CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 12, 2025

To: City Departments
Interested Parties

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Subject: IMPLEMENTATION GUIDELINES FOR REVISED EMERGENCY EXECUTIVE ORDER NO 1: EXPEDITED COMMUNITY REBUILDING AND RECOVERY

On March 18, 2025, Mayor Karen Bass issued Revised Emergency Executive Order No. 1 (EO 1) to provide a streamlined path for the rebuilding of the City of Los Angeles' fire-devastated communities. Effective immediately, the project review procedures in the Department of City Planning (City Planning), the Department of Building and Safety (LADBS), Housing Department (LAHD), and the Bureau of Engineering are modified in response to EO 1. As directed by EO 1, City Planning, LADBS, and other applicable City Departments shall provide guidelines on the implementation of EO 1 related to applications and permitting processes. This memorandum provides guidance for applicants seeking to file an application for projects that are eligible for the EO 1 Expedited Review and Streamlined Approval Processes–summarizing eligibility criteria and exceptions, general procedures, project review timelines, filing requirements, fees, development standards, additional tools and resources, and contact information.

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I. EO 1 ELIGIBLE PROJECT CRITERIA

A. Definitions:

Eligible Project: A project that meets all of the following criteria:

1. The project is to repair, restore, demolish, or replace property or facilities substantially damaged or destroyed by the Wildfires;

2. The project shall be for the same use as the last use of the structure or facility prior to the Wildfires. Without limitation, the project does not result in a change of use or an increase in primary dwelling units.

3. The project obtains building permits for repair or reconstruction no later than seven years from issuance of EO 1; and the work is completed within three years of obtaining building permits; subject to extension by a subsequent Order or Council resolution; and

4. The project involves one or more of the following:

    a. Primary structures and facilities that are in substantially the same location as, and do not exceed 110% of the footprint and height of, the primary structures and facilities that existed immediately before the Wildfires;

    b. Accessory structures that do not exceed 110% of the footprint and height of the accessory structures that existed immediately before the Wildfires, and that are in substantially the same location relative to the primary structure as the accessory structures that existed immediately before the Wildfires. For properties subject to Coastal Commission Categorical Exclusion Order E-79-8, accessory structures covered by this subparagraph include accessory structures that are in substantially the

same location relative to a primary residence as the accessory structures that existed immediately before the Wildfires, regardless of the size or location of the primary residence;

c. New accessory dwelling units on a residential property on which a primary residence was substantially damaged or destroyed as a result of the Wildfires, but only to the extent that such accessory dwelling units are built at least 10 feet from a canyon bluff or 25 feet from a coastal bluff; and/or

d. Supportive infrastructure, including, but not limited to, foundation systems, utilities, and driveways, that is necessary to construct, install, or use the structures and facilities described in subparagraphs (a)-(c), above.

Building Footprint: The outline or area covered by a building when viewed from above, representing the total area of the building. Eave overhangs less than 5 feet in length and architectural projections shall not be considered as part of the footprint. See Figure 1 below.

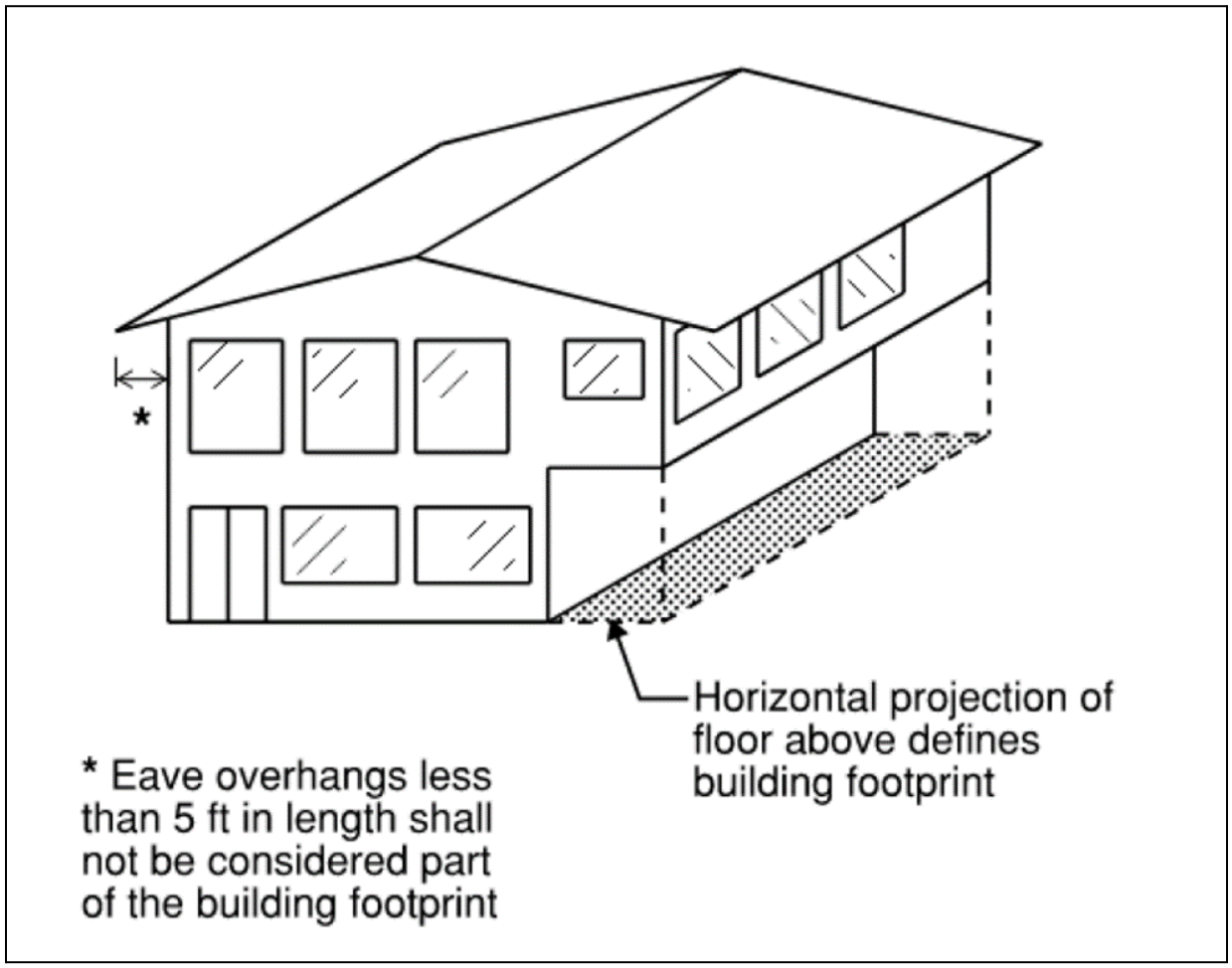

Figure 1

Lot Depth: As defined in LAMC 12.03.

Lot Depth Axis: A horizontal line between the front and rear lot lines measured in the mean direction of the side lot lines. See Figure 2 below.

Lot Width: As defined in LAMC 12.03.

Lot Width Axis: A horizontal line extending to the side lot lines at a right angle to the Lot Depth Axis at the Lot Depth Axis midpoint. See Figure 2 below.

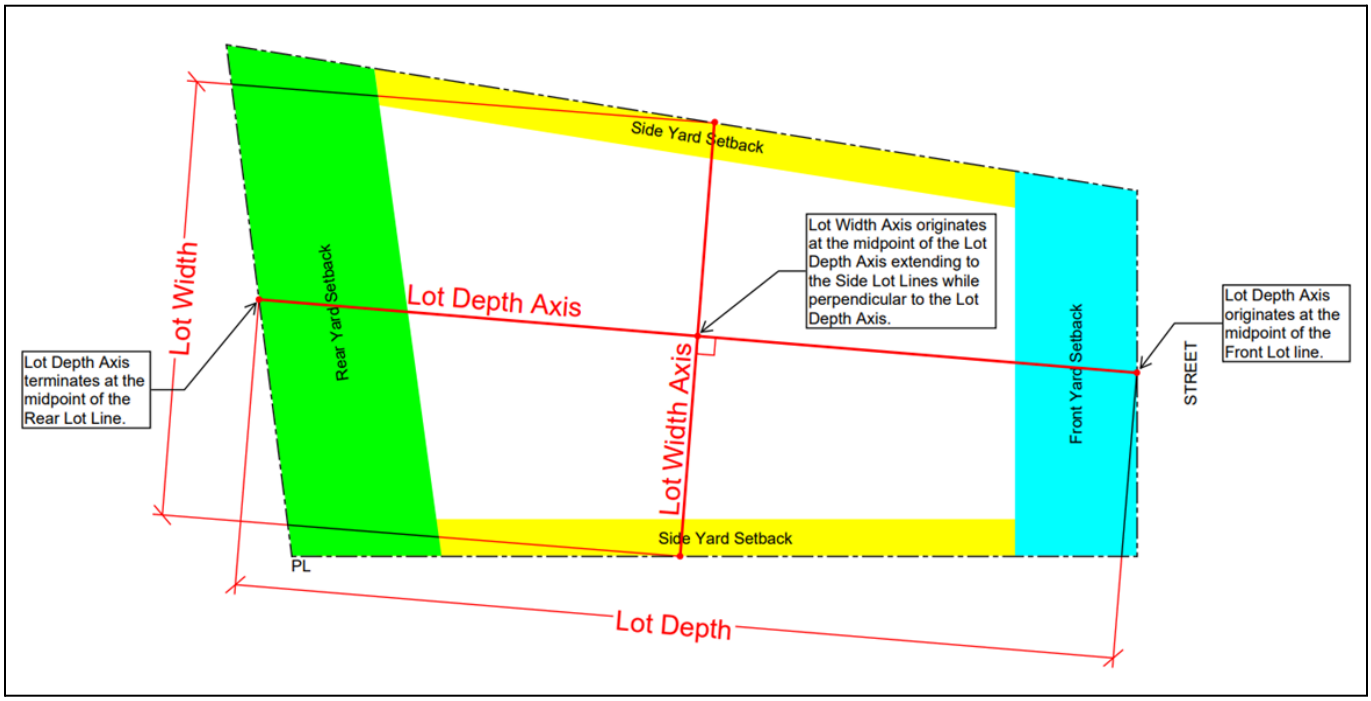

Figure 2

Wildfire: Individually or collectively, the Palisades, Hurst, Kenneth, Archer, and Sunset Fires that occurred in January 2025, in whole or in part, within the City of Los Angeles.

B. Eligible Project Provisions

An Eligible Project is subject to the following provisions:

Nonconforming. An Eligible Project may be replaced or rebuilt with the same nonconforming conditions as the structure that existed immediately before the *Wildfires*. Provisions in LAMC 12.23 may be used as applicable. However, the new or repaired structure shall not be expanded beyond 110% of the existing *Building Footprint* or height of the structure that existed immediately before the *Wildfires*.

Any portion of the repaired or replacement structure that extends beyond the existing *Building Footprint* must comply with the required yards and setbacks according to the current Zoning Code provisions or existing non-conforming yards that existed immediately prior to the wildfire.

Height. Any portion of the repaired or replaced structure may be re-built or replaced to the same height as the structure that existed immediately before the *Wildfires*, not to exceed the existing height by more than 10%.

The following roof structures are allowed to project above the height limit:

- Stairway housing (no larger than 72 square feet) may project 5 feet.
- Elevator housing may project 5 feet, provided it is setback a minimum of 5 feet from the roof perimeter.
- Chimneys may project 5 feet.

Use. The repaired or replacement structure or facility shall have the same use or uses that existed within the structure immediately before the *Wildfires*.

Density. Except for ADU provisions herein, Eligible Projects shall not increase nor decrease the number of primary units that existed immediately before the *Wildfires*.

Building Footprint Expansion. The existing *Building Footprint* may be expanded by up to 10% in area.

Substantially in the Same Location (Building Footprint Location). To be considered substantially in the same location, the existing *Building Footprint* of the repaired or replaced structure can be moved with a maximum offset of 20% of the *Lot Width* and *Lot Depth* along both the *Lot Width Axis* and *Lot Depth Axis*, respectively. The repaired or replacement building must adhere to all applicable yard and setback requirements. However, if a building was damaged or destroyed by the *Wildfires* and it had a nonconforming yard, the new structure may be rebuilt or relocated within that nonconforming yard, as long as the nonconforming yard is not further reduced and extent (length or width) of the resulting building within the nonconforming yard is not increased and the height of the building within the nonconforming yard is not increased. The relocation of accessory buildings must follow the same location provisions as the primary structure. See Figure 3 below.

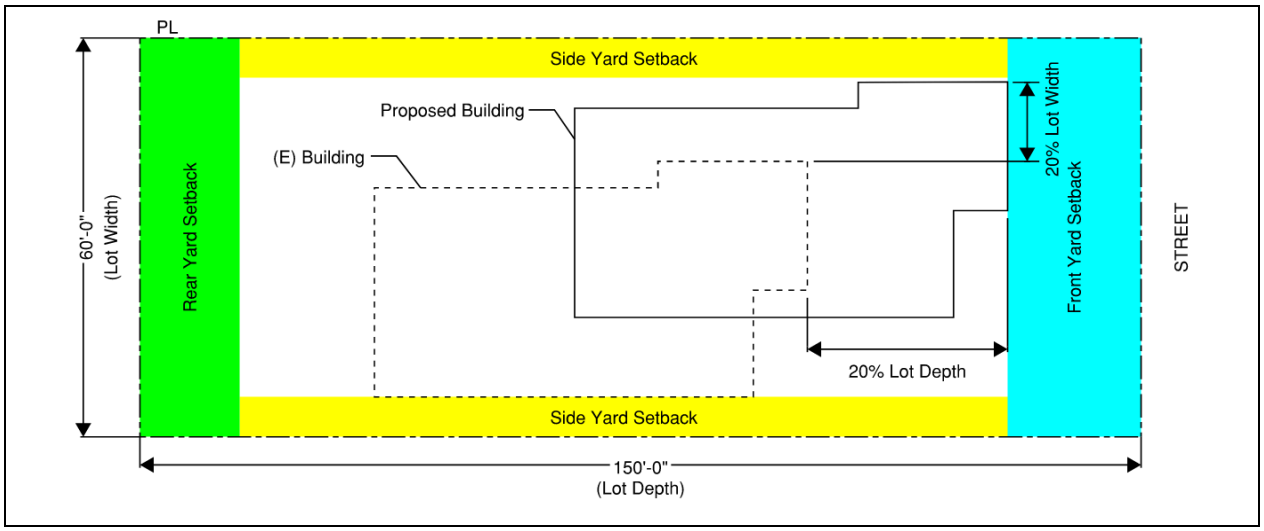

Figure 3

Stories. Adding a new story will not disqualify the project from being considered an Eligible Project, provided the story is built within the *Building Footprint* and *Height* as described in the Building Footprint Expansion and Height sections above, and complies with Zoning Code story regulations. A story that existed before the Wildfires may be expanded as long as it occurs within the *Building Footprint*, as described in the Building Footprint Expansion section above.

Attached and Detached Garages. Relocating an existing detached garage and incorporating it to be part of the main dwelling as an attached garage is allowed and considered as an Eligible Project. The attached garage will not count towards the 110% footprint expansion provided the garage area is limited to a maximum of 400 square feet, and is one story in height.

Basements. Adding a new basement or enlarging an existing basement level is allowed and qualifies as an Eligible Project, provided the basement does not exceed 110% of the existing building footprint.

Plane Break and Encroachment Plane. For an Eligible Project, Plane Break and Encroachment Plane shall not apply.

Prevailing Setback. Prevailing setback shall be calculated and applied to lots subject to the prevailing setback provisions as outlined in the Zoning Code. For additional information, refer to the information bulletin P/ZC 2023-015. Where there are sufficient remaining structures that comprise 40% or more of the block's frontage, the prevailing setback shall apply. However, for blocks where some or all homes have been destroyed, and the prevailing setback cannot be determined, the required front yard setback shall be the minimum specified in the Zoning Code that applies to the lot.

Accessory Dwelling Units. Attached and/or detached Accessory Dwelling Units (ADUs) proposed pursuant to Los Angeles Municipal Code (LAMC) 12.22.A.33 and GC § 66323 are considered an Eligible Project regardless of whether or not they are proposed in conjunction with a primary residence utilizing the Eligible Project provisions.

A repaired or replaced garage or accessory structure may be converted to an Accessory Dwelling Unit (ADU) as part of an Eligible Project. The conversion can be permitted concurrently with the primary dwelling, or can be permitted before or after the primary dwelling. Additionally, a garage that existed prior to the Wildfire that is rebuilt as a converted ADU would be subject to the 110% footprint and height requirements, and be located in substantially the same location.

A new attached ADU to an Eligible Project primary dwelling will not count against 110% footprint requirements. The new attached ADU would be subject to applicable local and state law governing ADUs.

The ADU can be added on the second floor of an existing dwelling or detached garage, and the resulting building height must be within 110% of the existing building height.

For properties within the Coastal Zone, new detached ADUs must observe a setback of at least 10 feet from a canyon bluff or 25 feet from a coastal bluff. A bluff analysis must be prepared by a California-licensed Professional Engineer or Geologist to determine whether a coastal or canyon bluff exists on the property and to delineate the bluff edge on the subject lot. If a coastal or canyon bluff exists on the property, the new detached ADU must observe the required setback. The bluff edge and setback must be shown on the site and plot plan. Detached ADUs are not permitted on any bluff face. Information regarding the preparation of a bluff analysis is available on the City Planning website, see Form CP-3641.

Time Limit. Unless subject to an extension by a subsequent Mayor's Order or Council resolution, Eligible Projects shall obtain building permits for the repair or replacement **by January 13, 2032**. Work shall be completed **within three years** after receiving permits to repair or replace structures or facilities damaged or destroyed by *Wildfires*, unless an extension is granted by the Department of Building and Safety.

Allowable Projections. For an Eligible Project, the following projections are allowed to the building footprint:

- Eaves:
    - Project into the required side yard not more than 4 inches for each foot of width of such side yard, provided the width of the side yard is not reduced to less than 30 inches.
    - Project into the required front and rear yards not more than 30 inches.
    - Project into the side yard adjoining the street lot line of a corner lot not more than 30 inches, provided the width is not reduced to less than 30 inches.
- Open, unenclosed stairways or balconies not covered by a roof or canopy:
    - Project into a required rear yard not more than 4 feet.
    - Project into a required front yard 30 inches.
    - Project into the side yard adjoining a street lot line of a corner lot, not more than 30 inches, provided the width is not reduced to less than 30 inches.

- Open, unenclosed porches, platforms, or landing places (including access stairways) not covered by a roof or canopy which does not extend above the level of the first floor of the building, provided:
    - Projection is maximum 6 feet into the required front, side, and rear yards
    - Projection is maximum 6 feet above adjacent grade.
- Chimney: Project into the required front, side, and rear yards not more than 2 feet. The width of the required side yard shall not be reduced to less than 3 feet.
- A bay window or garden type window of normal size may project 8 inches into a required side yard, provided the width of the required side yard is not reduced to less than 3 feet.
- Tankless water heaters may project 18 inches into the required side yard, provided such side yard is not reduced to less than 3 feet in width.

II. BUILDING AND SAFETY (LADBS) PROCEDURES

A. Acceptable Building Records to Determine Eligibility as an Eligible Project Records

Acceptable records shall include issued building permits, Certificate of Occupancy, County Assessor records, and Coastal Commission documents. The Los Angeles Department of Building and Safety (LADBS) may consider other photographic sources, such as Google Maps and LiDAR (Light Detection and Ranging), on a case-by-case basis. This validation ensures the site's elements and features that physically existed or had a valid permit before the *Wildfires*.

The applicant must submit the necessary records and documentation, as described above, to demonstrate compliance with the definition of an Eligible Project and to establish the existing *Building Footprint, Height,* and location on a lot. These records and documents must be included with the construction plans and documents submitted for plan check as part of the permitting process for the repair, restoration, or replacement of structures or facilities damaged or destroyed by the *Wildfires*.

Building Plans (Blueprints)

With some possible exceptions, LADBS has as-built plans for single-family homes, duplexes, apartments, and most commercial buildings built after 1977.

To obtain a copy of plans for a fire-damaged or destroyed property, submit a completed Affidavit for Duplication of Plans to LADBS via email at Records.LADBS@lacity.org or in person at the LA One-Stop Rebuilding Center, Figueroa Plaza Office, or Van Nuys Office. Proof of ownership (Deed) and a valid driver's license are required.

Records Request

Building permit and Certificate of Occupancy records are available through the Online Building Records or at the LADBS Records Section.

B. Non-Eligible Projects

Reconstruction projects that are on a site with a structure substantially damaged or destroyed by the Wildfires that do not qualify as an Eligible Project are still subject to the expedited initial permit review timelines under the Mayor's EO 1. Please see Section D. Building Permit Applications and Procedures, to file with Building and Safety.

Non-Eligible zoning-compliant projects within the Coastal Zone or within the Pacific Palisades Commercial Village and Neighborhoods Specific Plan area will require City Planning Review. Please refer to the City Planning Department information below in Section III, City Planning Procedures.

C. Demolition Permit Applications and Procedures

Demolition Permitting

A demolition permit is not required for the removal of the damaged building when all of the conditions set forth in the Information Bulletin P/BC 2025-155 are met. Demolishing a structure, improvement, or facility substantially damaged or destroyed by the *Wildfires* must comply with all local, state, and federal waste disposal regulations. This includes following any guidelines set forth by the Los Angeles County Public Works or the City's Sanitation Department.

D. Building Permit Applications and Procedures

Submittal Process

Applicants may submit plans and documents electronically via the LADBS ePlan portal. Alternatively, paper plans may be submitted in person at our offices by scheduling an appointment online. Walk-in service is available at the L.A. One-Stop Rebuilding Center (West LA) located at 1828 Sawtelle Blvd, 2nd Floor, West Los Angeles, CA 90025.

Eligible Projects may obtain building permits for repair or reconstruction within seven years from the issuance of EO 1, and the work must be completed within three years of obtaining building permits, subject to extension by a subsequent Order or Council resolution. Furthermore, the Department of Building and Safety may grant building permit extensions under its existing authority and procedures in the LAMC, beyond this three-year term.

For a comprehensive list of required plans, documents, and information needed for the plan review submission, refer to Plan Submittal Requirements.

Once submitted, the plan review for reconstruction projects that are on a site with a structure substantially damaged or destroyed by the Wildfires will be expedited within the timelines

established by the Mayor's EO 1, adhering to state and local guidelines. This expedited review applies both to projects that do and do not qualify as Eligible Projects.

Applicable Building Code Edition

The project shall comply with the current Title 24 of the California Code of Regulations, as amended by the City of Los Angeles. Title 24 of the California Code of Regulations includes, but is not limited to, the California Building Code (CBC), California Residential Code (CRC), California Green Building Code (CGBC), and California Energy Code (CEC), as well as any standards in effect at the time the submittal fee is paid.

> **Exception:** Projects that utilize plans previously approved by LADBS and compliant with the 2019 Title 24 California Building Standards Code—including the 2019 CBC, 2019 CRC, 2019 CGBC, and 2019 CEC, or any later code adoptions as directed by Governor's Directive No. N-20-25—are not required to comply with the current codes and standards. Instead, these projects must adhere to the 2019 Title 24 California Building Standards Code or later code adoptions as per the previously approved plans. Reusing a previously approved plan that was for all new, ground up construction will require restamping by the original design professionals.

Existing Foundations

Reusing the existing slab and foundation is permitted as long as a California-licensed Professional Structural Engineer or Architect evaluates the foundation system and affirms that it is in satisfactory condition. Documentation, which may include observations and tests of the foundation system, must be submitted to LADBS for review and approval. Additional soil or geotechnical investigations may be necessary in certain geological regions to assess the feasibility of reusing the foundation system.

Soil and Geological Reports

Soil and Geological reports are required in some geologically sensitive areas as outlined in the Information Bulletin P/BC 2025-157. Resubmitting an existing approved soil and geology report and approval letter dated within 10 years of the Mayor's EO 1 is acceptable. Such report must be restamped by the original engineer or engineering geologist. However, the reports approved prior to the 2020 LABC will need to be updated for seismic design parameters, including seismic slope stability analyses and seismic lateral earth pressures for retaining walls more than six feet high.

All-Electric Building Provisions

Pursuant to EO 1, Eligible Projects are exempt from Ordinance No. 187,714 but may choose to build back all-electric.

Plan Check Fee

The plan check fees shall be as outlined in Los Angeles Municipal Code (LAMC) 91.107.3.1. However, when seeking approval for plans that were approved pursuant to the 2019 (or later) California Building Standards Code, the Department of Building and Safety will collect plan check fee based only on the hourly rate specified in LAMC 98.0415(e) and applicable surcharges.

Permit Fee

The permit fees shall be as outlined in LAMC 91.107.2.1.

LAUSD Fees

Los Angeles Unified School District (LAUSD) fees will not apply if the replacement structure is constructed with the same square footage as that of the existing structure immediately before the *Wildfires*. If the rebuild includes an addition that is more than 500 square feet, the fee will be applicable and assessed based on the square footage of the addition.

Linkage Fees

Linkage Fees will not apply to the replacement of the existing house resulting in the net increase of 1500 sqft or less of floor area from the prior home that existed on the property.

Clearances

The following clearances shall not apply to an Eligible Project:

- Department of City Planning: Coastal Development Permit, Pacific Palisades Commercial Village and Neighborhoods Specific Plan, Q Conditions, Commercial Corner/Mini Shopping Center, and Planning Cases (except for designated historic resources).
- Department of Public Works, Bureau of Engineering: Street access per LAMC 12.21C.10(i).
- Los Angeles Housing Department: Demo/Removal of Rental Units.

Clearances for Non-Eligible Projects shall apply and will be in accordance with the Building Permit Clearance Handbook

E. Temporary Housing Facilities

To help homeowners rebuild after the *Wildfires* and to provide temporary living arrangements, the placement of certain temporary accommodations is allowed on sites without requiring a building permit.

The site must be vacant, free of hazards, and contain a one- or two-family dwelling that was destroyed or significantly damaged by the *Wildfires*.

Temporary accommodations must maintain a minimum five-foot setback from all property lines and have proper electrical, water, and sewer connections, all of which must be permitted. Certification by a California-licensed architect, contractor, or engineer is also required. Certification shall be completed through the online portal.

Refer to the information bulletin P/BC 2025-156 for more information.

F. Grading and Haul Route Permits

A haul route approval for an Eligible Project shall be approved ministerially and exempt from any discretionary approval processes. Staff shall add a PCIS clearance for the Bureau of Street Services and the Department of Transportation for "Approval to transport earthwork quantities over 1000 cubic yards". Staff shall review the conditions of approval from these two agencies for compliance prior to permit issuance.

G. Inspection Timelines and Procedures

Site Hazardous Materials and Clearing

Prior to permit issuance, documentation from the Los Angeles County Department of Public Works is required indicating that the subject site has been cleaned and free of hazardous materials.

Inspections

After a permit has been issued, inspections can be scheduled online, through the LADBS Go mobile application or by contacting the LADBS call center by phone ((213) 473-3231) or toll free (888) 524-2845). Inspections occur at various stages of construction to ensure compliance with the approved plans. They will be conducted within two business days of the submitted request. Once construction is complete and all necessary clearances and approvals are obtained from city departments, a Temporary Certificate of Occupancy or a Certificate of Occupancy will be issued.

III. CITY PLANNING PROCEDURES

In order to implement EO 1, all rebuilding and repair projects will be reviewed by the timelines identified in the Executive Order.

A. Eligible Projects

Eligible Projects are not subject to any City Planning review or building permit clearances (except for designated historic resources).

B. Non-Eligible Projects

Projects that are not eligible for the EO 1 by-right review process are still subject to the expedited initial review timelines for all repair and rebuilding projects. Non-Eligible Projects within the Coastal Zone will require a Planning application, while the majority of Non-Eligible Projects outside of the Coastal Zone (unless in an overlay or not complying with zoning requirements) will not need a Planning application. Applicable building permit clearances will be required for Non-Eligible Projects.

Overlay and Specific Plan Review

Non-Eligible projects within the Pacific Palisades Commercial Village and Neighborhood Specific Plan area will be reviewed to determine the applicability of the Specific Plan. For more information on the Specific Plan regulations, please refer to the Pacific Palisades Commercial Village and Neighborhood Specific Plan webpage.

Coastal Act Review

Non-Eligible projects located within the Coastal Zone will be reviewed for compliance with the California Coastal Act. The City of Los Angeles includes Single Permit (SPJA) and Dual Permit (DPJA) Jurisdiction Areas, visit ZIMAS.lacity.org. Applicants should review the map or consult with Planning Staff to determine where the project is located and the limitations of each area. Projects may be subject to a Coastal Development Permit (CDP), which is a discretionary review that requires environmental review, a public hearing, and appeal period. Some projects may be eligible for a ministerial review if the property is located within the boundaries of Categorical Exclusion Order E-79-8. Applicants should consult with Planning Staff to determine the options available, based on the full scope of work and limitations for each type of review.

- Coastal Exemption (CEX). Certain projects in the Single Permit Jurisdiction, including minor remodeling of a dwelling or addition of certain accessory structures, may be eligible for a CEX. Applicants may apply for a CEX by submitting a completed application to the Department of City Planning Online Application Portal. The City's issuance of a CEX is subject to a 20-working day appeal period with the California Coastal Commission. Eligible Projects in the Dual Permit Jurisdiction should contact the State to Coastal Commission South Coast District Office to apply for an Exemption.

- Categorical Exclusion Order (CATEX). Applicants should review the CATEX Map and limitations to determine if the property and proposed work is eligible. CATEX projects include the construction of a single-family house, and may in certain cases include basements and structurally related grading. CATEX applications do not include

swimming pools, non-structural related grading, or new accessory structures. A completed application can be submitted to the Department of City Planning Online Application Portal. The CATEX will be reviewed by Staff and a determination will be made that the project is located within the excluded area (geographic limits noted in E-79-8), complies with the conditions outlined for each Category of Development and Geographic Area, and the limitations of Order E-79-8. The CATEX will be forwarded to the Coastal Commission and subject to a 10-working day review period.

- Palisades Highlands Coastal Development Permit. Properties located in the Palisades Highlands are subject to Coastal Development Permit No. A-381-78, issued by the Coastal Commission in 1979. Applicants utilizing this Coastal Development Permit are subject to compliance with the adopted conditions and Map Exhibit. For more information regarding Permit No. A-381-78 and subsequent amendments, contact the Coastal Commission South Coast District Office via email: SouthCoast@coastal.ca.gov or call (562) 590-5071.

- Coastal Development Permit (CDP). Projects that exceed the scope of an Eligible Project and are also not eligible for a CEX, CATEX, or within the Palisades Highlands, are required to apply for a Coastal Development Permit (CDP). A CDP is a discretionary application reviewed by the Planning Department that requires a public hearing. The City's action is subject to an appeal period at the local level and a 2nd level of appeal to the Coastal Commission. Projects in the Single Permit Jurisdiction Area are only required to file with the City and are not subject to review by the Coastal Commission unless appealed. Projects in the Dual Permit Jurisdiction Area are required to obtain a CDP from both the City and the Coastal Commission.

Mello Act Compliance Review

A project that will repair, restore, demolish or replace a structure containing three or more dwelling units, and replace the existing structure with a new structure containing more than three dwelling units is subject to the requirements of the Mello Act. Such projects must file an application for a Mello Act Compliance Review with the Department of City Planning. See Mello Act Screening Checklist here.

C. Case Filing Procedures

Pre-Application Timelines

Pre-application referrals within the department shall be reviewed concurrently for EO 1 projects, provided that the request for the referrals along with the applicable materials are submitted through the City Planning's Online Application System (OAS). City Planning referral forms and Housing Crisis Act Vesting Preliminary Applications shall be assigned to staff for review within two (2) business days of receipt of all required documents and payment of fees (when applicable). Within ten (10) business days of receiving a complete set of information, staff will

either issue the applicable referrals or provide the applicant with all information required in order to issue the referrals.

Case Filing Appointments, Fees, and Requirements

Non-Eligible rebuilding projects that require a City Planning Case Filing, may make an appointment to submit a City Planning Application in person or virtually through the Build LA Appointment System. CEX and CATEX applications can be applied for through the OAS, while CDP applications can be filed in person or online through an appointment made in BuildLA.

Visit the BuildLA website to schedule an in-person or virtual appointment to file a City Planning application. The LA One-Stop Rebuilding Center at 1828 Sawtelle Blvd., Los Angeles, 90025 serves as a centralized location for residents, businesses, and contractors impacted by the Palisades Fire to apply for permits, Planning applications, and to receive in-person assistance. Planning Staff at the LA One-Stop Rebuilding Center may be reached at Planning.PalisadesRebuild@lacity.org for information and questions on application filing requirements and procedures.

City Planning Application Timelines

No later than thirty (30) days after a City Planning application is submitted and fees are paid, City Planning shall provide the applicant a list of all changes, amendments, corrections, amplifications, clarifications, or missing documents necessary to deem an application complete (“deemed complete date”).

Building Permit Clearance and Case Condition Clearance Timelines

A clearance submitted to City Planning for a Non-Eligible EO 1 project shall be issued within five (5) business days of the date of submission.

In order to obtain permit clearances from City Planning, applicants may submit a single request for all clearances through OAS, where the relevant staff will be notified of a request for clearance from an EO 1 project.

Extension of Previously Approved Coastal Development Permits

Coastal Development Permits and CDP Extensions, issued by the City of Los Angeles or the California Coastal Commission, and approved on or before February 13, 2025 are subject to an automatic three-year extension. Applicants should provide a copy of final action by the City and/or the Coastal Commission.

IV. HOUSING DEPARTMENT PROCEDURES

A. Mello Act

Consistent with the Governor's Emergency Order, for purposes of the Mello Act (Government Code section 65590), a project that will repair, restore, demolish or replace a structure containing three or more dwelling units, and replace the existing structure with a new structure containing more than three dwelling units is subject to the requirements of the Mello Act and will be required to apply for a Mello Act Determination.

Mello Act Determination Process Streamlining:

1. Prioritization of Projects: Land Use Section staff will prioritize the application and begin the tenant outreach process immediately upon assignment to an analyst.
2. Simplified Requirements and Forms: Land Use Section staff will accept the Tenant Income Certification form for tenants in residential units that were substantially damaged or destroyed by the Wildfires, without needing to submit backup income documentation.
3. Concurrent Review: Applicants may apply for a Replacement Unit Determination and Mello Act Determination at the same time. The assigned analyst will review and make a determination addressing both of the replacement law requirements concurrently.

B. Resident Protection Ordinance

Notwithstanding Ordinance No. (188,481), a project to repair, restore, demolish or replace any residential dwelling units substantially damaged or destroyed by the Wildfire shall not be required to provide replacement housing greater than that required under paragraph 9 of the Governor's Order No. 20-25.

The Governor's Order specifies that projects are exempt from replacing rent controlled units demolished within the prior 5 years as deed-restricted affordable housing as otherwise required by LAMC 16.60 A.3(a)(1) provided they are subject to the applicable replacement requirements of the Rent Stabilization Ordinance (LAMC 151.28). See below for more information on Rent Stabilization Ordinance (RSO) replacement.

Furthermore, the Governor's Order exempts projects that had, or are presumed to have had, lower income occupants during the prior 5 years from being replaced as deed-restricted affordable housing units, provided that any prior tenant who qualifies as lower income is offered a right of first refusal (right to return) to a comparable unit at an affordable rent or affordable housing cost, consistent with the requirements in section 66300.6, subdivision (b)(4)(B).

Replacement Unit Determination (RUD) Process Streamlining:

1. Prioritization of Projects: Land Use Section staff will prioritize the application and begin the tenant outreach process immediately upon assignment to an analyst.
2. Simplified Requirements and Forms: LAHD will issue an abbreviated RUD focusing on the tenant's income and their right of first refusal. Land Use Section staff have revised forms for easier understanding and completion to confirm the level of affordability for units. Tenants can now complete the Tenant Income Certification form by indicating their income without submitting backup income documentation.
3. Concurrent Review: Applicants may apply for a RUD and Mello Act Determination, if applicable, at the same time. The assigned analyst will review and make a determination addressing both of the replacement law requirements concurrently.

C. Rent Stabilization Ordinance (RSO)

Consistent with the Governor's Order No 20-25 and the applicable provisions of LAMC 151.28, the City will require that residential rental units of a project, whether or not the project is eligible under EO 1 as set forth in these Implementation Guidelines, be subject to the Rent Stabilization Ordinance (RSO) if the following conditions apply: (1) the residential property being replaced by the project was subject to the RSO; and (2) the project is completed and any rental units are offered for rent within five years after the date the residential property being replaced were damaged, destroyed, or demolished by or as a result of the LA-area fires. As provided in LAMC 151.28.A, the owner may establish the initial rental rate for the newly constructed rental units unless a right of first refusal under Government Code Section 66300.6(b)(4)(B) applies. The provisions of the Rent Stabilization Ordinance 151.00, et seq., shall apply to the newly constructed rental units unless the owner applies and qualifies for one of the RSO exemptions in LAMC 151.02 or 151.28. LAHD will utilize 1/7/2025 as the Ellis withdrawal date regardless of whether an Ellis declaration is filed.

D. Affordability Covenants

If the proposed project is City-subsidized, incentivized, and/or is required to provide affordable replacement units, the applicant must record a covenant to guarantee the affordability of the housing units provided for the duration of the covenant period. The Land Use Section will prioritize the assignment of Non-Eligible projects.

E. Accessible Housing Program

The City's AcHP applies to specified housing development projects that are, in main part, financially supported with City funding or financed with state or federal funds through a program administered by the City (Covered Housing Projects). These Covered Housing Projects must comply with the requirements of AcHP, which include compliance with the terms of the

Corrected Settlement Agreement (CSA) between the City and private plaintiffs (CSA), the terms of the Voluntary Compliance Agreement (VCA) between the City and HUD, and local, state, and federal accessibility standards. These requirements are identified at the plan review stage, and all Covered Housing Projects must show compliance with applicable accessibility requirements in their approved plans prior to receiving building permits. Once under construction, a Covered Housing Project must be built in compliance with the approved plans and in accordance with the applicable accessibility requirements. Therefore, a Covered Housing Project must receive AcHP clearance prior to the issuance of a Temporary Certificate of Occupancy (TCO) and approval through AcHP confirming the project as in compliance with the CSA and VCA prior to receiving a final Certificate of Occupancy (COO).

AcHP staff will expedite the review and approval process for accessibility plans, expedite clearances for TCOs, and expedite the process for final COO approvals. This will accelerate the construction and occupancy of EO 1 projects that are also Covered Housing Projects, while still enabling the projects to meet the requirements of the CSA and VCA.

F. Accessibility Plan Review and Approval Process Streamlining

Review and approval of plans for compliance with the accessibility requirements that apply to projects covered by AcHP will be undertaken concurrently with the plan review process of other City departments whenever feasible unless sequential review is requested by the applicant. The following steps and timeframes will apply to the AcHP Accessibility Plan Review process:

1. Screening and Assignment of Accessibility Plan Review Package - 8 Business Days. Applicants shall submit a complete Accessibility Plan Review package to AcHP in order for accessibility plan review to proceed. To ensure application packages are complete, within 8 business days of the initial submittal, AcHP will assign a lead staff person, conduct a screening review of the materials, and inform the applicant for an EO 1 project of any missing or incomplete materials necessary to conduct the full Accessibility Plan Review. Applications for Accessibility Plan Review shall be submitted electronically via lahd.retrofit@lacity.org and, to trigger concurrent review, shall be submitted to AcHP at the same time as submitted to LADBS or any other department for that department's plan review. A complete Accessibility Plan Review package shall include:
    a. 80-100% construction documents (plans),
    b. Accessibility design review by the EO 1 Project's Certified Access Specialist (CASp),
    c. Technical Services Request Form (TSR), and
    d. Copies of any applicable loan applications or funding source documents necessary to verify the accessibility standards that apply to the project, including documentation of Enhanced Accessibility Program features where applicable.

2. Full Accessibility Plan Review - 25 Business Days. Within 25 business days after a complete Accessibility Plan Review package is submitted, assigned AcHP staff will complete the review of the Accessibility Plan Review package, and prepare necessary

corrections for the EO 1 project. The corrections will be transmitted to an AcHP supervisor for review and confirmation prior to release to the EO 1 Applicant.

3. Supervisor Review and Release of Corrections to Applicant - 5 Business Days. Within 5 business days after the completion of the full Accessibility Plan Review, the AcHP supervisor shall review the materials, and the corrections shall be provided to the applicant. Corrections are issued directly to the EO 1 project applicant.

Corrections shall be made by the applicant for an EO 1 project and returned directly to the AcHP staff assigned to the EO 1 project. When corrections are complete and accessibility plans are ready to be approved, AcHP staff will sign and/or stamp the plans electronically to indicate approval.

G. TCO Clearances and COO Approvals Process Streamlining

TCO Clearance

Clearances are required from AcHP prior to issuance of a Temporary Certificate of Occupancy (TCO), which is a necessary step for tenants to occupy EO 1 projects. During construction of an EO 1 project, the City's Neutral Accessibility Consultant (NAC), which is the accessibility expert retained by the City pursuant to the terms of the CSA and VCA, will inspect the EO 1 project and issue any necessary corrections to ensure compliance with applicable accessibility requirements. These inspections are concurrent with other construction progress inspections of the project.

It should be noted that final inspection and verification by the NAC are not a precondition for AcHP to issue its clearance for a Temporary Certificate of Occupancy (TCO). Therefore, AcHP staff will issue a clearance for a TCO within five business days of completing a Pre-Final Inspection, provided that the project has no deficiencies in the units and includes a compliant accessible route to each of the units from the public right of way and parking, if parking is provided.

The details for receiving AcHP TCO Clearance are outlined in the Guidelines for the Issuance of AcHP Temporary Certificate of Occupancy.

COO Approval

Approval of a COO for an EO 1 project that is a Covered Housing Project does require verification of compliance by the NAC. The verification by the NAC is required in order to confirm compliance with the City's obligations to provide a specified number of accessible units pursuant to the terms of the CSA and VCA. The NAC's verification is a precondition for the City to be able to certify accessible units as in satisfaction of our settlement obligations.

In order to expedite approval of a COO, AcHP staff will schedule the NAC for any necessary site reinspection within 10 business days of a request by an applicant for an EO 1 project to inspect the corrections made.

If no further corrections are required as a result of the reinspection, within 10 business days of the NAC's reinspection, the NAC will issue a report indicating there are no further deficiencies. Upon receipt of that report, AcHP staff will issue AcHP approval for the COO.

V. BUREAU OF ENGINEERING PROCEDURES

A. Eligible Projects

Foundation and Structure Setbacks

Foundations and structures shall be set back from the street centerline for a distance shown on the map published by the Bureau of Engineering (BOE). Customers have various means to contact BOE staff. They can either visit the One Stop Rebuilding Center at 1828 Sawtelle Blvd, 3rd floor for an in person visit or consultation, or go to BOE's Customer Service Portal. From that portal, one can connect with BOE staff through the virtual counter, request a virtual appointment or submit a written request through a Customer Service Request (CSR) Select the request as being Windstorm and Fire 2025 related.

For projects on street segments identified on this map as having sufficient existing right of way for foundation or building setback, no additional setback from the property line will be required.

For projects on street segments identified on this map as identifying a building/footing setback from street centerline, the foundations and structures shall set back the required distance from street centerline as identified on the map. No building/footing setback will be required if the setback calculated based upon this map's designated centerline setback is less than or equal to two feet from the property line.

Hillside Ordinance Street Width, Dedication and Continuous Paved Roadway

The Hillside Ordinance requirements for a minimum street width, dedication and continuous paved roadway will not be applicable to Eligible Projects.

Eligible Projects will be reviewed to ensure that any building and/or structure footprints are placed outside of right of way buffer limits identified for these streets. Connection to available public sewers may be required as per the Hillside Ordinance. No street access requirements; right of way dedication, street improvements, or Zoning Administrator determinations will be required for Eligible Projects.

Highway Dedication and Improvements per LAMC 12.37

When evaluating possible requirements in accordance with LAMC 12.37, the exceptions afforded under LAMC 12.37(B) will be evaluated as compared to the structures that existed prior to the fire.

For non-residential buildings, if the square footage of the new building or rebuilt building does not exceed the legal square footage of the pre-fire building by 500 square feet, the project will be exempt from LAMC 12.37. Similarly if new multifamily residential construction does not exceed the dwelling unit count of the building existing prior to the fire, the project will be exempt from LAMC 12.37 Accessory buildings to residential buildings that do not create additional dwelling units are excepted under LAMC 12.37 and will not trigger dedication or improvement requirements. Proposed building footprints will be verified to ensure they are placed outside of the existing and future rights of way.

Connections to the Public Sewer

Prior to reconnecting to the existing house connection lateral sewer, a BOE “S” Permit will be required for CCTV and reconnection to the existing lateral. An evaluation of the internal condition of the lateral will be required prior to reconnection. This can be accomplished by placing a small camera inside the pipe and having it inspected live prior to reconnection.

B. Non-Eligible Projects

Foundation and Structure Setbacks

Similar to Eligible Projects, per LAMC 16.03, foundations and structures shall be set back from the street centerline for a distance shown on the map to be published by the Bureau of Engineering. Customers have various means to contact BOE staff. They can either visit the One Stop Rebuilding Center at 1828 Sawtelle Blvd, 3rd floor for an in-person visit or consultation, reach out virtually through BOE's virtual counter via appointments.lacity.org, or through a Customer Service Request (CSR) at engpermits.lacity.org. Select the request as being Windstorm and Fire 2025 related.

For Non Eligible Projects not subject to conditions of LAMC 16.03, the standard setback of footings and buildings from the property line shall be utilized.

Hillside Ordinance Street Width, Dedication and Continuous Paved Roadway Requirements

Non-Eligible Projects shall be subject to the dedication and improvement requirements of the street access sections of the Hillside Ordinance.

Highway Dedication and Improvements per LAMC 12.37

For those Non-Eligible Projects that choose to follow the requirements under LAMC 16.03, highway dedication and improvement requirements under LAMC 12.37 will not be applicable. Applicants may volunteer to construct improvements, but shall not be required to do so.

For standard Non-Eligible Projects that do not choose to follow the requirements under LAMC 16.03, all provisions for dedications and improvements under LAMC 12.37 shall apply.

Connections to the Public Sewer

Prior to reconnecting to the existing house connection lateral sewer, a BOE "S" permit will be required for CCTV and reconnection to the existing lateral. An evaluation of the internal condition of the lateral will be required prior to reconnection. This can be accomplished by placing a small camera inside the pipe and having it inspected live prior to reconnection.

VI. ADDITIONAL RESOURCES AND TOOLS

ATLAS

The LADBS Atlas (https://dbs.lacity.gov/atlas) website is a web-based interactive map application that provides information on parcels and buildings on a city map, and includes an inventory of damaged structures.

ZIMAS

City Planning's Zoning Information and Map Access System (ZIMAS) (http://zimas.lacity.org/) is a web-based mapping tool that provides zoning, EO 1 and an array of site-specific information to help with making informed land use decisions. Additional information and tutorials on ZIMAS (https://planning.lacity.org/zoning/zoning-search) are available on the City Planning department website.

Online City Planning Submissions

The Online Application System (OAS) (https://plncts.lacity.org/oas) can be used to submit a request for relevant referral forms processed by City Planning, as well as application submissions, building permit clearances, and case condition clearances.

In-Person Submissions and Informational Appointments

In-person filing appointments and informational meetings with City staff can be made through the BuildLA appointment system (https://appointments.lacity.org/apptsys/Public/Account).

LADBS ePlanLA

ePlanLA (https://eplanla.lacity.org/) is an online service for submitting plans for plan check, applying for permits, and tracking the progress of these applications.

VII. CONTACT INFORMATION

Los Angeles One-Stop Rebuilding Center

The Los Angeles One-Stop Rebuilding Center in West LA creates a single place for Palisadians to go for anything they need from the City when rebuilding their homes or businesses under the expedited and streamlined process of Emergency Executive Order 1. The One-Stop Rebuilding Center is located at 1828 Sawtelle Blvd. Los Angeles, 90025. For hours of operation and additional information, please visit: https://dbs.lacity.gov/our-organization/locations-offices.

CITY PLANNING

City Planning Palisades Rebuild Group
City Planning has created a centralized point of contact for questions related to implementation of EO 1 and other rebuilding processes. Planning staff assigned to the Rebuild Group can also provide assistance with scheduling virtual and in-person appointments. Inquires and requests can be sent to planning.palisadesrebuild@lacity.org.

City Planning Public Counters
City Planning's public counter at the LA One-Stop Rebuilding Center and other public counter locations offer in-person and virtual services, including application submissions, building permit clearances and answers to general questions. To make an appointment for case filing, case condition clearances, building permit clearances, or other inquiries, an appointment may be made through BuildLA (https://appointments.lacity.org/apptsys/Public/Account). Inquiries can also be sent to Planning staff at the LA One-Stop Rebuilding Center at Planning.PalisadesRebuild@lacity.org.

> Locations & Hours | Los Angeles City Planning (lacity.org)
> (https://planning.lacity.org/contact/locations-hours)

City Planning Case Management
In partnership with LADBS, City Planning offers Development Services Case Management (DSCM) (https://www.ladbs.org/services/special-assistance/dscm): the main portal for consultation, assistance and troubleshooting for complex development projects requiring interdepartmental approvals. The office brings together case managers from various city departments, including City Planning, Building and Safety, Engineering, Transportation, and Water and Power. For City Planning Case Management inquiries, please email Planning.CaseManagement@lacity.org

LADBS

LADBS Virtual Counter
For general inquiries, LADBS offers a virtual counter appointment service (https://appointments.lacity.org/apptsys/Public/Account) to discuss general questions in a virtual setting.

For hours of operation, please visit:

https://appointments.lacity.org/apptsys/admin/PublicReports/VcHoursReport

LADBS Development Services Case Management

The Development Services Case Management office (DSCM) is composed of Case Managers from the Department of Building and Safety, Department of City Planning, Department of Public Works Bureau of Engineering, Department of Transportation, and the Department of Water and Power. Each project is assigned a Case Manager representing each of these departments as necessary. Case Managers work together as a team to guide a project from pre-development to completion, each providing their expertise in their field of responsibility. Applications submitted to Development Services Case Management (DSCM) will be expedited (https://dbs.lacity.gov/services/specialized-services/development-services-case-management).

Inspection Case Management is available for projects with a construction valuation above $5,000,000; Projects to develop restaurants and other food service establishments; and Projects to develop charter schools.

Los Angeles Housing Department (LAHD)

For questions or further information regarding RUDs or Affordability Covenants, applicants should contact Lahd-Landuse@lacity.org, and indicate “EO 1 Project” in the subject line.

For questions or further information regarding AcHP or to submit an application for AcHP Accessibility Plan Review, applicants should contact lahd.retrofit@lacity.org.

For questions about the Ellis Act provisions and the RSO, please contact the Landlord Declarations Section at lahd-landlorddeclarations@lacity.org.

Bureau of Engineering (BOE)

Bureau of Engineering Customer Service Portal

The BOE has a Customer Service Portal, engpermits.lacity.org in which customers can either choose to join in line at a virtual counter, request either virtual or in person appointments, or submit a written customer service request (CSR) for service. The CSR application allows for identifying the service request as being fire related and is placed in a separate queue managed by a team dedicated to expediting responses to these requests.

Audit trail

Details

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SENT	brenda.sidhom@lacity.org **sent** a signature request to: • Vincent P. Bertoni (vince.bertoni@lacity.org) • Osama Younan (osama.younan@lacity.org) • Tiena Johnson Hall (tiena.hall@lacity.org) • Ted Allen (ted.allen@lacity.org)	2025/05/10 00:15:56 UTC
SIGNED	**Signed** by Vincent P. Bertoni (vince.bertoni@lacity.org)	2025/05/12 20:18:35 UTC
SIGNED	**Signed** by Osama Younan (osama.younan@lacity.org)	2025/05/12 19:08:46 UTC
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COMPLETED	This document has been signed by all signers and is **complete**	2025/05/12 20:18:35 UTC

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