



FIRE INSPECTION MANAGEMENT SYSTEM

Instructional Manual



_

Table of Contents

Inst	tructional Manual	1
1	Landing Page	3
2	Sign Up with OKTA (Angeleno Account)	4
3	Login with OKTA(Angeleno Account)	6
4	Forgot Password	7
5	Non-Login User Permit Application Look up / Request Inspection	9
6	Customer Homepage	10
7	Search for an Application	11
8	Create New Application	12
9	Confirmation on Permit Application Creation	21
10	Upload Plan	21
11	Application Details	23
12	Pay Permit Application Fees	28
13	Inspection Request / Edit / Review	30
14	Pay Inspection Fees	32
15	Associate/ Disassociate with an existing Application	33
16	Log Out	34



Customer Portal

Please refresh your web browser and clear your browsing history prior to accessing the website.

1 Landing Page

🛞 LOS ANGELES	🚹 Update on concentrals 🔠 City Services 💷 City Dendary
	TO REPORT AN EMERGENCY CALL 9-1-1
	Log in Register
Welcome to FIMS Introducing Angeleno Account, your new way to login for FIMS Customer Portal Log in / Register	 Independence of the formation of the service of the s
	To Request and Track Inspections as a Guest Enter the Transaction ID Number and Street Name, Transaction ID e.g. C15-00001" and "Please enter one word of Street Name, e.g. Laurel" Transaction ID Address Transaction ID Others Name Text Contact Us



By regi	istering here, you can perform	n the following
Submit a permit application online	 Track your permit online 	Request for new inspection
Upload plans for review by Fire Plan Checke	er 🛛 Add an existing permit transaction	Obtain fire clearance for LABDS building permits
To Request and Track Inspections as a Gu Enter the Transaction ID Number and Street Name Transaction ID Address Transaction ID Dotter Name Contact Us	est p,Transaction ID e.g. C15-00001° and "Please Trind	enter one word of Street Name, e.g. Laurel"
For Plan Check:	For Hydrants and Access:	For Field Inspections:
 213.482.6909 LAFD.FDSapplication@lacity.org 	 213.482.6543 LAFDHydrants@lacity.org 	 213.482.6903 LAFDdss@lacity.org
Quick Links	m User Guide & FAQs Instructional Manual F	for Staff Login
© LOS ANGELES FIRE DEPARTME	NT PRIVACY TERMS OF SERVICE PHOT	O CREDITS POWERED BY 3DI SYSTEMS

The Landing page provides the following functionalities:

- Sign Up with OKTA
- Login with OKTA
- Search for a permit application by using the transaction id and address to view information or request for inspection.



- Quick links
- Contact information

2 Sign Up with OKTA (Angeleno Account)





	okta
	οκτα
	Create Account
	Email *
	This field cannot be left blank
	Password *
	First name *
	Last name *
	Primary phone
	* indicates required field
	Register
	Back to Sign In
Powered by Okta	

- A customer can sign up by providing the information requested as seen in the screenshot.
- An activation email is sent to the email id provided. Please check your inbox / spam folder for the activation email.
- Please click on the activation link.

Account Activation Vour account is activated successfully. You may now log in with your enail and password.	
Your account is activated successfully. You may now log in with your enail and password.	
ок	
Welcome to LAFD Permit Online Portal Welcome to FIMS	
By registering to this portal, you can perform the following Fire Inspection Management System	
Submit a permit application online	
Upload plans for review by Fire Plan Checker Upload plans for review by Fire Plan Checker Login	
Track your permit online Email Address	
Add an existing permit transaction	
Request for new hspection Password State	
Enter Transaction ID and Steet Name to Start Transaction ID Type Address Find Login Login	
Contact Us	
Phone: (213) 482-6903 Email: laiddas@lacity.org Web: www.laid.org	
Quick Links Refund Folicy Refund Request Form User Quide & FAQs Fees Structure Instructional Manual Icovid-19 UPDATE For INSPECTION AND PLAN CHECK	

• Your account has been activated. Use this information to login to your account.





	okta	
	Sign In	
	Username	
	Remember me	
	Need help signing in?	
	Don't have an account? Sign up	
Powered by Okta		

- Every user , who had an account with us prior to OKTA in FIMS has to sign up with OKTA one time.
- They will receive an activation email post sign up.
- Then the user has to provide the username and password to login to their account.



_

4 Forgot Password

	Litetale on constailing - 550 Chi Senvices - 670 Chi Nicotory
	TO REPORT AN EMERGENCY CALL 9-1-1
	Log in) Register
Welcome to FIMS Introducing Angeleno Account, your new way to login for FIMS Customer Portal Log in / Register	
	By registering here, you can perform the following
 Submit a permit applic. Upload plans for review 	ation online Track your permit online Request for new inspection by Fire Plan Checker Add an existing permit transaction Obtain fire clearance for LABDS building permits
	okta
	Sign In
	Username
	Remember me
	Next
	Need help signing in?
	Don't have an account? Sign up
Powered by Okta	Privacy Policy





	okta
	Sign In
	Remember me
	Need help signing in?
	Help
	Don't have an account? Sign up
Powered by Okta	

• If a user is unable to recollect their password, they can click on the forgot password link.

	okta
	Reset Password Email or Username
	Reset via Email Back to Sign In
id by Okta	

• An email is sent to the user to guide them to reset their password.



5 Non-Login User Permit Application Look up / Request Inspection



• The user can provide the transaction id and address to look up the details on a transaction and to request / edit / review inspections as a non-login user.

(f) LOS ANGELES			Update on coronavirus 💷 City Services 🚺 City Director		
TO REPORT AN IMMERSIONY CALL 9-1-1					
FIMS					
Transaction			Find a different Transaction		
Permit: ① LADBS Permit Addrese: ① 230 S FREES AVE 90744	Type: ○ Fire/Life Safety Plan review Transaction ID: ○ (c20-01505	Status: ① Plan Check approved Service: ① Counter	Help		
Important Notice					
Lastronellaste tat ay additional fires for inspection and travel tare is performing the actual inspection that exceeds this preparat estimated inspection react within 15 days of envice. If the additional inspection fies are not pad within 15 days from the respection data, Lastroitze the Los Augeles Frie Department to theory the angual estimated inspection react aced to this respect.					
Request Inspections					
Paid Inspection Request(s)					
Scheduled Date: 9/9/2020 11:00 AM Scheduled Inspections					

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS



6 Customer Homepage

Image: Constraint of the start law berruit application		
My Pagets () LAFP PERMIT ONLINE • Click on the Start New Permit Application	(i) LOS ANGELES	Update on coronavirus 311 City Services LA City Directory
We here a result of the start here Permit Application	TO REPORT AN EMERGENCY CALL 9-1-1	
My Dashboard such a My Projects (0) My Projects (0) LAFD PERMIT ONLINE Click on the Start New Permit Application	Election and the second	of Home ar 🗸
My Projects (0) My Projects (0) LAFD PERMIT ONLINE Click on the Start New Permit Application	My Dashboard	search Q
LAFD PERMIT ONLINE • Click on the Start New Permit Application and to start a new antication	My Projects (0)	Online Services
If you have an existing permit application, you may add it to your profile by clicking Add an existing option.	LAFD PERMIT ONLINE • Click on the Start New Permit Application buttori displayed on right side panel to start a new application. • If you have an existing permit application, you may add it to your profile by clicking 'Add an existing' option.	Start New Permit Application Start New Permit Application BC Add an existing application to your Profile

- Customer home page provides information on all the permit applications created by the user.
- Customers can also create a new permit application by clicking on the button 'Start New Application'.
- Customers are also given an option to add an existing application to their profile.
- Customers will be able to see notifications for requested information or missing information or make a payment if applicable.
- Customers can also add an existing application ton their homepage.

LOS ANGELES			Update on coronavirus 311 City Services LA City Directory
	TO REPORT AN EMERGENC	Y CALL 9-1-1	
			👫 Home 🛛 an raj 🗸
Dashboard			
Ay Projects (3)		₹ ‡	Online Services
✓ An Project 1		Inspection 3 Permits 13	₽ Start New
Fire Permit # F20-00891			Application
Address: 230 S FRIES AVE 90744 Unit No:	Plan Checker Name: HANI MALKI Plan Checker Email: HANI.MALKI@LACITY.ORG	Request Inspection	Add an existing application to your Profile
Plan check Service: Asbestos Abatement, Special Vessel ③ DBS (PCIS) Ref#: ③ Type of Work: Addition ①	Status: Plan Check approved ③ Payment Due: \$0	View Uploaded Plans & Supporting Documents	
😨 Water Resources & Infra # H20-01816			
Address: 203 1/2 E 120TH ST 90061 Unit No:	Plan Checker Name: Plan Checker Email:	View Uploaded Plans & Supporting Documents	
Plan check Service: Fire Dept Access/Hydrant Plan Review ③	Status: Pending Assignment ①		
DBS (PCIS) Ref#: ①	Payment Due: \$0		



7 Search for an Application

(i) LOS ANGELES		Update on coronavirus 311 City Services LA City Directory
	TO REPORT AN EMERGENCY CALL 9-1-1	
EIMS		😽 Home
My Dashboard		search Q
My Projects (6)	E #	Online Services
> An Project 1	Inspection 1 Permits 5	Start New Application
> An Project 2	Inspection 0 Permits 3	R¢.
> Lakeview	Inspection 1 Permits 7	Add an existing application to your Profile
> An Project 3	Inspection 0 Permits 3	
> An Project 1	Inspection 0 Permits 0	
> An ProjecT1	Inspection 0 Permits 1	

• Please put in your application id / project name / project address to search for your applications.

© LOS ANGELES FIRE DEPARTMENT | PRIVACY | TERMS OF SERVICE | PHOTO



8 Create New Application

The following are the steps involved in creating a new permit application.

(f) LOS ANGELES		Update on coronavirus 311 City Services LA City Director
	TO REPORT AN EMERGENCY CALL 9-1-1	
FINS INTERVIEW		
My Dashboard		
My Projects (3)	<u> </u>	Online Services
✓ An Project 1	Project × action 3 Permits 13 Please provide a project name or select an existing project from the domainum	ET Start New Application
If Fire Permit # £20-00891 Address: 230 S FRIES AVE 90744 Plan Checke Unit No: Plan Checke Plan check Service: Asbestos Abatement, Special Vessel ⊙ Status: Plan DBS (PCIS) Ref#: ○ Payment Dur Type of Work: Addition ⊙ Payment Dur	Add a new project name OR OR Select an existing project Continue>	Add an existing application to your Profile
Water Resources & Infra # H20:01816 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan check Service: Fire Dept Access/Hydrant Plan Review ○ DBS (PCIS) Refie: ○ Type of Work: ○ If Fire Permit # F20-00910	Name: Email: ng Assignment () : \$0	

Add to Project:

- The customer has to click on 'Start New Application' to create a permit application.
- The user will see a pop-up requesting them to associate this new application with a new project name or associate it with an existing project name.

DIOS ANGELES		Update on coronavirus 311 City Services LA City Directo
	TO REPORT AN EMERGENCY CALL 9-1-1	
Лу Dashboard		
My Projects (3)	E	Online Services
An Project 1 Fire Permit # F20-00891 Address: 230 S FRIES AVE 90744 Unit No: Plan check Service: Asbestos Abatement, Special Vessel ⊙ DBS (PCIS) Refs: ⊙ Type of Work: Addition ⊙	Project × Please provide a project name or select an existing project from the dropdown. Continue> Plan Checke OR Plan Checke OR Status: Plan And rouget 1 Payment Dur An Project 1	13 Start New Application RC Add an existing application to your Profile
Water Resources & Infra # H20-01816 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan check Service: Fire Dept Access/Hydrant Plan Review ① DBS (PCIS) Ref#: ① Type of Work: ② If: Fire Permit # F20-00910	Plan Checker Name: Plan Checker Email: Status: Pending Assignment () Payment Due: 50	



Step 1: Add Address Information

IOS ANGELES			! Update	on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				🖀 Home 🛛 an raj 🗸
1 Address	2 Project Information	3 Application Information	4 Contacts	5 Review/Submit
Plan Review/Permit: ① - Type: ① - Project Address; - Application ID: ① -	Status; - Service; ① -			Help
Project Address				
Enter a new address	Select a	in existing address		
Search project address	Sele	ct from the list 🗸 🗸		
Enter Unit/Sulte number (optional)	OR			
				Reset Next >

- The user has to provide the address information for which they are creating a permit application.
- They can also select an address from an existing address list, if they had created permit applications before using the web portal.
- The user can click on 'Next' to proceed to the next step.
- The user can click on 'Reset' to populate the information again.

🔞 LOS ANGELES				Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				👫 Home 🛛 an raj 🗸
1 Address	2 Project Information	3 Application Information	4 Contacts	5 Review/Submit
Plan Review/Permit: ① - Type: ① - Project Address: - Application ID: ① -	Status: - Service: ① -			Help
Project Address	Sele	ect an existion address		
Search project address		203 1/2 E 120TH ST Los Angeles CA 90061		
Enter Unit/Suite number (optional)				
				Reset Next >

• The user can click on 'Next' to proceed to the next step.



• The user can click on 'Reset' to populate the information again.

IOS ANGELES			•	Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
FINS Example of Final				🔗 Home 🛛 Anusha Rajagopalan 🗸
Address 2	Project Information	3 Application Information	4 Contacts	5 Review/Submit
Plan Review(Permit: ① - Type: ① - Status: - Project Address: 20 W 60TH ST 90003 Application ID: ① - Service: ② -				Help
Project Information				
Choose the Permit Type	Please provide ePlan reference ID inf	formation, if available		
EADBS pran check (construction) Fire Permit	PCIS Application Number* ③	ePlan Reference ID ③	Verify	
Hydrants & Access	□ Not applicable			
	Type of work*			
	Work Description*			
	Comments			
			11	
+ Previous				Save Next >

Step 2: Add Project Information

- The user has to provide information on what type of permit application they would like to create.
- The user can provide the PCIS application number if applicable.
- The user can also provide the ePlan reference id and verify the information and link their applications.

(ii) LOS ANGELES				Update on coronavirus 311 City Services 🚺 City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				🔗 Home 🛛 Anusha Rajagopalan 🗸
Address 2	Project Information —	(3) Application Information	(4) Contacts	S Review/Submit
Plan Review/Permit: · Type: · Status: · Project Address: 230 W 60TH ST 90003 Application ID: · Sarvice: ·				Нер
Project Information Choose the Permit Type LADES plan check (construction) Free Permit Hydrants & Access	Please pi PCIS Applics Not applies New Addit Work Description *	Matching records found in Dept. of Building 8: Safety ePlan portal. Please Verify below information in order to link it with the new FIMS Application You submitting to Fire Dept. ePlan Reference : 1234 ProjectAddress :: 1800 MAR/POSA AVE ZgCode : 90027 Status :: Issued Plan Available : StatusDate : 2/20/2020 3:21:31 PM Control Cancel	Verity	
← Previous	Comments			Save Next +

- The user can click on 'Next' to proceed to the next step.
- The user can click on 'Previous' to go back to the step before.



• The user can click on 'Save' to save this application and revisit it at a later time.

60 LOS ANGELES				Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				🐐 Home 🛛 Anusha Rajagopalan 🗸
✓ Address 2	Project Information	3 Application Information	(4) Contacts	5 Review/Submit
Plan Review(Permit: ① · Type: ① · Status: · Project Address: 230 W 60TH ST 90003 Application ID: ① · Service: ② ·				Help
Project Information				
Choose the Permit Type	Please provide ePlan reference l	ID information, if available		
LAUBS plan cneck (construction)	PCIS Application Number* ①	ePlan Reference ID ①		
Fire Permit	Not applicable		veniy	
Hydrants & Access				
	Submitted Valuation	Increase in Project Value		
	Comments			
			12	
	Work Description*			
← Previous				Save Next >

- Upon selection of the permit type they have to populate the information requested in the page.
- The user can click on 'Next' to proceed to the next step.
- The user can click on 'Previous' to go back to the step before.
- The user can click on 'Save' to save this application and revisit it at a later time.

•				
(7) LOS ANGELES				Update on coronavirus 311 City Services LA City Directory
	TO REPORT A	N EMERGENCY CALL 9-1-1		
				🐐 Home 🛛 Anusha Rajagopalan 🗸
Address 2	Project Information 3	Application Information	Contacts	5 Review/Submit
Plan Review/Permit: () - Type: () - Status: - Project Address: 230 W 60TH ST 90003 Application ID: () - Service: () -				Help
Project Information				
Choose the Permit Type	Please provide ePlan reference ID information, in	favailable		
LADBS plan check (construction)	PCIS Application Number* ①	ePlan Reference ID (2)		
🤣 Fire Permit		1234	Verify	
Hydrants & Access	Not applicable			
	Type of work*			
	New Addition Tenant Improvement			
	Work Description*			
	Comments			
← Previous				Save Next →



(i) LOS ANGELES				! Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				🐐 Home 🛛 Anusha Rajagopalan 🗸
✓ Address 2	Project Information	3 Application Information	(4) Contacts	5 Review/Submit
Plan Review/Permit: () - Type: () - Status: - Project Address: 230 W 60TH ST 90003 Application ID: () - Service: () -				Help
Project Information				
Choose the Permit Type	Please provide ePlan reference ID) information, if available		
LADBS plan check (construction)	PCIS Application Number* ③	ePlan Reference ID ①		
Fire Permit		1234	Verify	
Hydrants & Access	Not applicable			
	Work Description*			
	Comments			
← Previous				Save Next >
	© LOS ANGELES FIRE DEPARTMENT	PRIVACY TERMS OF SERVICE PHOTO CREDITS POV	VERED BY 3DI SYSTEMS	

Step 3: Add Permit Information

(7) LOS ANGELES			Update on coronavirus 311 City Services LA City Directory
	TO REPORT AN EMERGENCY CALL 9-1-1		
			🏾 🤻 Home 🛛 an raj 🗸
Address V Project Informs	ation 3 Application Information	(4) Contacts	5 Review/Submit
Plan Review/Permit: Water Resources & Infra Type: - Stat Project Address: 203 1/2 E 120TH ST 90001 Application ID: D20 00397 Sen	turs: Suved		Неір
Application Information (0)			+ Add Application
← Previous			Save Next >
	© Los Angeles Fire Department PRIVACY TERMS OF SERVICE PHOTO CREDITS	POWERED BY 3DI SYSTEMS	

• The user can 'Add Application' by clicking on the blue button.



(i) LOS ANGELES	Update on coronavirus 311 City Services LA City Directory
TO REPORT AN EMERGENCY CALL 5-1-1	
EINS MARKET	👫 Home 🛛 an raj 🤸
Address Project Information 3 Application Information 4 Contacts	5 Review/Submit
Plan Review/Permit: © Water Resources & Infna Type: © - Status: Saved Project Address: 203 1/2 E 120TH ST 90061 Application ID: D 20 00397 Service: -	Help
Application Information (0)	+ Add Application
← Previous	Save Next >

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

• The user has to populate the permit information here.

(1) LOS ANGELES		Update on coronavirus 311 City Services LA City Directory
	Add Permit Information ×	
EINER CONTRACTOR	Permit/Review Type * Fire Dept Access/Fire Hydrant Field Inspection and/or Test	of Homa an raj ⊸
Address Project Information	PCIS # Address 203 1/2 E 120TH ST CA Los Angeles 90061	4 Contacts 5 Review/Submit
Plan Review/Permit: © Water Resources & Infra Type: - Status: Suved Project Address: 203 1/2 E 12011 ST 90061 Application ID: 0 020 00397 Service: -	Comments	нар
Application Information (0)	Close Save	+ Add Application
← Previous		Save Next →
© Los Angeles F	re Department PRIVACY TERMS OF SERVICE PHOTO CREDITS POWER	RED BY 3DI SYSTEMS

3 Pointe Drive Suite 307, Brea, CA 92821 Phone: (714) 257-8590; Fax: (714) 257-1386 www.3disystems.com



(i) LOS ANGELES			Update on coronavirus 315 City Services EA City Directory
	Edit Permit Information ×		
A FIMS	Permit/Review Type *		di Home Anusha Rajanonalan 🗸
V Reservictor	Fire Dept Access/Fire Hydrant Field Inspection and/or Test		
Address Project Information	PCIS #	4 Contacts	5 Review/Submit
	Address		<u>~</u>
Plan Review/Permit: ① Water Resources & Infra Tune: ① Fire Deat Access/Fire Hydrant Field Inspection and/or Test Status:	230 W 60TH ST CA Los Angeles 90003		_
Project Address; 230 W 60TH ST 90003 Application ID; ① D21-00059 Service	Comments		Help
	4		
Application Information (1)		-1	+ Add Application
	Close Save		
Fire Dept Access/Fire Hydrant Field Inspection and/or Test Details 🖉 🗓			
Service: Backmann Remular			
Fees: To be provided by LAFD			
← Previous			Save Next >
© LOS ANGELES FIRE DEP			

- Based on the selection, further information is requested in the pop up.
- Fee information will be populated by the office staff only.
- The user has the ability to add multiple permits (if applicable) by clicking on the blue button.
- The user can view the details on the permit added, edit the information or delete it as shown in the screenshot.
- The user can click on 'Next' to proceed to the next step.
- The user can click on 'Previous' to go back to the step before.
- The user can click on 'Save' to save this application and revisit it at a later time.

(i) LOS ANGELES				Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				👫 Home 🛛 an raj 🗸
Address	Project Information	Application Information	4 Contacts	5 Review/Submit
Plan Review/Permit: O Water Resources & Infra Project Address: 203 1/2 E 120TH ST 90061	Type: O Fire Dept Access/Fire Hydrant Field Inspection and/or Test Application ID: O D29-00397	Status: Saved Service: () Backroom Regular		Нер
Contacts (0)				Add Contacts
 Previous 				Save Next >

Step 4: Add Contacts

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

• The user can 'Add contacts' by clicking on the blue button 'Add Contacts'.



(i) LOS ANGELES		Update on coronavirus 311 City Services LA City Directory
	Create Contact X	
FINS	Select Contact Type * -Select-	🐗 Home 🛛 an raj 🤟
Address	First Name* Last Name*	Contacts 5 Review/Submit
Plan Review/Permit: Water Resources & Infra Type: File Dept Access/File Hydrant Field Inspection and Project Address; 203 1/2 E 120TH ST 90061 Application ID; 0.209-00397	Street Line1 * Street Line2	нер
Contacts (0)	City* State* Zip*	R, Add Contacts
← Previous	Phone * Email * Cancel Save	Save Next >
© Los Angeles Fir	e Department PRIVACY TERMS OF SERVICE PHOTO CREDITS PO	VERED BY 301 SYSTEMS

- The user has to populate all the information requested in the pop up.
- The user can click on 'Save' to save the contact information.
- Owner and Applicant/sponsor information is mandatory.
- 'Bill To' selection is mandatory as well.
- The user can click on 'Cancel' to cancel/delete the contact information.

(7) LOS ANGELES			Up	ate on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
FINS				👫 Home 🛛 an ra 🗸
Address	Project Information	Permit information	4 Contacts	5 Review/Submit
Permit: © LADBS Permit Address: © 230 S FRIES AVE 90744	Type: ③ Fire/Life Safety Plan review Transaction ID: ① D20-00304	Status: ① Saved Service: ① Counter		Help
Contacts (1)				Add Contacts
Owner	 Bill to 🆉 💼 			
← Previous				Save Next >
	© Los Angeles Fire Depart	tment PRIVACY TERMS OF SERVICE PHOTO CREDITS POWERED B	Y 3DI SYSTEMS	

- The user can add multiple contacts by clicking on the 'Add Contact' button.The user can edit or delete the contacts added.
- The user is provided with an option to let the staff know who is responsible for the bill.
- The user can click on 'Next' to proceed to the next step.
- The user can click on 'Previous' to go back to the step before.



• The user can click on 'Save' to save this application and revisit it at a later time.

(7) LOS ANGELES			Update on coronavirus 311 City Services LA City Directory
	TO REPORT AN EMERGENCY CALL 9-1-1		
EINS			🖀 Home 🛛 an raj 🗸
Address V Project In	formation Application Information	Contacts	5 Review/Submit
Plan Review/Permit: Water Resources & Infra Type: Fire Dept Access/Fire H Project Address: 203 1/2 E 120TH ST 90061 Application ID: 020-00397	lydrant Field Inspection and/or Test Status: Saved Service: ① Backroom Regular		Help
Review / Submit			
✓ Project Address			Edit
Address: 203 1/2 E 120TH ST CA Los Angeles 90061			
✓ Permit Information			Edit
Transaction Type: Water Resources & Infra			
PCIS Application No.: Type Of Work :			
Work Description: test			
Comments:			
✓ Review Information			Edit
Plan Check Service: Backroom Regular			
Fire Dept Access/Fire Hydrant Field Inspection and/or Test			
← Previous			Save & Continue
	© Los Angeles Fire Department PRIVACY TERMS OF SERVICE PHOTO CREDITS	POWERED BY 3DI SYSTEMS	*

Step 5: Review Information Provided

- The user can click on 'Save & Continue' if all the information provided is correct.
- Users can also click on 'Edit' if they need to modify some information.



10 Unload Plan

9 Confirma	ation on Permit Appl	ication Creation		
(i) LOS ANGELES			υ _Γ	pdate on coronavirus 311 City Services LA City Directory
FIMS				👫 Home 🛛 an raj 🗸
Address	Project Information	Application Information	Contacts	Review/Submit
Plan Review/Permit: O Water Resources & Infra Project Address: 203 1/2 E 120TH ST 90061	Type: ① Fire Dept Access/Fire Hydrant Field Inspection and/or Test Application ID: ① D20-00397	Status: Pending Plan Upload Service: ① Backroom Regular		Help
				Print
		THANK YOU!		
	Your draft application is ready. Your Application ID is 020-003971	Your Application ID is D20-00397 Note: Please upload the plan and submit the application. Once you sub Department within 2.3 days. Continue	nit the application it will be reviewed for completeness by Fire	

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

- Upon completion of 'permit application' the user is redirected to the confirmation screen.
- The user can print this information as well, by clicking on the 'Print' icon.
- The user can upload the plans now by clicking on the 'Continue' button.
- Please note that the Application id is given to a draft application created. This draft transaction does not appear in the plan checkers dashboard till the plan is uploaded.
- The application will be given a transaction id, after the application is accepted and approved by the plan checker.

ro opiouu ru				
DIS ANGELES				Update on coronavirus 311 City Services LA City Direct
		TO REPORT AN EMERGENCY CALL 9-1-1		
				👫 Home 🛛 an ra
Initial Submission	⊗ Plan Uplead	() Application Screening	(j) Plan Check in Progress	() Plan Check Complete
Plan Review/Permit: Water Resources & Infra Type: Fi Project Address: 203 1/2 E 120TH ST 90061 Application	ire Dept Access/Fire Hydrant Field Inspection and/or Test Status: Pe ID: © D20-00397 Service: ©	anding Plan Upload)) Backroom Regular		Help
PLOAD PLANS AND SUPPORTING DOCUMENTS:				
For Hydrants and Access clearances, please submit the fol	lowing documents in PDF format:		 Upload plans & documents Drop Off plans 	
 A copy of the LADBS permit application including the structure A copy of the LADBS clearance summary sheet 	ine inventory		Max file capacity	100 MB
 Plans for the proposed project(s). At a minimum, submitted j 	plans should include site/plot plans, floor plans, roof plans, and eleva	ations.		
 If the project clearance is oil well related, a Construction Site 	Well Review (CSWR) letter will be required. CSWR letter can be obtain	ined from CalGEM (DOGGR).		
 Any additional supporting documentation that will assist with 	h the plan review.		🖿 Browse	
For Fire Permits, please submit the following documents in	PDF format:			
 Plans for the proposed project(s). At a minimum, submitted plans for the proposed project (s). 	plans should include site/plot plans, equipment plans and specificati	ions, and relevant NRTL listing information.		
 Any additional supporting documentation that will assist with 	n the plan review.			
For Fire/Life Safety, please submit the following documents	s in PDF format:			
 A copy of the LADBS permit application including the structu A copy of the LADBS clearance summary sheet 	re inventory			
 Plans for the proposed project(s). At a minimum, submitted project 	plans should include site/plot plans, floor plans, roof plans, elevation	s, and details.		
• Any additional supporting documentation that will assist with	h the plan review.			
mment				
		Submit For LAFD Screening		



- The details for plan upload are provided on this page.
- The user can click on browse and add files to be uploaded.
- The user can then submit this application for review by clicking on the 'Submit for Review' button.
- A confirmation email is sent to the customer upon completing this step in the application creation process.

IDS ANGELES				Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
EINS				👫 Home 🛛 an raj 🗸
⊘ Initial Submission) Plan Upload	() Application Screening	() Plan Check in Progress	Plan Check Complete
Plan Review/Permit: () Water Resources & Infra Type: () Project Address: 203 1/2 E 120TH ST 90061 Application	Fire Dept Access/Fire Hydrant Field Inspection and/or Test Status: Pendin on ID: © D20-00397 Service: © 8	ng Plan Upload Backroom Regular		Неір
UPLOAD PLANS AND SUPPORTING DOCUMENTS:				
For Hydrants and Access clearances, please submit the fo	ollowing documents in PDF format:		Vpload plans & documents Drop Off plans	
A copy of the LADBS clearance summary sheet	and strends y		Max file capacity 10	0 MB
Plans for the proposed project(s). At a minimum, submittee if the project clearance is oil well related, a Construction Sit Any additional supporting documentation that will assist w	d plans should include site/plot plans, floor plans, roof plans, and elevatior te Well Review (CSWR) letter will be required. CSWR letter can be obtained tht the plan review.	ns. I from CalGEM (DOGGR).	🖨 Browse	
For Fire Permits, please submit the following documents	in PDF format:			-
 Plans for the proposed project(s). At a minimum, submittee Any additional supporting documentation that will assist w 	d plans should include site/plot plans, equipment plans and specifications ith the plan review.	a, and relevant NRTL listing information.		
For Fire/Life Safety, please submit the following documer • A copy of the LABS permit application including the struct • A copy of the LABS cleanace summary sheet • Plans for the proposed project(s). At a minimum, submittee • Any additional supporting documentation that will assist w	its in PDF format: ture inventory d plans should include site/plot plans, floor plans, roof plans, elevations, a ith the plan review.	nd details.		
Comment				
				li

Re-Upload Plan:

Type of Work: Addition 🕐			
🛐 Water Resources & Infra # H20-01816			
Address: 203 1/2 E 120TH ST 90061	Plan Checker Name:	View Halandod Diana & Comastian Damumanta	
Unit No:	Plan Checker Email:	view oproadeu Plans & supporting bocuments	
Plan check Service: Fire Dept Access/Hydrant Plan Review 💿	Status: Pending Assignment 🕕		
DBS (PCIS) Ref#: ①	Payment Due: \$0		
Type of Work: 🕥			
9 Fire Permit # F20-00910			
Address: 230 W 30TH ST 90007	Plan Checker Name:		
Unit No:	Plan Checker Email:	View uploaded Hans & Supporting Documents	
Plan check Service: Asbestos Abatement, Gas Holder 💿	Status: Pending Assignment ③		
DBS (PCIS) Ref#: ()	Payment Due: \$0		
Type of Work: Addition			
g LADBS Permit # D20-00296		Deete	
Address: 230 W 41ST PL 90037	Plan Checker Name:		
Unit No: 301	Plan Checker Email:	Resume Transaction	
Plan check Service: Fire Alarm Plan Review (Inspection Only) 💿	Status: Saved ③		
DBS (PCIS) Ref#: 11111-11111-11111 ①	Payment Due: \$0		
Type of Work: ①			
2 LADBS Permit # D20-00306		(Deide)	
Address: 203 1/2 E 120TH ST 90061	Plan Checker Name		
Init No:	Plan Checker Email:	Upload Plans and Supporting Documents	
Plan check Service: Fire Alarm Plan Review ①	Status: Pending Plan Upload	Edit Transaction	
DBS (PCIS) Ref#: 11111-11111-11111 ①	Payment Due: \$0	LUIL HANDOLIUM	
Type of Work: ①			
v Water Resources & Infra # D20-00308		(Delete)	
Address: 203 1/2 E 120TH ST 90061	Plan Checker Name:		
Unit No:	Plan Checker Email:	View Details	

• If the internal staff wants the customer to re-upload the plans & supporting documents, they will post a comment and ask the following from the customer.



• The customer can view that information in their homepage.

Type of Work: Addition \odot		
Image: Water Resources & Infra # H20 01816 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan check Service: Fire Dept Access/Hydrant Plan Review : ○ ●	Ptan Checker Name: Ptan Checker Email: Status: Pending Assignment () Parametr (n. 630	Vew Upleaded Plans & Supporting Documents
Type of Work: ©		
ddress: 230 W 30TH ST 90007 Unit No: Plan check Service: Ablestos Abatement, Gas Holder ○ DBS (PCIS) Ref#: ○ Type of Work: Addition ○	Plan Checker Name: Plan Checker Email: Status: Pending Assignment () Payment Due: 80	View Loloaded Plans & Supporting Documents
V LADBS Permit # D20-00296		Delete
Address: 230 W 13T PL 90037 Unit No: 301 Plan check Service: Fire Alarm Plan Review (Inspection Only) DBS (PCIS) Refe: 11111-11111-11111 Type of Work: ①	Plan Checker Name: Plan Dhecker Email: Status: Save G ○ Payment Due: \$0	Returne Transaction
LADBS Permit # D20-00306		Delote
Address: 203 1/2 E 120TH 5T 90061 Und No: Plan chack Service: Fire Alarm Plan Review ① DBS (PCB) Self: 1111-1111-1111 ① Type of Work:②	Plan Checker Name: Plan Checker Email: Status: Pending Plan Upload ① Payment Due: S0	Uptoad Plans and Supporting Documents Edit Transaction
Vater Resources & Infra # D20-00308		Delete
Address: 203 1/2 E 120TH ST 90061 Unit No:	Plan Checker Name: Plan Checker Email:	View Details

• The customer can upload the plans & supporting documents again and send it for review by clicking on the 'Upload Plans & Supporting Documents' button.

11 Application Details

• Once the plans & supporting documents has been uploaded, the application is in the 'Application Screening' step.

Step 1: Application Screening



fimsextstaging.azurewebsites.net/ComCon/Tab/RenderTab?tabName=Dashboard&UserId=57166)

(i) LOS ANGE	ELES				Update on ocronavirus S11 City Services LA City Directory
			TO REPORT AN EMERGENCY CALL 9-1-1		
	MS KTON IN SYSTEM				🐐 Home 🛛 an raj 🗸
	Initial Submission	⊘ Plan Upload	Application Screening Applicatio	() Plan Check in Progress	() Plan Check Complete
Plan Revie Project Ad	w/Permit: ① Fire Permit Idress: 203 1/2 E 120TH ST 90061	Type: © Conduct Fireworks Displey, Dry Cleaning Equipment Status: Pend Application ID: © D20 00398 Service: © 1	ing Application Screening Backroom Regular		Help
Note Your applic	cation has been submitted for initia	I screening, it will be reviewed by the Fire Department and you will be notified i	f there is any additional information required. Otherwise you will receive a not Back. To Home Plage	tification with fee information associated with your requested application with fee information associated with your requested application of the state of the st	Directer ation and you will be prompted to make fee payment.

Step 1.1: Missing Information

SERVICE | PHOTO

(f) LOS ANGELES		Update on coronavirus 311 City Services LA City Director
	TO REPORT AN EMERGENCY CALL 9-1-1	
FINS IN ADDRESS		👫 Home 🛛 an ra 🗸
My Dashboard		search Q
My Projects (1)	王 王 美	Online Services
✓ An-Project 1	Inspection 0 Permits 2	Start New Permit Application
LADBS Permit # D20-00255 Address: 230 S FRIES AVE 90744 St Plan check Service: Fire/Life Safety Plan review ① St BBS (PCIS) Refe; ② Plan review ② Type of Work: Plan Permit # D20-00255	ubmited On: 08/31/2020 tatus: Pending Application Screening ayment Due: 0	Add an existing application to your Profile
LADBS Permit # D20-00304 Si Address: 230 S FRIES AVE 90744 Si Plan check Service: Fire/Life Safety Plan review ① Si BBS (PCIS) Ref#: 11111-11111 ① Plan Type of Work: Plan	ubmited On: 09/09/2020 Missing Information tatus: Missing Information ayment Due: 0 View Plan	

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

- If the staff wants additional information from the customer, they can request for 'Missing information' to be provided.
- The customer will receive an email notification and can also view this information on their homepage by clicking on the 'Missing Information' button.

S ANGELES					Ipdate on coronavirus 311 City Services LA City Dire
		TO REPORT A	N EMERGENCY CALL 9-1-1		
FIMS HEADELENE HANNELENET SYSTEM					😽 Home 🛛 an
⊘ Initial Submission	🧭 Plan Upload	Ø Application Screening	Correction Issued	() Plan Check	() Plan Check Complete
mit: ① LADBS Permit iress: ② 230 S FRIES AVE 90744	Type: () Fire/Life Saf Transaction ID: () D2	tty Plan review 10-00304	Status: ① Missing Information Service: ② Counter		1 Missing Information
		Your application is incompl	ete. Please address the issues below		
Missing Project Information test - Anusha					
Modify Application					

• The user can click on 'Modify Application' and update the information that has been requested by the internal staff.

POWERED BY 3DI SYSTEM

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS

- Please submit your information again.
- Upon submission of information, the user will see that the permit application is in 'Application Screening' step again.

🔞 LOS ANGELES						Update on ocronavirus 311 C	Ity Services LA City Directory
		TO REPORT A	NEMERGENCY CALL 9-1-1				
							👫 Home 🛛 an raj 🗸
Initial Submission	🧭 Plan Upload	⊙ Ap	plication Screening	(e) Plan Check in I	Progress	③ Plan Check Co	mplete
Plan Review/Permit: ① Fire Permit Project Address: 203 1/2 E 120TH ST 90061	Type: ① Conduct Fireworks Display, Dry Cleaning Equipment Application ID: ③ F20-00920	Status: Pending Payment Service: ① Backroom Regular					Help
Note Tank you for submitting the application. It is now Determine the application. It is now Partonics the two provides and download a copy displayed in Partonics the two provides and download a copy displayed in Order Card CACH ECheck Det Card CACH ECheck Partonics the two provides and the control of the copy of the	complete. The panet here.	NO PROCESSED AS A ESPANAIE TRANSACTION BY OUR THR	TransactionCon Transactor Transac	firmationPayment Son Discontinue Control Con	The standard and a st	C	

Step 1.2: Permit Application Payment



- The user will be prompted to pay the transaction fees at the plan check step.
- They will receive an email from the staff.
- The user can pay online as well.
- They would see the 'Pay Transaction Fees' option on their homepage.
- The user clicks on the button to review the payment information.
- The user has an option to pay using credit card or ACH.

< Cancel Payment	Los Ang	geles Fire Department
	Order Section	
	Amount	6,609.77 USD
		CHECKOUT
		Payment

	Los Angeles	Fire Department		
Order Section		Billing Address		
Amount	6,609.77 USD	Company		
Payment		First Name	Last name	
PAYMENT CARD				
Card Number *				
Expiration Date(MMYY) * CVV2 *	0			
	SUBMI	PAYMENT		



- Once the payment is submitted a confirmation email is sent to their email.
- The user can also print the receipt.

Step 2: Plan Check

Experience of the service free full safety Plan review Base Sproved Submited On: 00/07/2020 Status: Pending Application Screening Payment Due: 0 Payment Due: 0 Status: Pending Application Screening Payment Due: 0 Payment Due: 0 Status: Pending Application Screening Payment Due: 0 Payment Due: 0 Status: Pending Application Screening Payment Due: 0 Payment Due: 0 Status: Pending Application Screening Payment Due: 0 Payment Du	(i) LOS ANGELES		Update on coronavirus 311 City Services LA City	y Director						
 W Deshboard M Projects () M Project	TO REPORT AN EMERGENCY CALL 9-1-1									
My Pagehboard My Projects ()	FINS		🖨 Home a	ın ra ∽						
My Projects (1) Inspection Permit # 020-00255 Address: 230 S FRIES AVE 90744 Plan check Service: Fire/Life Satety Plan review • BBS (PCIS) Refe: • Type of Work: Bas (PCIS) Refe: * Submited On: 09/09/2020 Status: Plan check in Progress • Payment Due: 0 Payment Due: 6 Provine Payment Due: 6 Payment Due: 645.00	My Dashboard		search Q	4 8						
Act:Project 1 Inspection Permits 2 Permits 2 Start New Permit # 020-00255 Address: 230 5 RBES AVE 90744 Plan check service: Flec./LIE Safety Plan review BBS (PCIS) Ref#: ① Type of Work: Submited 0n: 09/09/2020 Startus: Pending Application Screening Payment Due: 0 Payment Due: 0 Payment Due: 6436.00 Plan check in Progress Payment Due: 6436.00 Plan check in Progress	My Projects (1)	Σ ≑	Online Services							
Image: Interpret and the D20-00255 Address: 230 S FRIES AVE 90744 Plan check Service: Fire/Life Safety Plan review BBS (PCIS) Ref#: Type of Work: Image: Interpret and Image:	✓ An-Project 1	Inspection 0 Permits 2	Start New Permit Application							
Address: 230 S FRIES AVE 90744 Submited 0n: 08/31/2020 Vew Details Bits (PCIS) Ref : ① Stutus: Pending Application Screening ① Payment Duc: 0 Type of Work: Payment Duc: 0 Vew Details	g LADBS Permit # D20-00255									
Plan check service: Free/Life Safety Plan review Status: Pending Application Screening BBS (POIS) Refer: Payment Due: 0 Image: Description of the service: Free/Life Safety Plan review Status: Pending 4pplication Screening Image: Description of the service: Free/Life Safety Plan review Status: Pending 4pplication Screening Image: Description of the service: Free/Life Safety Plan review Status: Plan check in Progress Payment Due: 6436.00 Payment Due: 6436.00	Address: 230 S FRIES AVE 90744	Submited On: 08/31/2020 View Details	Add an existing application to your							
Type of Work: Image: Color State Image: LADES Permit # C20-01505 State: Plan Check in Pogress Address: 230 S FRIES AVE 90744 Submited On: 09/09/2020 Plan Check sovie: Frie-Life Satety Plan review () Status: Plan Check in Progress () BBS (PCIS) Ref#: 11111-11111 () Payment Due: 6436.00 Type of Work: Payment Due: 6436.00	Plan check Service: Fire/Life Safety Plan review BBS (PCIS) Ref#:	Status: Pending Application Screening ① Payment Due: 0	FIGHE							
LADBS Permit # C20-01505 Address: 230 S FRIES AVE 907-44 Submited On: 99/09/2020 Plan check Service: Fire/Life Sattey Plan review Status: Plan check in progress BBS (PCIS) Ref#: 1111-11111 Payment Due: 6436.00 Type of Work: Plan Check in Progress	Type of Work:									
Address: 230 S FRIES AVE 90744 Submited On; 09/09/2020 Plan Check in Progress Plan check Service: Fire/Life Safety Plan review Status: Plan check in progress Plan Check in Progress BBS (PCIS) Fire/Life Safety Plan review Payment Due: 6436.00 Plan Check in Progress Type of Work: Payment Due: 6436.00 Plan Check in Progress	D LADBS Permit # C20-01505									
Plan check Service: Fite/Life Safety Plan review Status: Plan check in progress BBS (PCIS) Ref#: 1111-1111 Payment Due: 6436.00 Type of Work: Payment Due: 6436.00	Address: 230 S FRIES AVE 90744	Submited On: 09/09/2020 Plan Check in Progress								
UBS (VCIS) Kef#: TTTFTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	Plan check Service: Fire/Life Safety Plan review	Status: Plan check in progress ①								
	Type of Work:	Payment Due: 6436.00								

© Los Angeles Fire Department PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

- Post application approval, we assign a transaction id to the online permit created.
- The transaction is reviewed by the staff.

Step 3: Plan Check Approved

• The transaction is approved by the plan checker after they have all the information needed and then the plan is approved and stamped.



12 Pay Permit Application Fees

		The first second s
W LOO MINILLO	TO REPORT AN EMERGENCY CALL 9-1-1	Update on cotonavirus and city Services and City Unicut
		👫 Home an ra 🤇
My Dashboard		search Q
My Projects (1)	<u>₹</u> *	Online Services
An-Project 1 LADBS Permit # D20-00255 Address: 220 5 FRIES AVE 90744 Plan check Service: File/Life Safety Plan review ① BBS (FIGS) Refe: ① Type of Work:	Submited On: 0N/31/2020 Status: Pending Application Screening © Payment Dur: 0	Start New Permit Application
LADBS Permit # C20-01505 Address: 230 S FRIES AVE 90744 Plan check Service: Fire/LIVE Safety Plan review ① BBS (PCIS) Ref#: 1111-11111 ① Type of Work:	Submited On: 09/09/2020 Status: Pending Payment Payment Due: 6436.00 View Plan	
	Los Angeles Fire Department PRIVACY TERMS OF SERVICE PHOTO CREDITS POWERED BY 301 SYSTEMS	

- The user will be prompted to pay the transaction fees at the plan check step.
- They will receive an email from the staff.
- The user can pay online as well.
- They would see the 'Pay Transaction Fees' option in their home page.
- The user clicks on the button to review the payment information.
- The user has an option to pay using credit card or ACH.

Initial Submission	🧭 Plan Upload	Application Screening	O Correction Issued	⊗ Plan (Check	() Plan Check Complete
it: ① LADBS Permit 155: ① 230 S FRIES AVE 90744	Type: ③ Fire/Life Sa Transaction ID: ③ (afety Plan review 220-01505	Status: O Pending Payment Service: O Counter			
cription you for submitting the application. It is com in preview and download a copy displayed i ving is the payment due: \$6436.000 cited in the application for detailed break up)	plete now. the panel here.					
redit Card ACH ECheck PAY ONLINE MENTS VIA AN ELECTRONIC CARD (CREDIT/ORENT	A ADF SIIR IF/TTD & MONLOFFINDLARI F 2 70%, SERVIYE F	TEF ANI FATTA ANN DROAFDSRM AS A STRADATE	Los Angel Permin Transaction ID: C20-01505 Phone Number:	S FIRE DEPARTMENT Application Project Address: Ext: Business Name:	Fire Development Ser To schedule an inspection of transactionispection, go to For any questions, please of 230 S FRIES AVE CA Los Ang	vices r check status of a r. http://inspect.lafd.org alic213/482-6903 veles 90744
Credit Card ACH ECheck	ARE SUBJECT TO A NON-REFUNDABLE 2.70% SERVICE P SSOR EVON INC. RATE SUBJECT TO CHANGE BASED OF	RE COLLECTED AND PROCESSED AS A SEMARTE CREDITIONING RATES.	Los Angel Permi Transaction ID: C2001505 Phone Number: Transaction Type: LABB Permi Permit Description: Finulus S Section 1: Omer	ES FIRE DEPARTMENT Application Ext: Business Name: Transaction Statu fety Plan review (Refer to Sectio	Fire Development Ser To schedule an inspection of transaction/inspection, go to For any questions, please of 230 S FRIES AVE CA Los Any s: Pending Payment E n 5 for more details)	vices crineds status of a : http://inspect.lafd.org alt;(213).482-6903 eleis 90744 Pate Created: 09/09/2020



< Cancel Payment	Lo	s Angeles Fire Department	
	Order Section		
	Amount	6,609	9.77 USD
		CHECKOUT	
		Secure Payment	

- Once the payment is submitted a confirmation email is sent to their email. The user can also print the receipt. •
- •

Back to Order Section				
	Los Angeles	Fire Department		
Order Section		Billing Address		
Amount	6,609.77 USD	Company		
Payment		First Name	Last name	
PAYMENT CARD				_
Card Number *				
Expiration Date(MMYY) * CVV2 *	0			
	SUBMIT	PAYMENT		
	0	Secure Payment		



13 Inspection Request / Edit / Review

LOS ANGELES			Update on ocronavirus 311 City Services LA City Directory
	TO REPORT AN EME	RGENCY CALL 9-1-1	
			🐐 Home 🛛 Anusha Rajagopalan 🗸
y Dashboard			search Q
My Projects (6)		<u>∓</u> ≑	Online Services
♥ An Project 1		Inspection 1 Permits 5	문 Start New Application
To LADES Permit # C20 01856 Address: 660 S STANFORD AVE 90021 Unit No: Plan check Service: Fire/Life Safety Plan review ○ DBS (PCIS) Ref#: 19010-10003-03065 ○ Type of Work:	Plan Checker Name: GSCAR SALGADO, JR. Plan Checker Email: Oxica: Salgado Jrigilacity.org Status: Plan Check approved () Payment Due: 50	(Dissociate) Inspection Request / Edit / Review Wew Uploader Plans & Supporting Documents	Add an existing application to your Profile
I LABES Permit # C20 01914 Address: 233 5 AVENUE 22 90031 Unit No: Plan check Service: Fire Alarm Plan Review ① DBS (PCIS) Ref. ② Type of Work:	Plan Checker Name: Plan Checker Email: Status: Pending Assignment ① Peyment Due: \$0	Dissocials Vew Uploaded Plans & Supporting Documents	
Image: The Permit # P20 d0931 Address: 230 S FRIES AVE 90744 Unit No: Plan check Service: Dry Cleaning Equipment OBS (PCIS) Ref: 1111-11111 OType of Work: Addition	Plan Checker Name: HANI MAUX Plan Checker Email: HANI MAUXQLACITY ORG Status: Plan Check approved ① Payment Due: 50	Inspection Request / Edit / Review View Uploaded Plans & Supporting Documents	

- The user can request for inspection once the plan has been approved.
- Click on the 'Inspection Request / Edit / Review' button.
- By clicking on this button, the user can edit inspection requests from the past or review the inspection information or request a new inspection.

(i) LOS ANGELES				Update on coronavirus S11 City Services	LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1			
				🚜 Hor	ne an ra v
	1 Enter Details for inspection	2 Pick A Preferred Date for Inspection	3 Request Pay/ Confirmation		
Transaction ID: C20-01505 Project Address: 230 S FRIES AVE Los Angeles CA	90744 🍳 Area in Numbe	Sq ft: - r of Flaors: - r of Devices: -			
Select Review Type (Must choose at least c	one)				
Select Inspection (Must choose at least one))				
Air Handling	Building Access	Elevator Operations	Emerge	ency Generator	
Emergency Power and Lighting System	Fire Control Room	Fire Department Connection	ins (FDC) Fire Ext	tinguisher	
Fire Pumps	Fire Rated Assemblies	Job Meeting	Job Wa	lk	
Signage	Smoke Control	Stairwell Pressurization			

Step 1: Enter Details of the Inspection



Amounts (for the selected instruction(s) only)				
Area in Sn ft	Number of Eloore	Number of Devices	Eleor#	
Inspection Contact Person (must be available for contact on s	elected day of inspection)			
Contact Number*	Contact Email *		Company Name *	
First Name *		Last Name*		
Inspection Contact Address (Optional)				
Street Line 1	Street Line 2	City	State	Zip
Payment Responsible Person (Parson Responsible for paym	ant of the impaction request)			
r ayment responsible r croom (reison responsible to payin	ent of the inspection requesty			
Same as inspection contact person				
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (select a previously issued correction which is ready	For re-inspection)	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (select a previously issued correction which is ready There is no pending correction for selected inspection type(s)	Contact Email •	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (select a previously issued correction which is ready There is no pending correction for selected inspection type(s)	Contact Email •	First Name *	Last Name *	
Same as inspection contact person Contact Number * Contact Number * Corrections (0) (select a previously issued correction which is ready There is no pending correction for selected inspection type(s)	Contact Email •	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (select a previously issued correction which is ready There is no pending correction for selected inspection type(s) Comments (Optional)	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (asked a previously issued correction which is ready There is no pending correction for selected inspection type(s) Comments (optional)	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	
Same as inspection contact person Contact Number *	for re-inspection)	First Name *	Last Name *	
Same as inspection contact person Contact Number * Corrections (0) (select a previously issued correction which is ready There is no pending correction for selected inspection type(s) Comments (Optional)	Contact Email •	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email •	First Name *	Last Name *	
Same as inspection contact person Contact Number *	Contact Email *	First Name *	Last Name *	

- The user provides information for the inspection they are requesting for.The user clicks on 'Next' to proceed with their inspection request.

IOS ANGELES			_	Update on ocronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1		
				🏘 Home 🛛 an ra 🐱
Reported to 12 years				
		2		
	Enter Details for Inspection	Pick A Preferred Date for Inspection	Request Pay/ Confirmation	
Request Inspections				Currently: 9/9/2020 1:39:18 PM
Select Preferred Date For Inspection				
		September 2020		
мо	тυ	WE	тн	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
21	22	23	24	20

Step 2: Select Preferred Date of Inspection





Is this Off-Hour Inspection?			
Estimated Duration of Inspection *			
3		~	
Fees: \$265.74 (\$258.00 + 3.00% Development Services Center Surcharge)			
Note: Off-hour request is only allowed between 5:00 PM to 8:00 AM, except Weekends. Please select time accordingly.			
< Back		Submit & Proceed To Pay	
	© Los Angeles Fire Department PRIVACY TERMS OF SERVICE PHOTO CREDITS POWERED BY 3DI SYSTEMS		

- The user selects the date and time for the inspection they are scheduling.
- The user can submit this information and proceed to pay online.



- The user can pay for inspection fees after reviewing the payment information.
- The user can pay online using a credit card or ACH option.



15 Associate/ Disassociate with an existing Application

los luisiles	Update on coronavirus 311 City Services LA City Directory
TO REPORT AN EMERGENCY CALL 9-1-1	
I FINS	🐐 Home 🛛 Anusha Rajagopalan 🗸
My Dashboard a	search Q
My Projects (6)	Online Services
> An Project 1 Inspection 1 Permits 5	Start New Application
> An Project 2 Inspection 0 Permits 3	DD
> Lakeview Inspection 1 Permits	Add an existing application to your Profile
> An Project 3 Inspection 0 Permits 3	
> An Project 1 Inspection 0 Permits 0	
> An ProjecT1 Inspection 0 Permits	

		© LOS ANGELES FIRE DEPARTMENT PRIVACY TERMS OF SERVICE PHOTO CREDITS POWERED BY 301 SYSTEMS	
IOS ANGELES			Update on coronavirus 311 City Services LA City Directory
		TO REPORT AN EMERGENCY CALL 9-1-1	
FIMS			🐐 Home 🛛 Anusha Rajagopalan 🛩
	Add an existing permit or plan check application to your accou	int by entering Transaction ID Number and Street Name	
	Transaction ID e.g. C15-0001	Enter any word of the Street Name e.g.Laurel Eind	
		© LOS ANGELES FIRE DEPARTMENT PRIVACY TERMS OF SERVICE PHOTO CREDITS POWERED BY 3DI SYSTEMS	

• The user can associate with an existing application created in the past .



(i) LOS ANGELES			Update on occonavirus 311 City Services LA City Directory
	TO REPORT AN EMER	GENCY CALL 9-1-1	
			🔗 Home 🛛 Anusha Rajagopalan 🗸
My Dashboard			search Q
My Projects (6)			Online Services
An Project 1 Iddes Permit # 020-01856		Inspection 1 Permits 5	BG Start New Application
Address: 660 S STANFORD AVE 90021 Unit No: Plan check Service: Fire/Life Safety Plan review DBS (PCR)S) Neff: 1901-10003-03065 Type of Work:	Plan Checker Name: OSCAR SALGADO, JR. Plan Checker Email: Oscar Salgado. Jr@lacity.org Status: Plan Check approved ③ Payment Dar: S0	Inspection Request / Edit / Review View Uploaded Plans & Supporting Documents	段 Add an existing application to your Profile
LADBS Permit # C2D 01914 Address: 233 S AVENUE 22 90031 Unit No: Plan check Service: Fire Alarm Plan Review ① DBS (PcB) Refr: ① Type of Work:	Pfan Checker Name: Pfan Checker Email: Status: Pending Assignment ① Payment Due: 50	(Dissociate) Vew Uploaded Plans & Supporting Documents	
Fire Permit # F20-00931 Address: 230 S FRIES AVE 90744 Unit No: Plan check Service: Dry Cleaning Equipment: ① DBS (PCIS) Ref#:1111-11111-11111 ① Type of Work: Addition	Plan Checker Name: HANI MALKI Plan Checker Email: HANI MALKI (ELACITY ORO Status: Plan Check approved Payment Due: 50	Impection Request / Edit / Review	

• The user can disassociate from an application as well.

16 Log Out

IDS ANGELES		Update on coronavirus 311 City Services LA City Directory
TO REPORT AN EMERGENCY CALL 9-1-1		
EIMS EXAMPLE		Home
My Dashboard		search X
My Projects (6)	<u>₹</u>	Online Services Log Out
> An Project 1	Inspection 1 Permits 5	Start New
> An Project 2	Inspection 0 Permits 3	
> Lekeview	Inspection 1 Permits 8	Add an existing application to your Profile
> An Project 3	Inspection 0 Permits 3	
> An Project 1	Inspection 0 Permits 0	
> An ProjecT1	Inspection 0 Permits 1	

ENT | PRIVACY | TERMS OF SERVICE | PHOTO CREDITS

• The user can log out of the application at any time.

© LOS ANGELES FIRE DEPAI

