avila St	Los Angeles St	5th St
Bauchet St	Lucas Av	6th St
Beaudry Av	Lyon St	7th Pl
Bellevue Av	Macy St	7th St
Bixel St	Main St	8th Pl
Blackstone Ct	Maple Av	8th St
Boyd St	Market Ct	9th St
Broadway	Mercury Ct	11th St
Bunker Hill Av	New High St	
Center St	Olive St	
Clara St	Olvera St	
Cleveland St	Olympic Bl	
Commercial St	Ord St	
Corydon Dr	Pas De La Plaza [?]	3rd St
Cottage Pl	Plaza St [?]	5th St
Court St [?]	Quan Yin Ct [?]	6th St
Dewap Rd	Quan Yin Rd [?]	7th St
Diamond St	Ramirez St	8th St
Dragon Rd [?]	Republic St	9th St
Ducommun St	Rosabell St	
Figueroa St	St. Paul Av	
Florida St	St. Paul Pl	
Flower St	St. Vincent Ct	
Fort Moore Pl [?]	San Pedro St	
Francisco St	Sanchez St [?]	
Frank Ct	Spring St	
Fremont Av	Sunset Bl	
Garey St	Teed St	
Garland Av	Temple St	
Gen. Thadeus Kosciuszko	Turner St	
Georgia St	Vignes St	
Golden Av	Wall St	
Grand Av	Weller St	
Guytino Pl	Werdin Pl	
Harlem Pl	Wilshire Bl	
Hewitt St	Winston St	
Hill Pl	Witmer St	
Hill St	Yale St	
Hope St		
		<u>NUMBERED STREETS</u>

TERATION-COMM

KIND OF PERMIT	USE CODE	DISTRICT OFFICE	STREET ADDRESS	STREET	ISSUING OFFICE	PERMIT NUMBER	DWELLING UNITS	VALUATION	NO. CARDS
3	09	LA	01301	LA DREA AVE	S LA	34951		5,000	
3	09	LA	00400	7TH ST	E LA	35494		30,000	
								35,402*	5
3	09	VN	05905	VAN HUYS BLVD	VN	02395		1,000	
3	09	VN	11920	BALBOA BLVD	LA	34624		6,500	
3	09	VH	20505	ROSCOE BLVD	LA	35030		6,500	
								14,000*	3
								49,402**	8
3	10	LA	03803	6TH ST	W LA	34052		5,500	
								5,500*	1
								5,500**	1
3	11	LA	00838	GRAND AVE	S LA	33478 ✓		40,000	
3	11	LA	00834	GRAND AVE	S LA	33658 ✓		35,000	
3	11	LA	00302	AVALON BLVD	H LA	33732		114,000	
3	11	LA	00930	WILSHIRE BLVD	LA	34175 ✓		500,000	
3	11	LA	01315	FLOWER ST	S LA	34311		60,000	
3	11	LA	00716	TRACTION AVE	LA	34323		200	
3	11	LA	00404	FIGUEROA ST	S LA	34480 ✓		40,000	
3	11	LA	00534	WALL ST	S LA	34588 ✓		2,000	
3	11	LA	01600	CAMPUS RD	LA	34683		50,000	
3	11	LA	01600	CAMPUS RD	LA	34684		40,000	
3	11	LA	00901	6TH ST	E LA	34811		180,000	
3	11	LA	00504	BOHNNIE DRAE	S LA	34958 ✓		13,800	
3	11	LA	00520	GRAND AVE	S LA	35240 ✓		50,000	
3	11	LA	00801	5TH ST	E LA	35401		107,250	
3	11	LA	01565	14TH ST	W LA	35417		49,000	
3	11	LA	00710	BROADWAY	S LA	35546 ✓		490,000	
								1,771,250*	16
3	11	VN	06500	SEPULVEDA BLVD	VN	02055		900	
								900*	1
3	11	SP	00111	GAFFEY ST	S SP	02608		17,300	
								17,300*	1
								1,789,450**	18

Annotated Building and Safety Use Report

REMODEL RESTROOMS
CHANGE FRONT
EXTERIOR REMODEL
INT. PARTITIONS-CEILING
WORK WITH ORDER 3-
TENR OF PCOF & REFIN
REMODEL COURT YARD
INT. REMODEL

SAMPLE 6

DESCRIPTION OF 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 original 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.

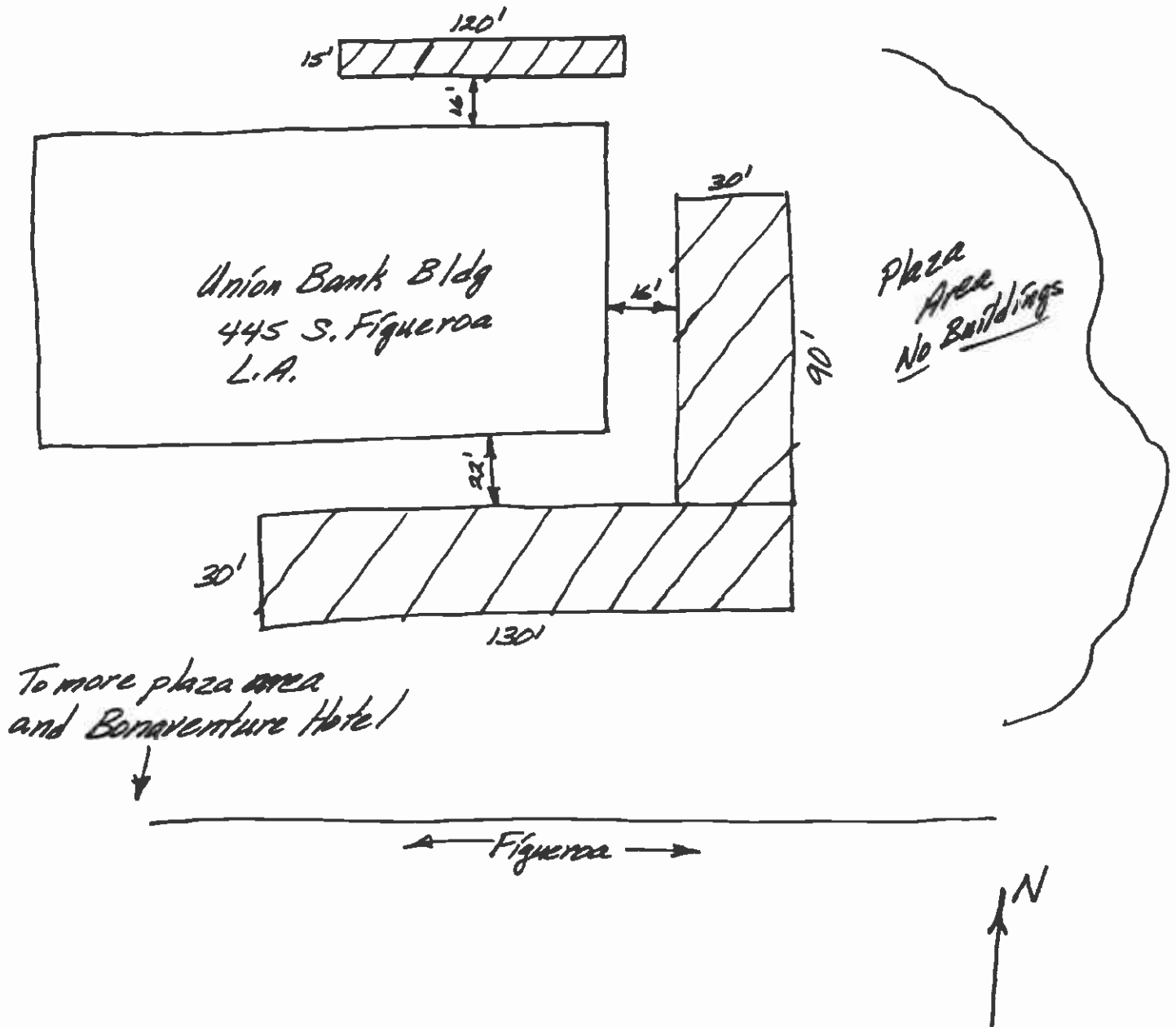
Temporary Certificates of Occupancy

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.

SAMPLE 7
Plot Plan



5142-010-900

Ward 7

Applicant must indicate the Building Height or Lines clearly and distinctly on the Diagram.

Application for Erection of "Class A" Buildings

Application is hereby made to the Superintendent of Buildings of the City of Los Angeles, for the approval of the detailed statement of the specifications and plans herewith submitted for the erection of the building herein described. All provisions of the Building Ordinances shall be complied with in the erection of said building, whether specified herein or not.

(Sign here)

AUG 3 1919

Los Angeles, Cal., 1919

PLANS CHECKED BY O. K. G. L. G. Y.

Location: Lot *4 of the Riviera + Vignola tract* Block *A*

Address *with view of East 5th St of Los Angeles*

District No. *11/1* M. B. page *6* F. B. page *116*

Engineer's Name *No. 228 W. Broadway and 225 E 5th* Street *116*

1. Purpose of the Building... *Engine house*

Is any part to be used for store or other business purposes? *if so, state what*

2. Owner's name *City of Los Angeles*

3. Owner's address

4. Architect's name *Hudson & Munell*

5. Builder's name *J. Q. Long Co.*

6. Builder's Address *324 Beaton St*

7. Estimated Cost of the Proposed Improvements, \$ *50,446.00*

8. Size of lot? *26-3* feet front: *26-3* feet rear: *16.0* feet deep

9. Size of building? *26-3* feet front: *26-3* feet rear: *16.0* feet deep

Size of extension? .. feet front: .. feet rear: .. feet deep:

Number of stories in height: main building? *3* Extension?

Height from curb level to highest point: main building? *40* feet. Extension .. feet.

10. What is the character of the ground: rock, clay, sand, filled, etc. *sand + gravel*

11. Will the foundation be laid on earth, rock, or piles? *Earth*

12. Will there be a basement? *part*

13. What will be the base, stone or concrete? *concrete*

Give thickness and how laid

14. What will be the depth of foundation walls below curb level? *5-0*

15. Of what will foundation walls be built? *concrete*

16. Give thickness of foundation walls: front *12* inches; sides *12* inches; rear .. inches.

17. Will interior supports be C. I. or steel columns? *Perforated concrete*

Give size of same

18. Give size of piers and cap plates or masts

19. Give base course, width and thickness

Permit No. *4512*

SAMPLE 10

PUBLIC RECORD

APPLICATION FOR INSPECTION OF NEW BUILDING

R & S 9.1-R 181

CITY OF LOS ANGELES

AND FOR CERTIFICATE OF OCCUPANCY

DEPT. OF BUILDING AND SAFETY

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only. 2. Plot Plan Required on Back of Original.

1. LEGAL DESCR.	2. TRACT	3. DIST. MAP
Frac/ 1	28794	129-289
4. PURPOSE OF BUILDING	5. LOT TYPE	6. ZONE
Temp Tent	Corner	C4-4
7. JOB ADDRESS	8. FIRE DIST.	9. LOT TYPE
445 S Figueroa St.	One	Corner
10. BETWEEN CROSS STREETS	11. AND	12. LOT TYPE
4th St.	5th St.	Corner
13. OWNER'S NAME	14. PHONE	15. LOT SIZE
Pacific Lighting		
16. OWNER'S ADDRESS	17. CITY	18. ZIP
700 S. Flower St.	Los Angeles	
19. ENGINEER	20. ACTIVE STATE LIC. NO.	21. PHONE
22. ARCHITECT OR DESIGNER	23. ACTIVE STATE LIC. NO.	24. PHONE
25. ARCHITECT OR ENGINEER'S ADDRESS	26. CITY	27. ZIP
28. CONTRACTOR	29. ACTIVE STATE LIC. NO.	30. PHONE
Regal Tents/Counter	349930	
31. SIZE OF NEW BLDG.	32. STORIES	33. HEIGHT
34. MATERIAL OF CONSTRUCTION	35. EXT WALLS	36. FLOOR
37. JOB ADDRESS	38. STREET GUIDE	39. DISTRICT OFFICE
445 S Figueroa		LA
40. SEISMIC STUDY ZONE	41. GRADING	42. FLOOD
43. PURPOSE OF BUILDING	44. STORIES	45. HEIGHT
Function for united way repr.		
46. TYPE	47. GROUP	48. BLDG. AREA
	A-3	
49. DWELL UNITS	50. MAX. OCC.	51. TOTAL
52. GUEST ROOMS	53. PARKING REQ. D.	54. PARKING PROVIDED
55. SPRINKLERS	56. CONT. INSP.	57. INSPECTION ACTIVITY
58. DEST. OFFICE	59. ENERGY	60. CUSTOMER'S USE ONLY

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of the Business and Professions Code, and my license is in full force and effect.

445 S Figueroa Lic. Class 7000 Contractor's Signature [Signature]
Contractor's Mailing Address 925 S Figueroa Blvd

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a sworn statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon or who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).
- I am exempt under Sec. _____ B. & P. C. for this reason.

Date _____ Owner's Signature _____

WORKERS' COMPENSATION DECLARATION

I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3808, Lab. C.).

Policy No. 70224 0674 Company St. Paul Ind

Certified copy to be so furnished.

3

APPLICATION FOR INSPECTION

SAMPLE 11 CITY OF LOS ANGELES DEPT. OF BUILDING AND SAFETY

TO ADD-ALTER-REPAIR-DEMOLISH AND FOR CERTIFICATE OF OCCUPANCY

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only.

Form with 15 numbered sections: 1. LEGAL DESCR, 2. PRESENT USE OF BUILDING, 3. JOB ADDRESS, 4. BETWEEN CROSS STREETS, 5. OWNER'S NAME, 6. OWNER'S ADDRESS, 7. ENGINEER, 8. ARCHITECT OR DESIGNER, 9. ARCHITECT OR ENGINEER'S ADDRESS, 10. CONTRACTOR, 11. SIZE OF EXISTING BLDG, 12. CONST. MATERIAL, 13. ADDRESS, 14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT, 15. NEW WORK (Describe). Includes a table for 'CASHIERS USE ONLY' with columns for DATE, AMOUNT, and CHECK NO.

DECLARATIONS AND CERTIFICATIONS LICENSED CONTRACTORS DECLARATION

16. I hereby affirm that I am licensed under the provisions of Chapter 8 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Date 4-18-96 Lic. Class B Lic. Number 474535 Contractor J. P. C. [Signature]

OWNER-BUILDER DECLARATION

17. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code): Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 8 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work in itself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.

I, as owner of the property, am actively and contractually with licensed contractors for construction of the project (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.

I am exempt under Sec. B & P. C. for this reason: [Signature] Date: [Signature]

WORKERS' COMPENSATION DECLARATION

18. I hereby affirm that I have a certificate of consent to employers, or a certificate of Worker's Compensation insurance, or a certified copy thereof (Sec. 3800, Lab. C).

Policy No. 40612721 - [Signature] - [Signature] No River (7-1-96) [Signature]

SAMPLE 12

Address of Building 725 South Figueroa



**CITY OF LOS ANGELES
CERTIFICATE OF OCCUPANCY**

NOTE: Any change of use or occupancy must be approved by the Department of Building and Safety. This certifies that, as far as authorized by or made known to the undersigned, the building at the above address complies with the applicable requirements of the Municipal Code, as follows: Ch. 1, as so amended here, Ch. 2, Arts. 1, 2, 4, and 5; and with applicable requirements of State Housing Law—for following occupancy:

Issued 2/14/86 Permit No. and Year LA23445-85

41 story, type-I, Office space on entire 34th floor and portion of 33rd floor between Gridlines L-C & 1-6, including Main exit Corridor, **TEMPORARY CERTIFICATE OF OCCUPANCY TO EXPIRE ON 8/14/86 (CON) BY PAID.** plus extend core and shell. B2 occupancy.

Owner Oxford Properties
Owner's Address 725 South Figueroa
Los Angeles, Ca. 90012

R. Lane
R. Lane/bm

SAMPLE 13

1 APPLICATION FOR INSPECTION

9 0 3 0 5 3

OF NEW BUILDING AND FOR CERTIFICATE OF OCCUPANCY

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only. 2. Plot Plan Required on Back of Original.

1. LEGAL DESCR	LOT Lots A, 66-69 & 72-75	BLOCK	TRACT 1152 subdiv of Alanis Vineyard Tract	COUNCIL DISTRICT NO 9	DIST MAP 121-013 CENSUS TRACT 2061 ZONE M3-4
2. PURPOSE OF BUILDING	temporary permit/4 trailers				
3. JOB ADDRESS	510 East Commercial St.				
4. BETWEEN CROSS STREETS	HENRY AND Alameda St. GAREY ST.				LOT TYPE Block
5. OWNER'S NAME	Office of parking Mgmt				PHONE 485-2278
6. OWNER'S ADDRESS	Dept. of Transportation City Hall, Rm 1200		CITY LA	ZIP 90012	IRREG
7. ENGINEER	BUS LIC NO	ACTIVE STATE LIC NO	PHONE	ALLEY	
8. ARCHITECT OR DESIGNER	BUS LIC NO	ACTIVE STATE LIC NO	PHONE	BLDG. LINE	
9. ARCHITECT OR ENGINEER'S ADDRESS	CITY	ZIP	AFFIDAVITS CCPP		
10. CONTRACTOR	BUS LIC. NO.	ACTIVE STATE LIC. NO.	PHONE	CCPP	
11. SIZE OF NEW BLDG	STORIES	HEIGHT	NO. OF EXISTING BUILDINGS ON LOT AND USE		
WIDTH var. LENGTH (4) 60' 1	-	-	-0-		
12. MATERIAL OF CONSTRUCTION	EXT. WALLS	ROOF	FLOOR		
metal	metal	metal	metal		
13. JOB ADDRESS	510 E. Commercial St.				STREET GUIDE LA
14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT REQUIRED TO OPERATE AND USE PROPOSED BUILDING	\$ 115,000.00 \$ 230,000.00				DISTRICT OFFICE LA SEISMIC STUDY ZONE - GRADING FLOOD MAY. DED. CORR. YES

PURPOSE OF BUILDING	temporary office trailer		STORIES	HEIGHT	ZONED BY EB-1a
TYPE	GROUP OCC	FLOOR AREA	PLANS CHECKED	FILE WITH	
-	B-2	336 sq ft	APPROVED	TYPE	
DWELL UNITS	MAX OCC	TOTAL	INSPECTION ACTIVITY	INSPECTOR	
-	.67		CORR. / CHG. / MAJ. S. / CORR.		
GUEST ROOMS	PARKING REQ. D.	PARKING PROVIDED	CASHIER'S USE ONLY		
-	-	STD. / COMP.	B&B-1 OR 2.00		
PC 417.17	GPI	CONT INSP	6.24.85		
SFC	PM		6.24.85		
BP 491.50	EI 8.05	Claims for refund of fees paid on permit must be filed 1. Within one year from date of payment of fee, or 2. Within one year from date of expiration of extension for building or grading permit granted by the Dept. of B & S SECTIONS 22 12 & 22 13 LABC	6.24.85		
IF	OS 10.33		6.24.85		
DS	SOSS		6.24.85		
DIST OFFICE	CO	SPRINKLERS	6.24.85		
PC NO		EMERGENCY	6.24.85		

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

15. I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.
 Date _____ Lic. Class _____ Lic. No. _____ Contractor's Signature _____
 Contractor's Mailing Address _____

OWNER-BUILDER DECLARATION

16. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolition, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).
 I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale if however the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale).
 I, as owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).
 I am exempt under Sec. _____, B. & P. C. for this project.
 Date 6-24-85 Owner's Signature _____

WORKERS' COMPENSATION DECLARATION

17. I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation insurance or a certified copy thereof (Sec 3800, Lab. C).
 Policy No. _____ Insurance Company _____
 Certified copy is hereby furnished

3

APPLICATION FOR INSPECTION

CITY OF LOS ANGELES DEPT. OF BUILDING AND SAFETY

SAMPLE 14

131

TO ADD-ALTER-REPAIR-DEMOLISH AND FOR CERTIFICATE OF OCCUPANCY

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only.

1. LEGAL DESCR	LOT 9	BLOCK 104	TRACT Bellevue Terrace	COUNCIL DISTRICT NO 9	DIST MAP 129-209																												
2. PRESENT USE OF BUILDING 113 Office				NEW USE OF BUILDING Same	ZONE C5-4(-2)																												
3. JOB ADDRESS 515 S. Flower ST.				FIRE DIST. one																													
4. BETWEEN CROSS STREETS 5th St. AND 6th St.				LOT TYPE Int.																													
5. OWNER'S NAME Atlantic Richfield Co.				LOT SIZE Irreg.																													
6. OWNER'S ADDRESS Same				ALLEY																													
7. ENGINEER Steve Matakovich & Wolfberg				BLDG LINE																													
8. ARCHITECT OR DESIGNER Stuart Laff Assoc.				AFFIDAVITS DPD/CCPD																													
9. ARCHITECT OR DESIGNER'S ADDRESS 101 S. Robertson Blvd				ZI 940																													
10. CONTRACTOR Robt W Stanhope				CPC 24365 PC																													
11. SIZE OF EXISTING BLDG. WIDTH 120' HEIGHT 52' NO. OF EXISTING BUILDINGS ON LOT AND USE 2-Office towers				req'd no(f)																													
12. CONST MATERIAL OF EXISTING BLDG granite/glass comp				STREET GUIDE																													
13. JOB ADDRESS 515 S. Flower St.				DISTRICT OFFICE LA																													
14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT REQUIRED TO OPERATE AND USE PROPOSED BUILDING \$ 185,000.				SEISMIC STUDY ZONE																													
15. NEW WORK (Describe) Remodel of exist'g office space				GRADE FLOOD yes																													
1st floor (26,820 sq ft)				HWY. DES. CODE yes																													
BASE USE OF BUILDING		SIZE OF ADDITION		ZONED BY Chiang																													
TYPE		FLOOR AREA		FILE WITH																													
ENCL. LIMITS		TOTAL		TYPE																													
GUEST ROOMS		PARKING PROVIDED		INSPECTOR																													
PARKING REQ'D		STYL. COMP.		CASHIERS USE ONLY																													
COURT YARD		ENERGY		<table border="1"> <tr><td>DC</td><td>12.95</td><td>E-1</td><td>0150-001-000</td></tr> <tr><td>DC</td><td>14.92</td><td>OSS</td><td></td></tr> <tr><td>PC</td><td>10.50</td><td>E-1-PC</td><td></td></tr> <tr><td>C</td><td>105.88</td><td>OSS</td><td></td></tr> <tr><td>C-V2</td><td>105.88</td><td>OSS</td><td></td></tr> <tr><td></td><td>105.88</td><td>COB1</td><td></td></tr> <tr><td>K1416</td><td>2</td><td>C4/24/85</td><td>1270.89 CHTD</td></tr> </table>		DC	12.95	E-1	0150-001-000	DC	14.92	OSS		PC	10.50	E-1-PC		C	105.88	OSS		C-V2	105.88	OSS			105.88	COB1		K1416	2	C4/24/85	1270.89 CHTD
DC	12.95	E-1	0150-001-000																														
DC	14.92	OSS																															
PC	10.50	E-1-PC																															
C	105.88	OSS																															
C-V2	105.88	OSS																															
	105.88	COB1																															
K1416	2	C4/24/85	1270.89 CHTD																														
PLAN CHECK EXPIRES ONE YEAR AFTER FEE IS PAID				SEAL EXPIRES TWO YEARS AFTER FEE IS PAID OR 180 DAYS AFTER FEE IS PAID IF CONSTRUCTION IS NOT COMMENCED.																													

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

16. I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date 4/2/85 Lic. Class D1 Lic. Number 127649 Contractor [Signature]

OWNER-BUILDER DECLARATION

17. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (See 7001.5, Business and Professions Code: Any city or county which requires a permit to contract, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7001.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (See 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (See 7041, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, or who contracts for such projects with a contractor's licensed pursuant to the Contractor's License Law.)

I am exempt under Sec. B. & P. C. for this reason. Date Owner's Signature

WORKERS' COMPENSATION DECLARATION

18. I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (See 3888, Lab. C.)

Policy No 614X-291-131 Insurance Co. name Kansas City

APPLICATION FOR INSPECTION OF GRADING AND FOR GRADING CERTIFICATE

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only. 2. Plot Plan Required on Back of Original.

1. LEGAL DESC. 12, 13, 14, 15	2. SUBJ. OF ALANIS VINEYARD TRACT	3. COUNCIL DIST NO.	4. DIST MAP 122-213
5. MODE OF GRADING (6) SITE PREP	6. ZONE M3-3	7. FIRE DIST. TWO	8. LOT (TYPE) COR/INT
9. JOB ADDRESS 433 E. TEMPLE STREET	10. CITY ALAMEDA	11. LOT SIZE 6145	12. IRREG
13. BETWEEN CROSS STREETS AND GAREY	14. OWNER'S NAME CITY OF LOS ANGELES DEPT WATER & POWER 481-6145	15. OWNER'S ADDRESS 111 N. HOPE STREET LA 90051	16. ALLEY
17. PLANS BY CIVIL ENGR D.W.P.	18. CIVIL ENGR ADDRESS 111 N. HOPE LA 90051	19. FNGR GEOLOGIST S.H. MAYEDA 56-710	20. AFFIDAVIT CCPD
21. CONTRACTOR N S	22. CONTRACTOR'S ADDRESS N S	23. JOB ADDRESS 433 E. TEMPLE	24. STREET GUIDE
25. MAXIMUM SLOPE CUT 50 FILL 50	26. RETAINING WALL REQUIRED YES NO X	27. BOARD FILE NO	28. MPT. DED. COM. YES
29. CALIF. ENVIRONMENTAL QUALITY ACT REQUIREMENTS EXEMPT X	30. BOND AMOUNT NONE	31. IMPORT/EXPORT REQ. NONE	32. ZONED BY CHIANG
33. PLAN CHECK EXPIRES ONE YEAR AFTER FEE IS PAID PERMIT EXPIRES TWO YEARS AFTER FEE IS PAID OR 180 DAYS AFTER FEE IS PAID IF CONSTRUCTION IS NOT COMMENCED	34. DIST. OFFICE LA	35. YARDS APPROVED	36. TYPIST
	37. DIST. OFFICE LA	38. G.P.I. INSPECTOR	39. INSPECTOR

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

16. I hereby affirm that I am licensed under the provisions of Chapter 9 commencing with Section 7000 of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date _____ Lic. Class _____ Lic. No. _____ Contractor _____ (Signature)

OWNER-BUILDER DECLARATION

17. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec 7031 & Business and Professions Code): Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 commencing with Section 7000) of Division 3 of the Business and Professions Code; or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031 & by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec 7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).

I am exempt under Sec _____ B & P C. for this reason _____

Date 4/22/95 Owner's Signature [Signature]

WORKERS' COMPENSATION DECLARATION

18. I hereby affirm that I have a certificate of consent to self insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec 3800 Lab C)

Party to _____ Insurance Company _____

S APPLICATION FOR INSPECTION

CITY OF LOS ANGELES

DEPT. OF BUILDING AND SAFETY

SAMPLE 16

OF SIGNS

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only. 2. Plot Plan Required on Back of Original.

1. LEGAL DESCR	LOT 11	BLOCK	TRACT 141546	COUNCIL DISTRICT NO 9	DIST MAP 129-209
2. TYPE OF SIGN OR NEW WORK () WALLNEON TUBBING <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL					GEN. TRACT 2071
3. JOB ADDRESS 719 W. 7th Street					ZONE C5-4
4. BETWEEN CROSS STREETS Hope St AND Flower St					FIRE DIST. TWO
5. OWNER'S NAME New Mesl Shushi Restaurant					LOT (TYPE) INT
6. OWNER'S ADDRESS CITY ZIP					LOT SIZE IRREG
7. ARCHITECT OR ENGINEER BUS. LIC. NO. ACTIVE STATE LIC. NO. PHONE					ALLEY
8. ARCHITECT OR ENGINEER ADDRESS CITY ZIP					BLOG. LINE
9. QUALIFIED INSTALLER LaBrea Sign BUS. LIC. NO. C45-309734 ACTIVE STATE LIC. NO. 938-4020 PHONE					AFFIDAVITS CCPD
10. INSTALLER'S ADDRESS 2202 S. LaBrea Ave., L.A., 90016					PC NO
11. SIZE OF SIGN WIDTH TH	ING BUILDING TYPE	STORIES 9	NO. OF EXISTING BUILDINGS ON LOT AND USE Mall		
12. SIZE OF SIGN 150'	TOTAL COPY AREA	OVERALL HEIGHT	FROM GRADE 10'	FROM ROOF	HIGHWAY DED. YES
13. JOB ADDRESS 719 W. 7th Street					STREET GUIDE LA
14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT REQUIRED TO OPERATE AND USE PROPOSED SIGN \$ 2400.00					DIST. OFFICE GRADING
15. MATERIAL OF SIGN CONSTRUCTION neon			SUPPORTING FRAME neon	FRAME OF COPY neon	SURFACE OF SIGN wall
16. TYPE OF SIGN OR NEW WORK Wall Neon Tubbing <input checked="" type="checkbox"/> SINGLE FACE <input type="checkbox"/> DOUBLE FACE <input type="checkbox"/> OTHER					CONC. ZONED BY COMBINE
17. ILLUMINATION <input type="checkbox"/> NONE <input checked="" type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL <input type="checkbox"/> FLASHING <input type="checkbox"/> REVOLVING <input checked="" type="checkbox"/> OTHER NONE					FREWAY CLEARANCE METER
18. NO. OF SIGNS OR GAS TUBE SYSTEMS		NO. OF ADDITIONAL BRANCH CIRCUITS		NO. OF CONTROL DEVICES	
PERMIT FEES		FREWAY CLEARANCE		PLANS CHECKED	
SIGN/G. T. SYSTEMS 15.00		INTERIOR		APPROVALS APPROVED	
ADDITIONAL CIRCUITS		DATE		FILED WITH	
ELECTRICAL SERVICE				GC	
CONTROL DEVICES				855-01283	
ISSUING FEE 10.00		APPROVALS REQUIRED		C .50 E.I.	
BLDG. PERMIT 28.40		FREWAY SURVEY YES NO		C 1.08 CSC	
P.C. 53.40		TRANS DEPT <input type="checkbox"/>		C 53.40 B-C	
S.P.C. E.I. 1.50		INSP. ACTIVITY BAN		17100 0701	
I.F. 0.5		INSPECTOR		C6160 2 07/31/85 54.98 CHTD	
DISTRICT OFFICE S.O.S.		P.C. NO.			
PLAN CHECK EXPIRES ONE YEAR AFTER FEE IS PAID. PERMIT TWO YEARS AFTER OR 180 DAYS IF WORK IS NOT BEGUN.					

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

19. I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Date 7/13/85 Lic. Class C-47 Lic. No. 309734 Contractor's Signature [Signature]
Contractor's Mailing Address 2202 S. LaBrea Ave.

OWNER-BUILDER DECLARATION

20. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolition, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

- I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale).
- I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law).
- I am exempt under Sec. _____ B & P C. for this reason _____

Date _____ Owner's Signature _____

WORKERS' COMPENSATION DECLARATION

21. I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Worker's Compensation Insurance, or a certified copy thereof (Sec. 3800, Lab. C.)

Policy No. 6525765 Insurance Company STATE FLD

3 APPLICATION FOR INSPECTION

SAMPLE 17

TO ADD-ALTER-REPAIR-DEMOLISH AND FOR CERTIFICATE OF OCCUPANCY

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only.

1. SUBD. OF THE	Subd. of the	LA 10411
2. PRESENT USE OF BUILDING	16' Retail Store	---
3. JOB ADDRESS	510 E. Commercial St.	---
4. BETWEEN CROSS STREETS	Jarey St. & Rowitt St.	---
5. OWNER'S NAME	Robert G. Selan	(818) 906-8100
6. OWNER'S ADDRESS	15303 Ventura Blvd. Ste. 900 Sherman Oaks	Irreg.
7. ENGINEER	BUS LIC NO	ACTIVE STATE LIC NO
8. ARCHITECT OR DESIGNER	BUS LIC NO	ACTIVE STATE LIC NO
9. ARCHITECT OR ENGINEER'S ADDRESS	12415 S. Avalon Blvd. Los Angeles CA 90061	AFFIDAVITS
10. CONTRACTOR	BUS LIC NO	ACTIVE STATE LIC NO
11. SIZE OF EXISTING BLDG	WIDTH 200 LENGTH 16'	CCPD
12. CONST MATERIAL	EXT WALLS T'n/Break ROOF wood	---
13. JOB ADDRESS	510 E. Commercial St.	DISTRICT OFFICE
14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT REQUIRED TO OPERATE AND USE PROPOSED BUILDING.	\$ 130,000	SEISMIC STUDY ZONE
15. NEW WORK	Hand wreck, clear lot 30#	GRADING FLOOD
Demo		HWY RED CORN
NEW USE OF BUILDING	Demo	JOINED BY
TYPE	GROUP OCC	PLANS CHECKED
WELL UNITS	MAX OCC	APPLICATION APPROVED
GUEST ROOMS	PARKING REQ D	INSPECTION ACTIVITY
PC 44965	GP1	COMB GEN MAJ S CORN
SPC	PM	
52900	940	
OS	775	
DIST OFFICE	LA	
PC NO	B5336	

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the Provisions of Chapter 9 (commencing with Section 400) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

OWNER-BUILDER DECLARATION

I hereby affirm that I am exempt from the Contractor's license law for the following reason (Sec. 401.5 Business and Professions Code. Any City or County which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 400) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 401.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

I am owner of the property or my employees with wages as their sole compensation will do the work and the structure is not intended or offered for sale (Sec. 404 Business and Professions Code. The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does such work himself or through his own employees provided that such improvements are not intended or offered for sale. If however the building or improvement is sold within the year of completion the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

I am exempt under Sec. 401.5 of the Business and Professions Code for the reason:

WORKERS' COMPENSATION DECLARATION

I hereby affirm that I have a certificate of payment on self-insurance or a certificate of insurance compensation for my employees certified copy thereof filed with the State of California.

INSTRUCTIONS: 1. Applicant to Complete Numbered Items Only.

1. LEGAL DESCR	LOT 'A'	BLOCK	TRACY 3157	COUNCIL DISTRICT NO	DIST MAP 124-B217 CENSUS TRACT 2061 00
2. PRESENT USE OF BUILDING	(22) Warehouse		NEW USE OF BUILDING	SAME	
3. JOB ADDRESS	1001 E. 1st St.		AND		Railroad Tr. (Piver)
4. BETWEEN CROSS STREETS	Center		AND		Center
5. OWNER'S NAME	Joel Bass, et al		PHONE	621-2579	
6. OWNER'S ADDRESS	same		CITY	ZIP	
7. ENGINEER	BUS LIC. NO.	ACTIVE STATE LIC NO	PHONE	ALLEY	
8. ARCHITECT OR DESIGNER	BUS LIC NO	ACTIVE STATE LIC NO	PHONE	BLOG LINE	
Phillip R. Bates		C-2815	206-5636		
9. ARCHITECT OR ENGINEER'S ADDRESS	CITY		ZIP	AFFIDAVITS	
270 N. First St., Fresno		93702		ZI 223	
10. CONTRACTOR	BUS LIC NO	ACTIVE STATE LIC NO	PHONE	AFF 55760	
Not Selected					
11. SIZE OF EXISTING BLDG.	STORIES	HEIGHT	NO. OF EXISTING BUILDINGS ON LOT AND USE		
WIDTH 155 LENGTH 268	2	30	1-A.I.R.		
12. CONST MATERIAL OF EXISTING BLDG.	EXT. WALLS	ROOF	FLOOR		
U.R.M.	U.R.M.	Compos.	Wood		
13. JOB ADDRESS	1001 E. 1st St.		STREET GUIDE		DISTRICT OFFICE
14. VALUATION TO INCLUDE ALL FIXED EQUIPMENT REQUIRED TO OPERATE AND USE PROPOSED BUILDING	\$ 268,000				SEISMIC STUDY ZONE
15. NEW WORK (Describe)	full compliance with Division 88		GRADING		FLOOD
Rating Class III		NONE		Collee	
NEW USE OF BUILDING	SAME	SIZE OF ADDITION	STORIES	HEIGHT	MASSAKI
TYPE III-N	GROUP B-2	FLOOR AREA	2	30'	FILE WITH
DWELL UNITS	MAX OCC.	TOTAL	PLANS CHECKED		INSPECTOR
			Bill Chamberlain		
GUEST ROOMS	PARKING REQ'D	PARKING PROVIDED	APPLICATION APPROVED		TYPIST
			Bill Chamberlain		
PC 736.05	GPI	CONT INSP	INSPECTION ACTIVITY		INSPECTOR
SPC 17.48	PM 17.48	torque test	COMB GEN P M.L.S. COMB.		
874.00	18.76	Claims for refund of fees paid on permits must be filed within one year from date of payment of fee or 2 years from date of expiration of extension for building or grading permits granted by the Dept. of B & S SECTIONS 22 17 & 22 12 PLAMC	CASHIER'S USE ONLY		
IF 14.74	DSS				
D/S 30.00	DSS				
DIST OFFICE 589.40	SPRINKLERS REQ'D SPEC	N/C			
PC NO 23362	ENERGY	N/C			

DECLARATIONS AND CERTIFICATIONS

LICENSED CONTRACTORS DECLARATION

16. I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect:

Date _____ Lic. Class _____ Lic. Number _____ Contractor _____

OWNER-BUILDER DECLARATION

17. I hereby affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)

I, as owner of the property, or my employees with wages as their sole compensation will do the work and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. However, the building or improvement is not to be a one-year or temporary structure. The burden of proving that he did not build or improve for the purpose of sale is on the owner-builder.

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon and who contracts for such projects with a contractor licensed pursuant to the Contractor's License Law.

I am exempt under Sec _____ B & P C for _____
 Date 10/27/85 Owner's Signature _____

WORKERS' COMPENSATION DECLARATION

18. I hereby affirm that I have a certificate of consent to self insure or a Certificate of Workers' Compensation Insurance or a certified copy thereof (Sec. 1800 Lab C).

SAMPLE 19

INSTRUCTIONS FOR PREPARING THE BUILDING AND SAFETY INFORMATION SHEETS

- Complete the top portion of the BUILDING PERMIT INFORMATION SHEET (see Sample 21) before going to City Hall. Use a separate form for each parcel being researched within the MOS-1 Boundary. Assemble the BUILDING AND SAFETY INFORMATION SHEETS with the top portion already completed and proceed to City Hall.
- 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 HOW TO USE DAFS MACHINE, page 17). 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 Building and Safety Information Sheet 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 BUILDING PERMIT INFORMATION FORM. If there is a Certificate on file, proceed to completing the Certificate of Occupancy portion of the BUILDING PERMIT INFORMATION FORM (see Sample 23).

- Complete Certificate of Occupancy portion of the BUILDING PERMIT INFORMATION FORM (see Sample 23). Use the DAFS Machine (see HOW TO USE DAFS MACHINE) 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.
- Enter the Assessor's Mapbook parcel number to the top portion of the form (see IDENTIFICATION OF PARCEL MAPBOOK NUMBERS)
- The field check portion of the Building and Safety Information Form (see Sample 24) should be filled out after a site visit has verified the completion of the activity under review (see FIELD SURVEY GENERAL GUIDELINES, pp.22-25). However, interim field checks may be necessary and should be documented on a PARCEL DATA SHEET 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, pp. 25-27).

SAMPLE 20

BUILDING PERMIT INFORMATION SHEET

BUILDING PERMIT INFORMATION

Building Address _____

Parcel Number _____ Permit Number _____

Month Issued _____ Reel Number _____

=====

BUILDING ACTIVITY

Present use of Building: _____

New use of the Building: _____

Addition + _____ square footage

Alteration: +/- _____ square footage

Demolition _____

Other _____

Size of existing building: Width _____ Length _____

Description of work: _____

Plot Plan on file: _____ Initial _____ Date _____

=====

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number _____ Issue Date _____

Description _____

_____ Initial _____ Date _____

=====

Field Check Conducted _____

Comments: _____

_____ Initial _____ Date _____

SAMPLE 21
Office Preparation

BUILDING PERMIT INFORMATION

Building Address 725 FIGUERDA STREET
Parcel Number _____ Permit Number 4.301
Month Issued 4-86 Reel Number P114
=====

BUILDING ACTIVITY

Present use of Building: _____

New use of the Building: _____

Addition + _____ square footage

Alteration: +/- _____ square footage

Demolition _____

Other _____

Size of existing building: Width _____ Length _____

Description of work: _____

Plot Plan on file: _____ Initial _____ Date _____
=====

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number _____ Issue Date _____

Description _____

_____ Initial _____ Date _____
=====

Field Check Conducted _____

Comments: _____

_____ Initial _____ Date _____

SAMPLE 22
Building Activity

BUILDING PERMIT INFORMATION

Building Address 725 FIGUERDA STREET

Parcel Number _____ Permit Number 4.301

Month Issued 4-76 Reel Number P117

=====

BUILDING ACTIVITY

Present use of Building: RETAIL MALL / PARKING

New use of the Building: SAME

Addition + 13 x 14? square footage

Alteration: ⊕1- 1 STORY HEIGHT: 5 square footage

Demolition _____

Other _____

Size of existing building: Width 500 Length 604

Description of work: GRADE CONNECTION BETWEEN
PARKING & BUILDING

Plot Plan on file: _____ Initial NR Date 4-78

=====

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number _____ Issue Date _____

Description _____

_____ Initial _____ Date _____

=====

Field Check Conducted _____

Comments: _____

_____ Initial _____ Date _____

SAMPLE 23
Certificate Of Occupancy

BUILDING PERMIT INFORMATION

Building Address 725 FIGUERDA STREET
Parcel Number _____ Permit Number 4.301
Month Issued 4-'86 Reel Number P114
=====

BUILDING ACTIVITY

Present use of Building: RETAIL MALL / PARKING

New use of the Building: SAME

Addition + 13 X 148 square footage

Alteration: 41- 1 STORY HEIGHT 145 square footage

Demolition _____

Other _____

Size of existing building: Width 500 Length 604

Description of work: ARCADE CONNECTION BETWEEN
PARKING & BUILDINGS.

Plot Plan on file: _____ Initial NR Date 4-88
=====

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number LA23445-85 Issue Date 2-14-86

Description TEMP. CERTIFICATE OF OCCUPANCY TO EXPIRE 8-11-9
11 STORY, TYPE I, OFFICE SPACE ON ENTIRE 34TH FLOOR
AND PORTION OF 33RD FLOOR Initial NR Date 4-88
=====

Field Check Conducted _____

Comments: _____

Initial _____ Date _____

SAMPLE 24

Field Check

BUILDING PERMIT INFORMATION

Building Address 125 FIGUEROA STREET

Parcel Number _____ Permit Number 4.301

Month Issued 4-'76 Reel Number D114

BUILDING ACTIVITY

Present use of Building: RETAIL MALL / PARKING

New use of the Building: SAME

Addition + 13 X 148 square footage

Alteration: G+1 - 1 STORY HEIGHT 145 square footage

Demolition _____

Other _____

Size of existing building: Width 500 Length 1004

Description of work: ARCADE CONNECTION BETWEEN
PARKING & BUILDING

Plot Plan on file: _____ Initial NR Date 4-78

CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Number 1A23415-85 Issue Date 2-14-86

Description TEMP. CERTIFICATE OF OCCUPANCY TO EXPIRE 8-14-86
11 STORY TOWER, OFFICE SPACE ON ENTIRE 34TH FLOOR
AND PORTION OF 33RD FLOOR Initial NR Date 4-78

Field Check Conducted YES

Comments: CERTIFICATE OF OCCUPANCY TEMPORARY / EXPIRED
TENANT NO LONGER THERE

Initial NR Date 4-78

SAMPLE 25
Parcel Data Sheet

--	--	--

LAND USE CATEGORY	WORKING DESCRIPTION	SQUARE FOOTAGE	SOURCE	DATABASE USE FIELD	DATA ENTRY
OFFICE <input type="checkbox"/>					
HOTEL/MOTEL <input type="checkbox"/>					
RETAIL/RESTAURANT <input type="checkbox"/>					
INDUSTRIAL/WAREHOUSE <input type="checkbox"/>					
PARKING LOT <input type="checkbox"/>					
GARAGE <input type="checkbox"/>					
INSTITUTE/GOVERNMENT <input type="checkbox"/>					
RESIDENTIAL <input type="checkbox"/>					
SERVICE <input type="checkbox"/>					
MIXED COMMERCIAL <input type="checkbox"/>					
MIXED WITH RESIDENTIAL <input type="checkbox"/>					
VACANT LAND <input type="checkbox"/>					
OTHER <input type="checkbox"/>					
Date and initials:					

PARCEL AREA Comments:	
------------------------------	--

Sample 26 (1)
Annotated Parcel Data Sheet

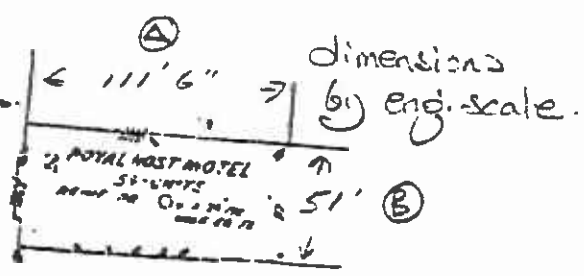
5142 | 005 | 030

LAND USE CATEGORY	WORKING DESCRIPTION	SQUARE FOOTAGE	SOURCE	DATABASE USE FIELD	DATA ENTR
OFFICE	<input type="checkbox"/>				
HOTEL/MOTEL	<input checked="" type="checkbox"/> 4 stories (C)	22,746 sq			
RETAIL/RESTAURANT	<input type="checkbox"/>				
INDUSTRIAL/WAREHOUSE	<input type="checkbox"/>				
PARKING LOT	<input type="checkbox"/>				
GARAGE	<input type="checkbox"/>				
INSTITUTE/GOVERNMENT	<input type="checkbox"/>				
RESIDENTIAL	<input type="checkbox"/>				
SERVICE	<input type="checkbox"/>				
MIXED COMMERCIAL	<input type="checkbox"/>				
MIXED WITH RESIDENTIAL	<input type="checkbox"/>				
VACANT LAND	<input type="checkbox"/>				
OTHER	<input type="checkbox"/>				
	<input type="checkbox"/>				
Date and initials:					

PARCEL AREA

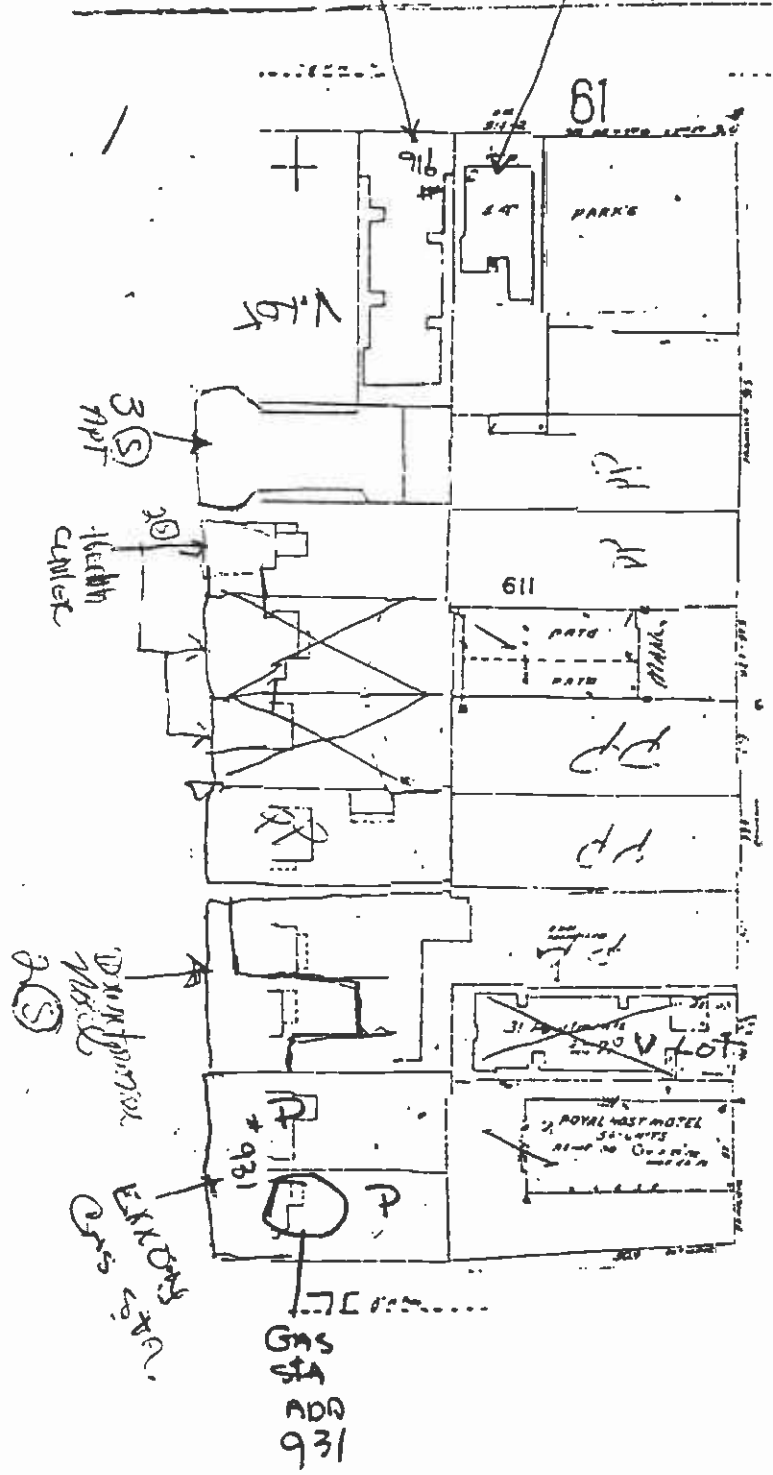
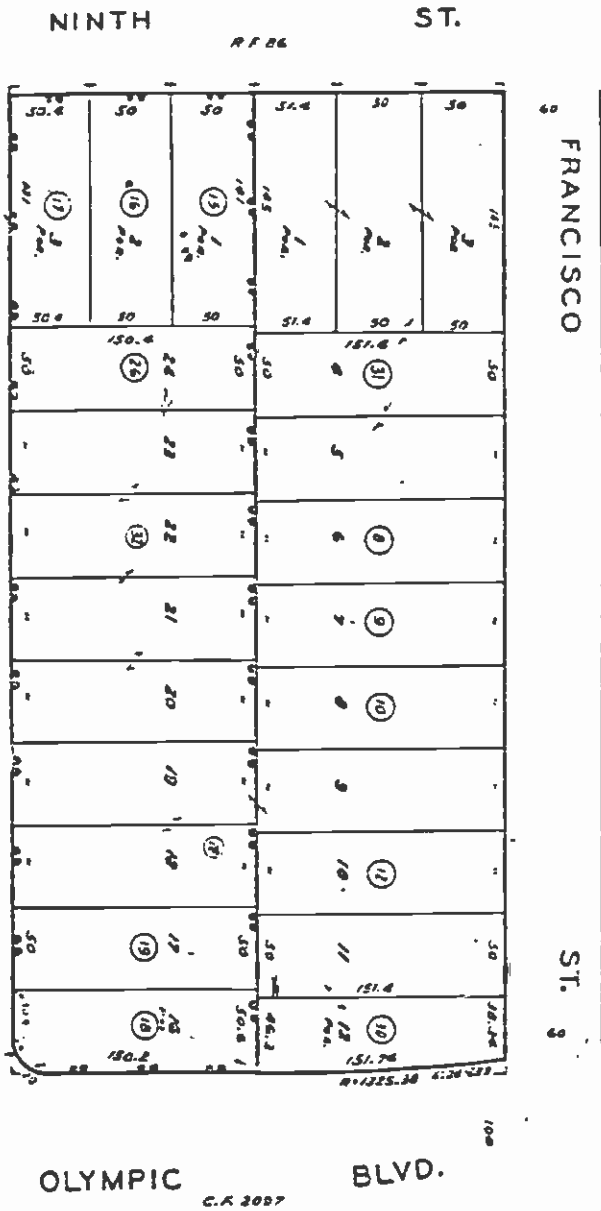
13,977.25 sq
See Attachments

Comments:



(A) 111.5' x (B) 51' x (C) 4 = 22,746 sq

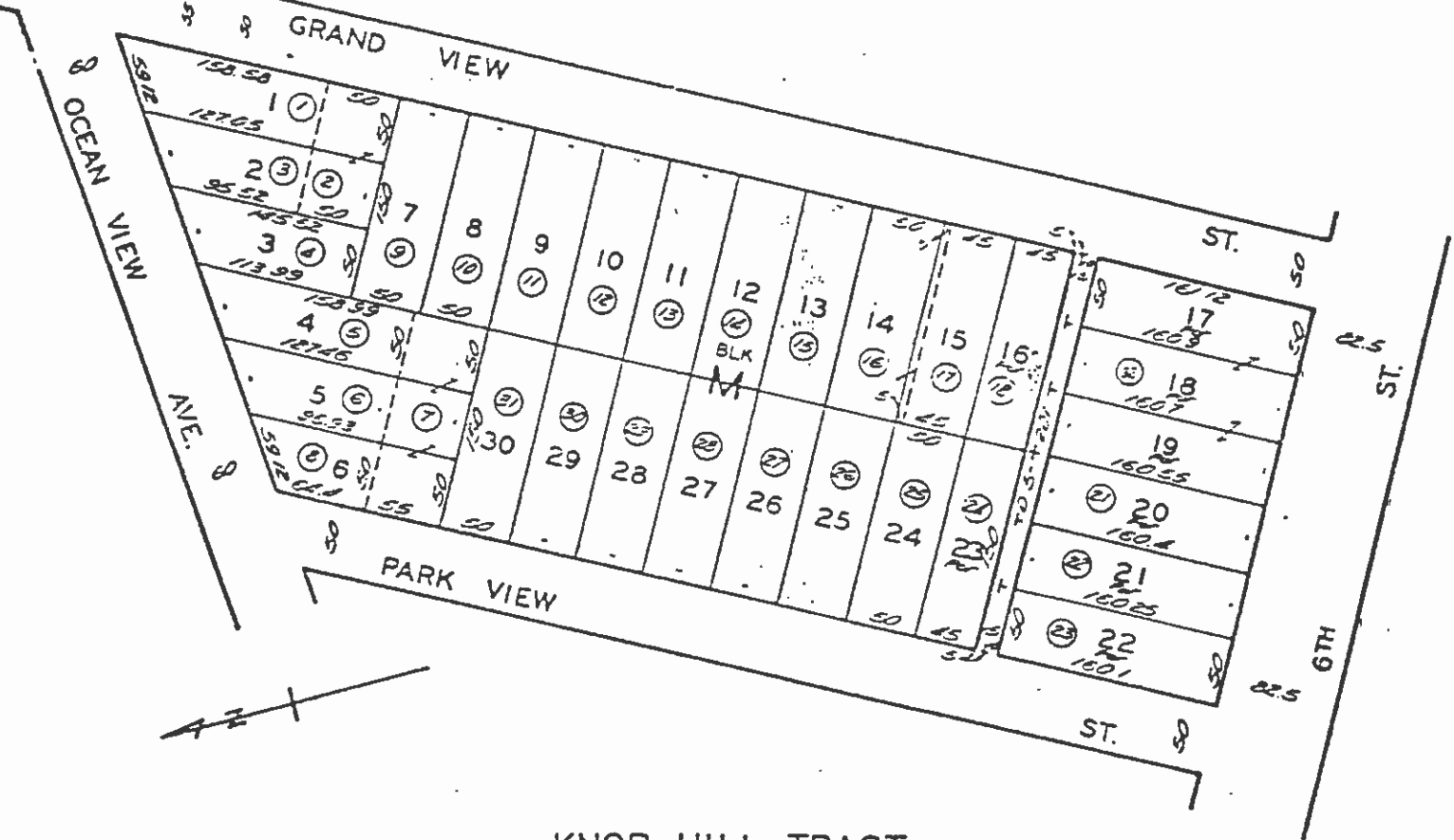
Handwritten notes: "HISTORY 11 YEARS SALES HISTORY" with arrows pointing to specific areas on the plan.



FIELD SURVEY NOTES

Sample 27
Assessor's Map

5154 37 1978
SCALE 1" = 80'



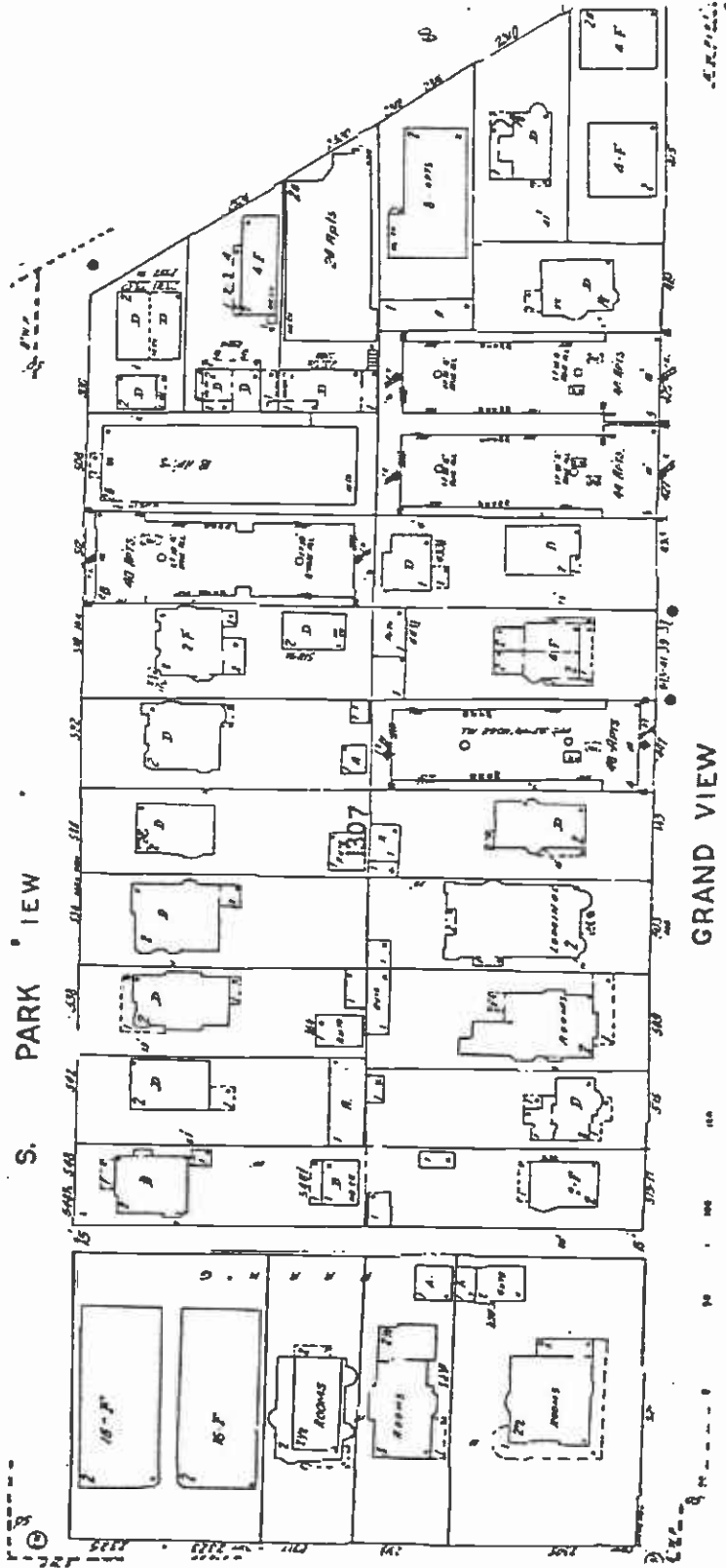
Knob Hill Tract
M.R. 10 - 97

CODE
67

FOR PREV. ASSMT. SEE: 1565-37

Sample 28

Sanborn



NOTE: B & S miscalculation

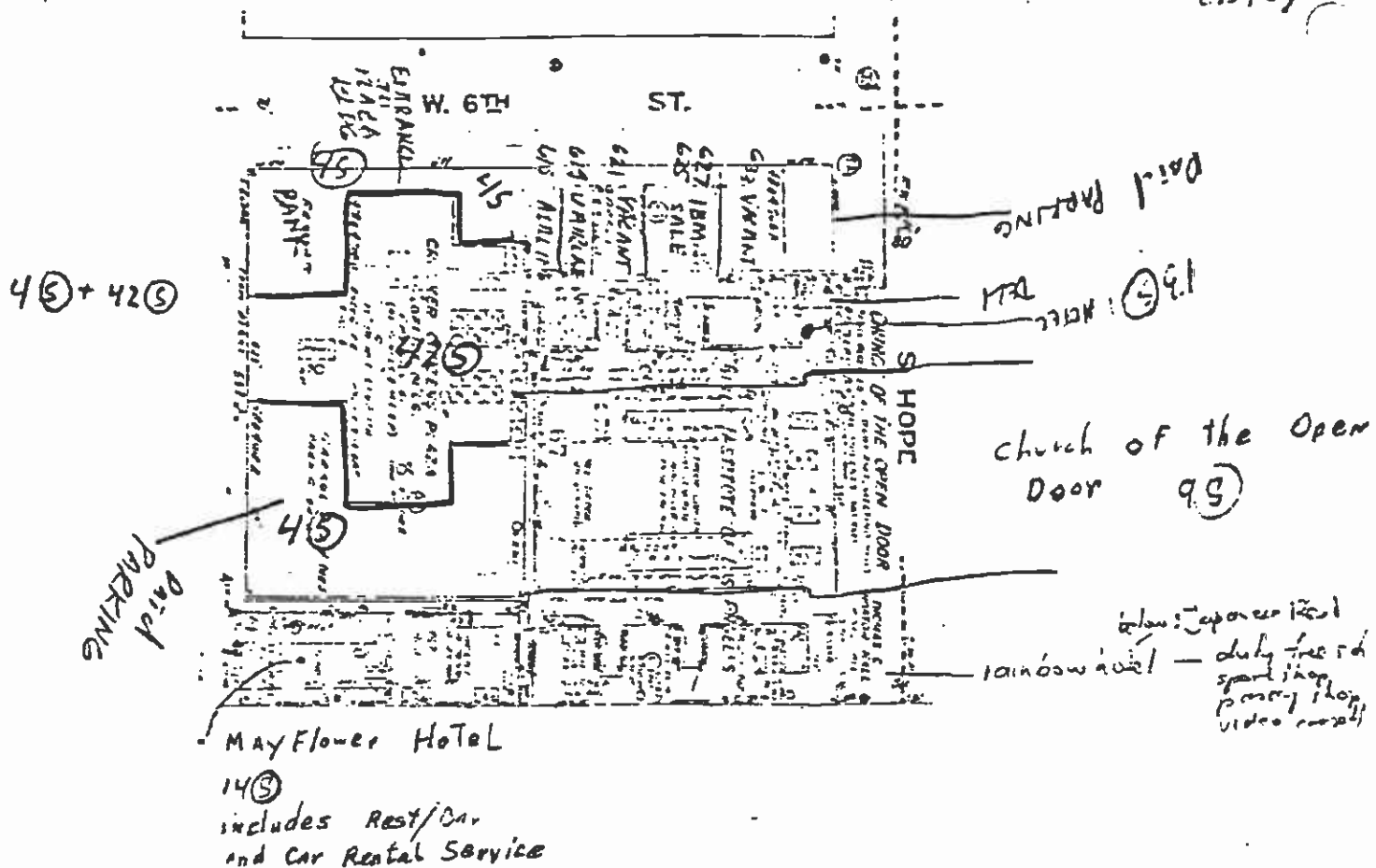
Sample 29

12.16.84

ONLY 4 STORIES for complete
base dimensions

remaining stories are tower

10/23/84 VDS
(A+S)



CROCKER CITIZENS PLAZA

ATT OFFICES

IBM PRODUCT CENTER

BANK (CROCKER)

GIFT SHOP

TRAVEL AGENCIES

UNDERGROUND PKG PAID

FAULKNER CO (Realtor) 622-2440

Split level bldg - uniform of bldg core is 42(S),
the remainder is 4(S), 1st(S) retail, upper 3(S)
vacant

B & S: Bldg area = 47,300 X 43(S) = 2,033,900