HOW TO SUBMIT PLAN REVIEW APPLICATION ONLINE

Step 1: Enter http://inspect.lafd.org into your browser address bar to access the Fire Inspection Management System (FIMS).

Step 2: Login to your account by providing your username and password. If you are a first time user, register an account. You will receive an email notification of your account registration; **please check your spam account if you do not receive it in your regular inbox.**

Step 3: Click on the 'Start New Application' button.

Step 4: Associate your application with a project name. The project name helps you group multiple applications and transactions under a project name.

Step 5: Provide the address & unit/suite information for the application being created. You may also select from a list of addresses that you previously have submitted.

Step 6: Provide information on the type of permit for which you are applying. By hovering over the type of permit, you will be provided with permit review types.

Step 7: Provide permit/review type details.

Step 8: Provide the contact information. **Note**: **Applicant and Owner information are required**. For Fire Permit, please include contractor information. You also have to select at least one of the contacts that will be billed.

Step 9: Review the information provided.

Step 10: You can save your application to continue at a later time by clicking on the 'Save' button in any of the above steps.

Step 10: Submit the information if you are done providing all the information. Please print or download the confirmation information. **Note: your application will not be screened by LAFD until plans have been received.**

Step 11: Upload the plan/documents needed for the application to be reviewed.

Step 12: Submit the information for LAFD staff review.

Step 13: You will be contacted by the LAFD staff for any missing information, plans, or transaction payments after the application is reviewed. You will receive email notifications for all the next steps. **Please check your spam folder, if you do not receive it normally.** Also, you can check your application status on your home page.

HOW TO UPLOAD A PLAN

Step 1: Enter http://inspect.lafd.org into your browser address bar to access the Fire Inspection Management System (FIMS).

Step 2: Login to your account by providing your username and password.

Step 3: You will be prompted to upload plans/documents immediately after creating an application. You will also see a button 'Upload Plan' on your homepage (dashboard).

Step 4: Click on the browse button to upload the documents requested.

For Hydrants and Access clearances, please submit the following documents in PDF format:

- A copy of the LADBS permit application including the structure inventory
- A copy of the LADBS clearance summary sheet
- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, floor plans, roof plans, and elevations.
- If the project clearance is oil well related, a Construction Site Well Review (CSWR) letter will be required. CSWR letters can be obtained from CalGEM (DOGGR).
- Any additional supporting documentation that will assist with the plan review.

For Fire Permits, please submit the following documents in PDF format:

- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, equipment plans and specifications, and relevant NRTL listing information.
- Any additional supporting documentation that will assist with the plan review.

For Fire/Life Safety, please submit the following documents in PDF format:

- A copy of the LADBS permit application including the structure inventory
- A copy of the LADBS clearance summary sheet
- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, floor plans, roof plans, elevations, and details.
- Any additional supporting documentation that will assist with the plan review.

Step 5: Click on the upload button to upload all the documents on to the portal.

Step 6: Click on the submit for LAFD staff review button to have your application reviewed.

HOW TO UPDATE THE MISSING INFORMATION

Step 1: If you receive an email notification that information is missing from your application, please log in to your account at http://inspect.lafd.org by providing your username and password.

Step 2: Click on the Missing Information button on your homepage to see all the information requested by the staff.

Step 3: Provide all the information and click on the Submit button.

Step 6: You will receive a confirmation email and can print the confirmation from the portal for submitting the missing information.

HOW TO UPDATE THE MISSING PLAN

Step 1: If you receive an email notification that plan information is missing from your application, please log in to your account at http://inspect.lafd.org by providing your username and password.
Step 2: Click on the Missing Plan button on your homepage to see all the information requested by the staff.

Step 3: Provide all the information and click on the submit button.

Step 4: You will receive a confirmation email for updating the missing plans.

HOW TO PAY TRANSACTION FEES ONLINE

Step 1: Enter http://inspect.lafd.org into your browser address bar to access the Fire Inspection Management System (FIMS).

Step 2: Login to your account by providing your username and password.

Step 3: You will receive an email notification requesting payment for the application created. You can also see a 'Pay Transaction Fees' button on your homepage.

Step 4: Upon clicking the button, you will be redirected to a confirmation page, where you will see the different online payment options.

Step 5: You can also review the payment information.

Step 6: You will be prompted to put in the payment information and click on the 'Pay Now' button.

Step 7: You will receive an email confirmation for the payment made and can check the status on the FIMS portal as well.

HOW TO REQUEST AN INSPECTION ONLINE - LOGIN USER

Step 1: Obtain plan approval from Fire Development Services (FDS) offices.

Step 2: Enter http://inspect.lafd.org into your browser address bar to access the Fire Inspection Management System (FIMS).

Step 3: Login to your account by providing your username and password.

Step 4: Click on the 'Request Inspection' button next to the application information on their homepage.

Step 5: From the Transaction screen, click Request Inspection For This Transaction.

Step 6: Select all applicable inspection(s) you are requesting for this transaction at this time. Enter the area in square feet, number of floors, and number of devices (for fire alarm only) for this inspection request only. For fire alarm only, indicate if you have completed your pre-test sheet, you will not be able to continue if you have not. Enter information for the individual that LAFD will contact to schedule the inspection with. Click the Next button.

Step 7: You are on the "Pick a Preferred date for Inspection" screen. Select your preferred date from the calendar. Select the hours from "Estimated Duration of Inspection" dropdown. If you want to create an Off Hours inspection request, check "Is this Off-Hour Inspection?" check box and enter your preferred time in "Preferred Time of Inspection" box. Click on the "Submit & Proceed To Pay" button. If the inspection request is Off – Hours, then agree on the terms and conditions by checking the "I Understand and Agree" checkbox and click on the "OK" button to go to "Request Pay/Confirmation" screen.
At this point, you have completed the Inspection Request. You will receive an email confirming your request. Your inspection request won't be scheduled until your payment is completed.

 Also, note that you will not be charged for the first 2 hours of your very first regular inspection request. All the subsequent inspection requests will be charged.

HOW TO REQUEST AN INSPECTION ONLINE - NON-LOGIN USER

Step 1: Obtain plan approval from Fire Development Services (FDS) offices.

Step 2: Enter http://inspect.lafd.org into your browser address bar to access the Fire Inspection Management System (FIMS).

Step 3: Enter the 9-character alphanumeric Transaction ID located on the top left of the Fire Development Services (FDS) Application into the "Transaction ID" Field. Enter the street name displayed below the Transaction ID into the "Street Name" Field. Enter the street name only. For streets with two names, you need to enter only one of the names (for example: Topanga Canyon, enter either Topanga or canyon). Click the Find button.

Step 4: From the Transaction screen, click Request Inspection For This Transaction.

Step 5: Select all applicable inspection(s) you are requesting for this transaction at this time. Enter the area in square feet, number of floors, and number of devices (for fire alarm only) for this inspection request only. For fire alarm only, indicate if you have completed your pre-test sheet, you will not be able to continue if you have not. Enter information for the individual that LAFD will contact to schedule the inspection with. Click the Next button.

Step 6: You are on the "Pick a Preferred date for Inspection" screen. Select your preferred date from the calendar. Select the hours from "Estimated Duration of Inspection" dropdown. If you want to create Off Hours inspection request, check "Is this Off-Hour Inspection?" check box and enter your preferred time in "Preferred Time of Inspection" box. Click on the "Submit & Proceed To Pay" button. If the inspection request is Off – Hours, then agree on the terms and conditions by checking the "I Understand and Agree" checkbox and click on the "OK" button to go to "Request Pay/Confirmation" screen.
At this point, you have completed the Inspection Request. You will receive an email confirming your request. Your inspection request won't be scheduled until your payment is completed.

 Also, note that you will not be charged for the first 2 hours of your very first regular inspection request. All the subsequent inspection requests will be charged.

HOW TO MAKE THE PAYMENT:

Step 1: You are on the "Request Pay / Confirmation" screen. If you want to Pay for the inspection request you created, then click on "PAY" button and you will be directed to converge payment site to enter your credit card details. After the payment is successfully completed, you will be directed back to FIMS to see your payment details.

Step 2: To pay for your inspection requests after your login by entering your " Transaction ID" field and "Street Name" field, check the check box for that inspection request and click on "Pay Selected" button. You will be directed to the "Request Pay / Confirmation" screen and you can follow Step 7 to make the payment.
 At this point, you have completed your payment. You will receive an email confirming your payment. An FDS Inspector will contact you to schedule your inspection.
Thank you for using FIMS.
FAQs are as stated below. If you need further assistance, please email us at lafddss@lacity.org.

FREQUENTLY ASKED QUESTIONS
Online Request For Inspection (Fire Inspection Management System "FIMS")

Q: What is FIMS?
A: The Los Angeles Fire Department's online inspection request system.

Q: When can I start using FIMS?
A: As of Monday, April, 27, 2015, customers that have obtained Fire Plan Check Approvals/Permits can use the Transaction ID number and project street name on their application to schedule inspections by going to http://inspect.lafd.org. Instructions on how to create an application and how to request an inspection are outlined on the opposite side of this sheet.

Q: **Can I create an application online?**
A: Yes, you can create an application online. Visit http://inspect.lafd.org. Instructions on how to create an application and how to request an inspection are outlined on the opposite side of this sheet.

Q: **Will an application be reviewed if the plans are not submitted?**
A: No, an application is reviewed only after submission of the plans. Plans can be submitted online at http://inspect.lafd.org or a hard copy of the plans can be submitted. Plans will be dropped off in the dropbox located in the lobby at 201 N. Figueroa, Los Angeles, CA 90012.

Q: What is a temporary transaction id?
A: A temporary transaction id, is the reference id created when an applicant submits an application online. Once the plan checker reviews the application and approves it, a permanent transaction id given to that application.

Q: What are the different documents/plans needed for an application to be complete?
A: For Hydrants and Access clearances, please submit the following documents in PDF format:
- A copy of the LADBS permit application including the structure inventory
- A copy of the LADBS clearance summary sheet
- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, floor plans, roof plans, and elevations.
- If the project clearance is oil well related, a Construction Site Well Review (CSWR) letter will be required. CSWR letters can be obtained from CalGEM (DOGGR).
- Any additional supporting documentation that will assist with the plan review.

For Fire Permits, please submit the following documents in PDF format:

- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, equipment plans and specifications, and relevant NRTL listing information.
- Any additional supporting documentation that will assist with the plan review.

For Fire/Life Safety, please submit the following documents in PDF format:

- A copy of the LADBS permit application including the structure inventory
- A copy of the LADBS clearance summary sheet
- Plans for the proposed project(s). At a minimum, submitted plans should include site/plot plans, floor plans, roof plans, elevations, and details.
- Any additional supporting documentation that will assist with the plan review.

Q: Can I pay the transaction fees online?
A: Yes, you can pay for the transaction fees online. Please login to your account at http://inspect.lafd.org . Instructions on how to pay for an application are outlined on the opposite side of this sheet.

Q: What are the different modes of payment online?
A: Payment can be made by using your credit/debit card or ACH. A 2.70% credit card fees will be applied for the online payments.

Q: Will I receive any notifications for activities performed as a logged in user?
A: Yes, you will receive online notifications for all applications created, missing information, payment information and payment confirmations.

Q: Can I request an inspection as a non-login user?
A: Yes, you can request for an inspection as a non-login user. But it is recommended to create an account with us http://inspect.lafd.org.

Q: Can an inspection be scheduled if the plans are submitted and pending approval?
A: No, inspections may not be scheduled until the transaction status for the project indicates Plan Check Approved or the Fire Permit has been issued.

Q: Can I use the Building and Safety PCIS # to request a Fire Department inspection?
A: No, you need the Fire Department Transaction ID number shown on the FD application.

Q: Can I use the PCIS # to associate with the application created in Building and Safety?
A: Yes, you can associate a transaction created in http://inspect.lafd.org with the transaction created in Building and safety. You will be given an option to key in the PCIS # while creating an application.

Q: Can you give an example of a Transaction ID number?
A: "C15-00001" is affiliated with architectural and fire alarm plan checks. C stands for Construction, 15 for the year 2015, and the 5 digit number is the order of transaction. The format for fire permits and checks by the Hydrants and Access Unit are as follows: Fire Permits : F15-00001 Hydrant and Access : H15-00001

Q: What if my application and plan check was done before FIMS and I don't have a transaction number?
A: You can email lafddss@lacity.org or call 213-482-6903 for an inspection request as in the past or stop by the fire department counter with your processed application and approved plans and a new application with a transaction number can be created.

Q: Can an inspection requested through FIMS be cancelled or rescheduled?
A: Yes. If a FDS Inspector has not called and scheduled an actual inspection date with you, you can log into FIMS using your transaction ID number, cancel the previous request, and request a new inspection. If an FDS Inspector has called and scheduled a date for the inspection, you have until 3:00pm, one business day prior to the scheduled inspection to cancel or reschedule. An inspection service fee will incur if done after.

Q: What is our contact information?
A: For Plan Check: 213.482.6909 LAFD.FDSapplication@lacity.org
   For Hydrants and Access: 213.482.6543 LAFDHydrants@lacity.org
   For Field Inspections: 213.482.6903 LAFDdss@lacity.org

THE STATUS OF THE PROJECT CAN BE CHECKED AT ANY TIME THROUGH FIMS WITH THE TRANSACTION ID AND PROJECT ADDRESS.