

**3Di**

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## **FIRE INSPECTION MANAGEMENT SYSTEM**

# ***Instructional Manual***

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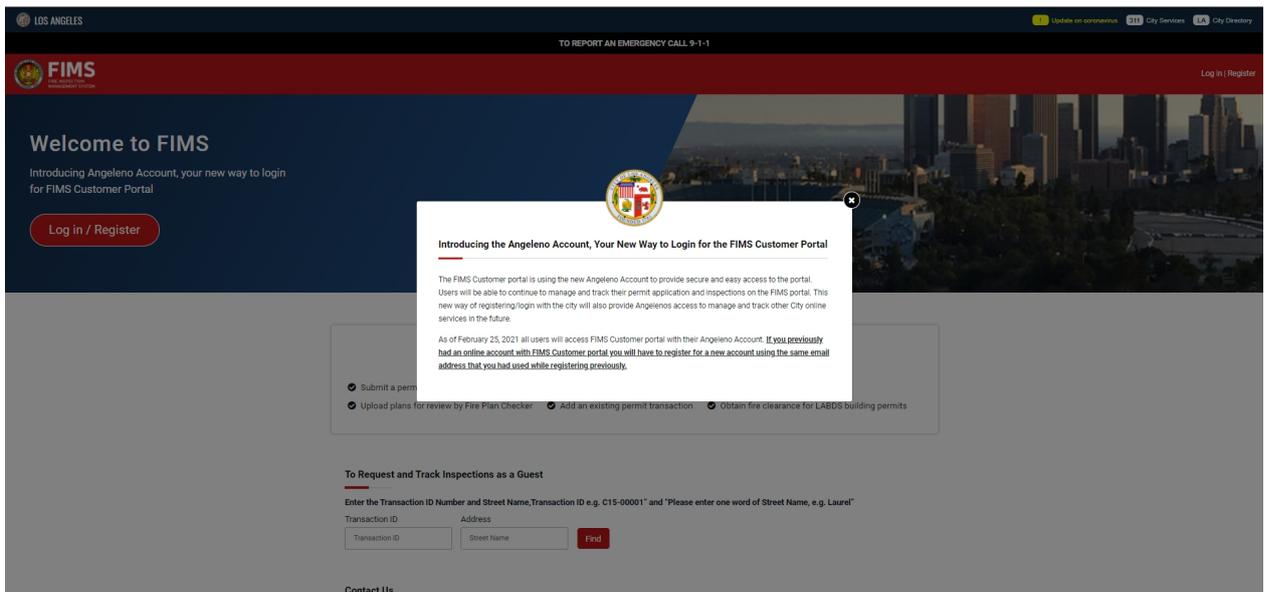
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## Customer Portal

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

## 1 Landing Page



**By registering here, you can perform the following**

- Submit a permit application online
- Track your permit online
- Request for new inspection
- Upload plans for review by Fire Plan Checker
- Add an existing permit transaction
- Obtain fire clearance for LABDS building permits

**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:

**Contact Us**

<b>For Plan Check:</b> 213.482.6909 LAFD.FDSApplication@lafacy.org	<b>For Hydrants and Access:</b> 213.482.6543 LAFDHydrants@lafacy.org	<b>For Field Inspections:</b> 213.482.6903 LAFDdss@lafacy.org
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**Quick Links**

[Refund Policy](#) | [Fees Structure](#) | [Refund Request Form](#) | [User Guide & FAQs](#) | [Instructional Manual](#) | [For Staff Login](#)

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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)

The screenshot shows the FIMS Customer Portal homepage. At the top, there is a navigation bar with "LOS ANGELES" on the left and utility links for "Update on coronavirus", "311 City Services", and "LA City Directory" on the right. Below this is a dark red banner with the "FIMS FIRE INSPECTION MANAGEMENT SYSTEM" logo and a "Log In | Register" link. The main content area features a "Welcome to FIMS" heading and a "Log in / Register" button. A white popup window is centered on the page, titled "Introducing the Angeleno Account, Your New Way to Login for the FIMS Customer Portal". The popup text explains that the FIMS Customer portal is using the new Angeleno Account for secure access and that users will be able to manage their permit applications and inspections. It also states that as of February 25, 2021, all users will access the portal with their Angeleno Account and that users who previously had an online account must register for a new account using the same email address. Below the popup, a section titled "By registering here, you can perform the following" lists six tasks: submitting permit applications, tracking permits, requesting inspections, uploading plans, adding existing transactions, and obtaining fire clearance for building permits.

The screenshot shows the Okta sign-in page. At the top is the "okta" logo. Below it is a "Sign In" heading. There is a "Username" input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is positioned below the checkbox. Underneath the button is the text "Need help signing in?". At the bottom of the page, there is a link that says "Don't have an account? Sign up", where the "Sign up" text is highlighted with a red box and a red arrow points to it from above.

- 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.

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



LOS ANGELES Update on coronavirus City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

**FIMS**  
FIRE INSPECTION  
MANAGEMENT SYSTEM

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 application online
- ✔ Track your permit online
- ✔ Request for new inspection
- ✔ Upload plans for review by Fire Plan Checker
- ✔ Add an existing permit transaction
- ✔ Obtain fire clearance for LABDS building permits

### 3 Login with OKTA(Angeleno Account)

okta

Sign In

Username

Remember me

Next

Need help signing in?

Don't have an account? [Sign up](#)

Powered by Okta Privacy Policy

- 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

LOS ANGELES

Update on coronavirus 311 City Services LA City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

**FIMS**  
FIRE INSPECTION  
MANAGEMENT SYSTEM

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 application online
- ✔ Track your permit online
- ✔ Request for new inspection
- ✔ Upload plans for review by Fire Plan Checker
- ✔ Add an existing permit transaction
- ✔ Obtain fire clearance for LABDS building permits

okta

Sign In

Username

Remember me

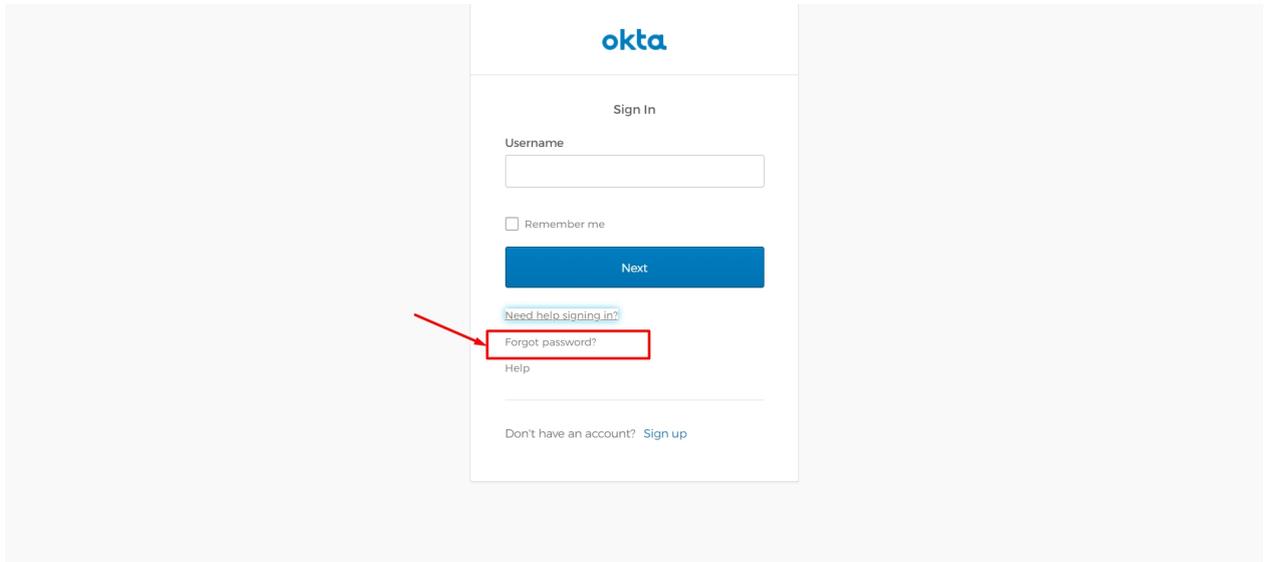
Next

Need help signing in?

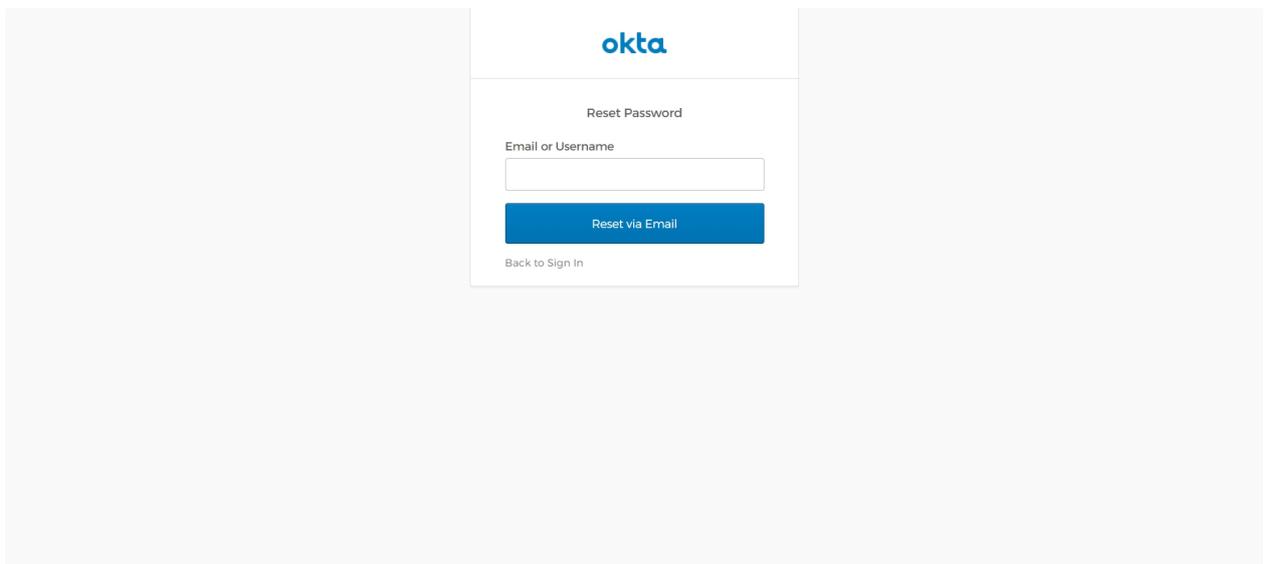
Don't have an account? [Sign up](#)

Powered by Okta

Privacy Policy



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



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



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

LOS ANGELES

Update on coronavirus 311 City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

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 application online
- Track your permit online
- Request for new inspection
- Upload plans for review by Fire Plan Checker
- Add an existing permit transaction
- Obtain fire clearance for LABDS building permits

**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 Street Name Find

Contact Us

- 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.

LOS ANGELES

Update on coronavirus 311 City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

### Transaction

Find a different Transaction

Permit: LADBS Permit Address: 230 S FRIES AVE 90744 Type: Fire/Life Safety Plan review Transaction ID: C20-01505 Status: Plan Check approved Service: Counter Help

**Important Notice**

I acknowledge that any additional fees for inspection and travel time in performing the actual inspection that exceeds this prepaid estimated inspection request will be paid within 15 days of service. If the additional inspection fees are not paid within 15 days from the inspection date, I authorize the Los Angeles Fire Department to charge the original existing credit card used for this request.

I Agree

**Request Inspections**

**Paid Inspection Request(s)**

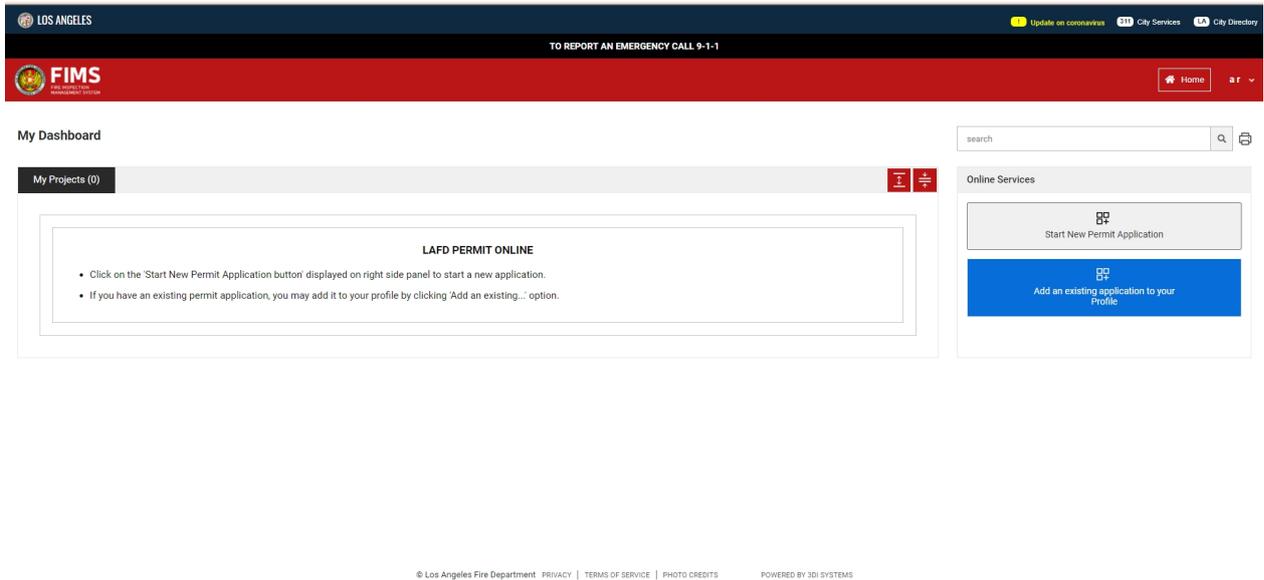
Scheduled Date: 9/9/2020 11:00 AM

Scheduled

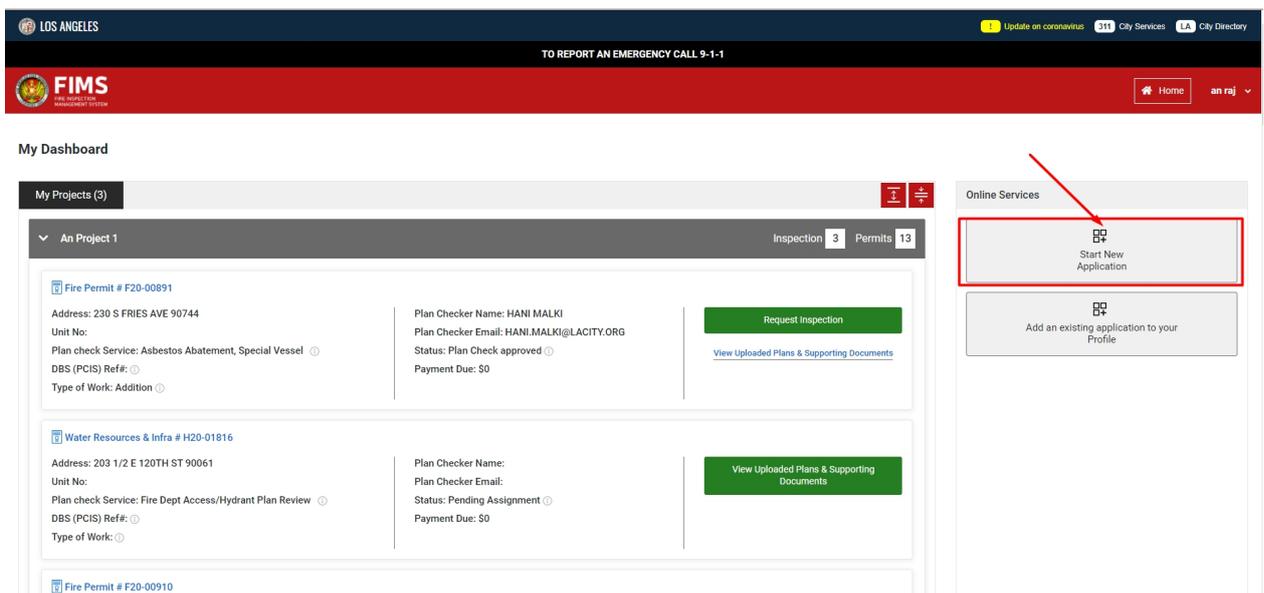
1 Inspections



## 6 Customer Homepage



- 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.





## 7 Search for an Application

The screenshot shows the FIMS (Fire Incident Management System) dashboard for Los Angeles. At the top, there is a navigation bar with the Los Angeles logo, the text "TO REPORT AN EMERGENCY CALL 9-1-1", and links for "Update on coronavirus", "City Services", and "City Directory". Below this is a red header with the "FIMS" logo and a "Home" button. The main content area is titled "My Dashboard" and features a search bar with the word "search" inside, which is highlighted with a red box and a red arrow. Below the search bar is a section for "My Projects (6)" with a list of projects, each showing "Inspection" and "Permits" counts. To the right is an "Online Services" section with buttons for "Start New Application" and "Add an existing application to your Profile". At the bottom, there is a footer with copyright information for the Los Angeles Fire Department and 3Di Systems.

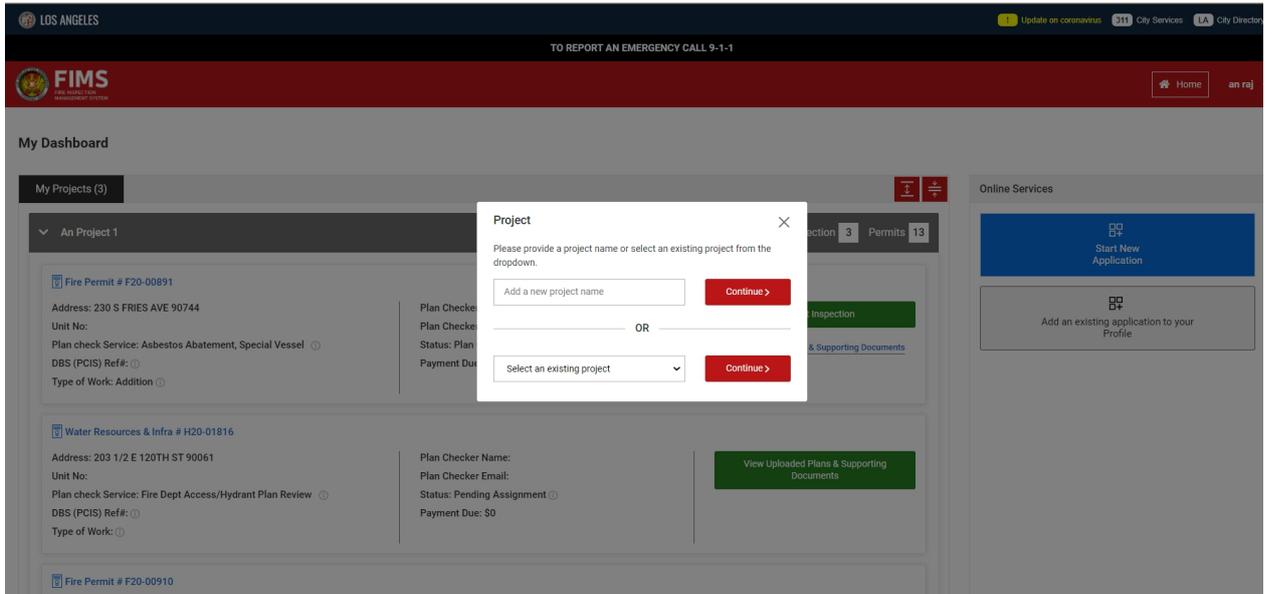
- Please put in your application id / project name / project address to search for your applications.



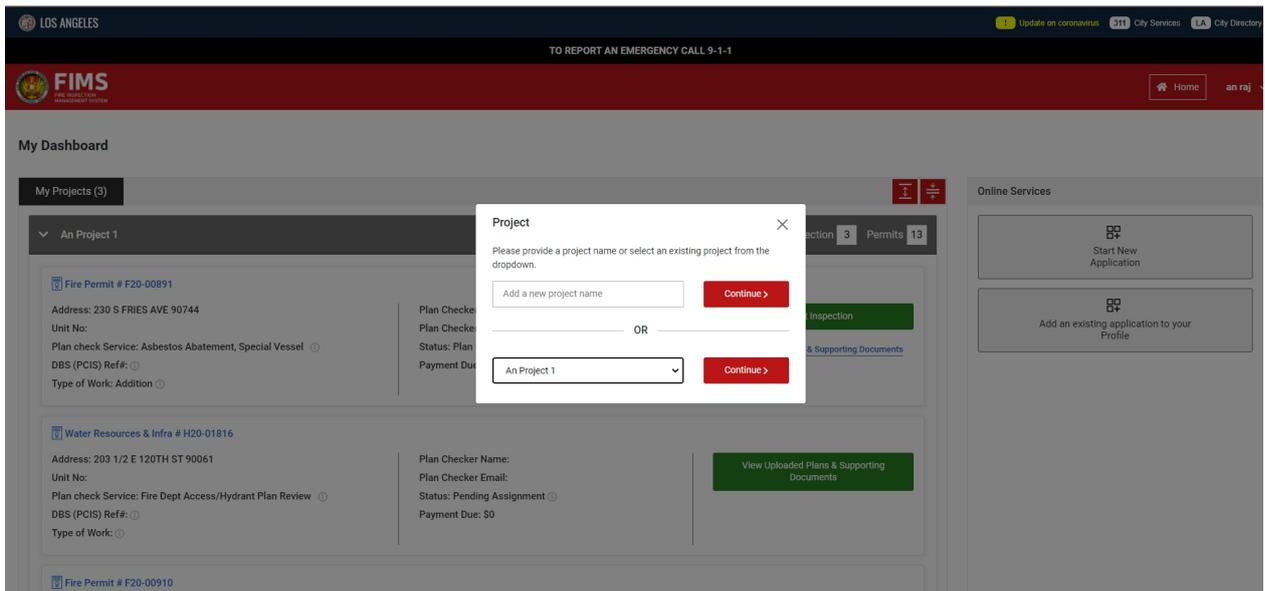
## 8 Create New Application

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

### 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.





## Step 1: Add Address Information

LOS ANGELES Update on coronavirus 311 City Services LA City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

**FIMS** FIRE INSPECTION MANAGEMENT SYSTEM Home an raj

1 Address 2 Project Information 3 Application Information 4 Contacts 5 Review/Submit

Plan Review/Permit: - Type: - Status: - Help

Project Address: - Application ID: - Service: -

**Project Address**

Enter a new address

Search project address

Enter Unit/Suite number (optional)

Select an existing address

Select from the list

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

**FIMS** FIRE INSPECTION MANAGEMENT SYSTEM Home an raj

1 Address 2 Project Information 3 Application Information 4 Contacts 5 Review/Submit

Plan Review/Permit: - Type: - Status: - Help

Project Address: - Application ID: - Service: -

**Project Address**

Enter a new address

Search project address

Enter Unit/Suite number (optional)

Select an existing address

203 1/2 E 120TH ST Los Angeles CA 90061

OR

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.

## Step 2: Add Project Information

LOS ANGELES TO REPORT AN EMERGENCY CALL 9-1-1 Update on construction City Services City Directory

FIMS

Home Anusha Rajagopalan

Address Project Information Application Information Contacts Review/Submit

Plan Review/Permit: - Type: - Status: -  
Project Address: 230 W 60TH ST 90003 Application ID: - Service: - Help

**Project Information**

Choose the Permit Type

- LADBS plan check (construction)
- Fire Permit
- Hydrants & Access

Please provide ePlan reference ID information, if available

PCIS Application Number\*  ePlan Reference ID\*

Not applicable

Type of work\*

New  Addition  Tenant Improvement

Work Description\*

Comments

- 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.

LOS ANGELES TO REPORT AN EMERGENCY CALL 9-1-1 Update on construction City Services City Directory

FIMS

Home Anusha Rajagopalan

Address Project Information Application Information Contacts Review/Submit

Plan Review/Permit: - Type: - Status: -  
Project Address: 230 W 60TH ST 90003 Application ID: - Service: - Help

**Project Information**

Choose the Permit Type

- LADBS plan check (construction)
- Fire Permit
- Hydrants & Access

Please provide ePlan reference ID information, if available

PCIS Application Number\*  ePlan Reference ID\*

Not applicable

Type of work\*

New  Addition  Tenant Improvement

Work Description\*

Comments

Matching records found in Dept. of Building & 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 : 1660 N MARIPOSA AVE  
ZipCode : 90027  
Status : Issued Plan Available StatusDate : 2/20/2020 3:21:31 PM

- 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.

The screenshot shows the 'Project Information' step of the FIMS application process. The 'Choose the Permit Type' section has 'LADBS plan check (construction)' selected. The 'Please provide ePlan reference ID information, if available' section contains a 'PCIS Application Number' field and an 'ePlan Reference ID' field with the value '1234'. There is a 'Verify' button next to the ePlan Reference ID field. Below this are fields for 'Submitted Valuation', 'Increase in Project Value', 'Comments', and 'Work Description\*'. Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the bottom.

- 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.

This screenshot is similar to the previous one but shows 'Fire Permit' selected in the 'Choose the Permit Type' section. The 'Please provide ePlan reference ID information, if available' section is present but the 'Verify' button is not visible. The 'Type of work\*' section has 'New', 'Addition', and 'Tenant Improvement' radio buttons. The 'Work Description\*', 'Comments', and 'Submitted Valuation' fields are also present. Navigation buttons for 'Previous', 'Save', and 'Next' are visible at the bottom.



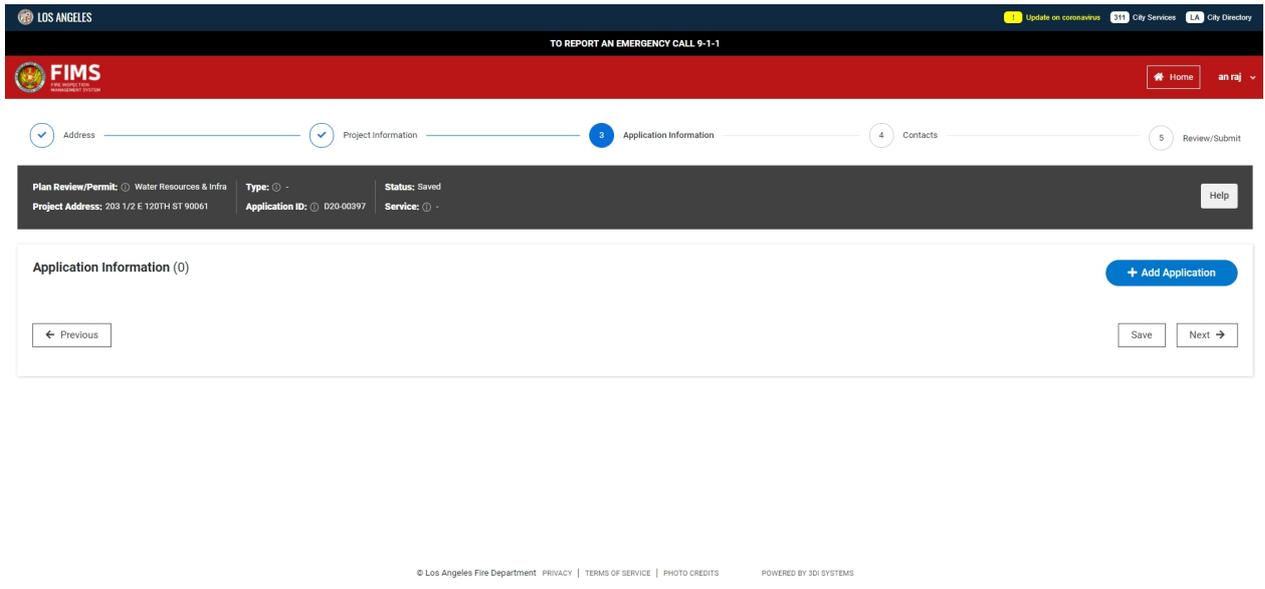
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### Step 3: Add Permit Information

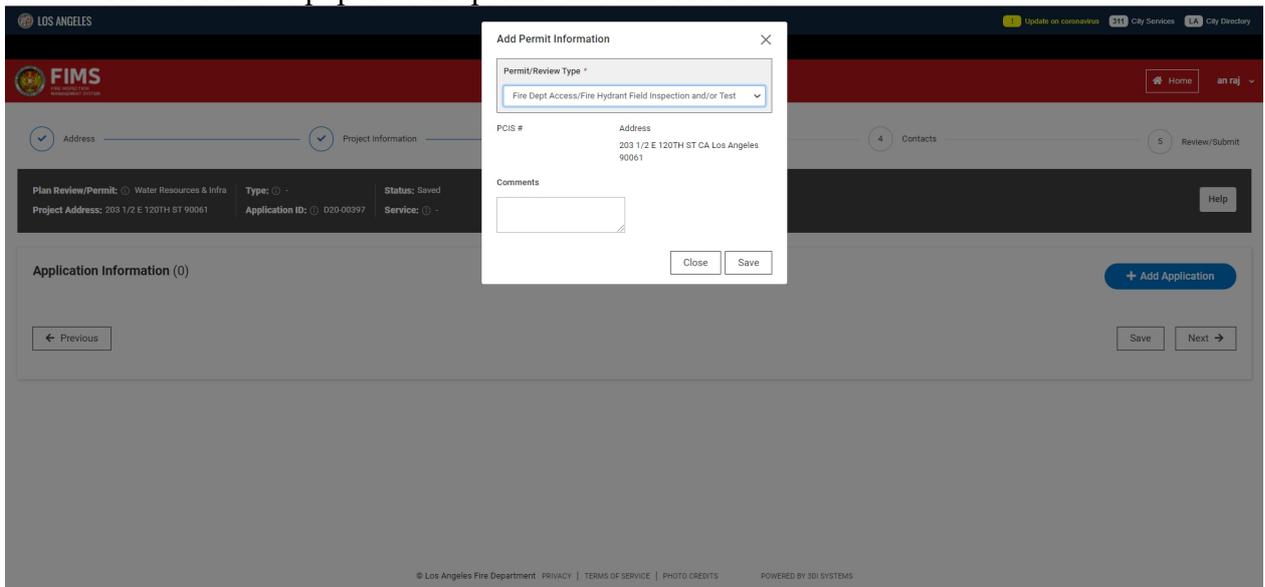
- The user can 'Add Application' by clicking on the blue button.

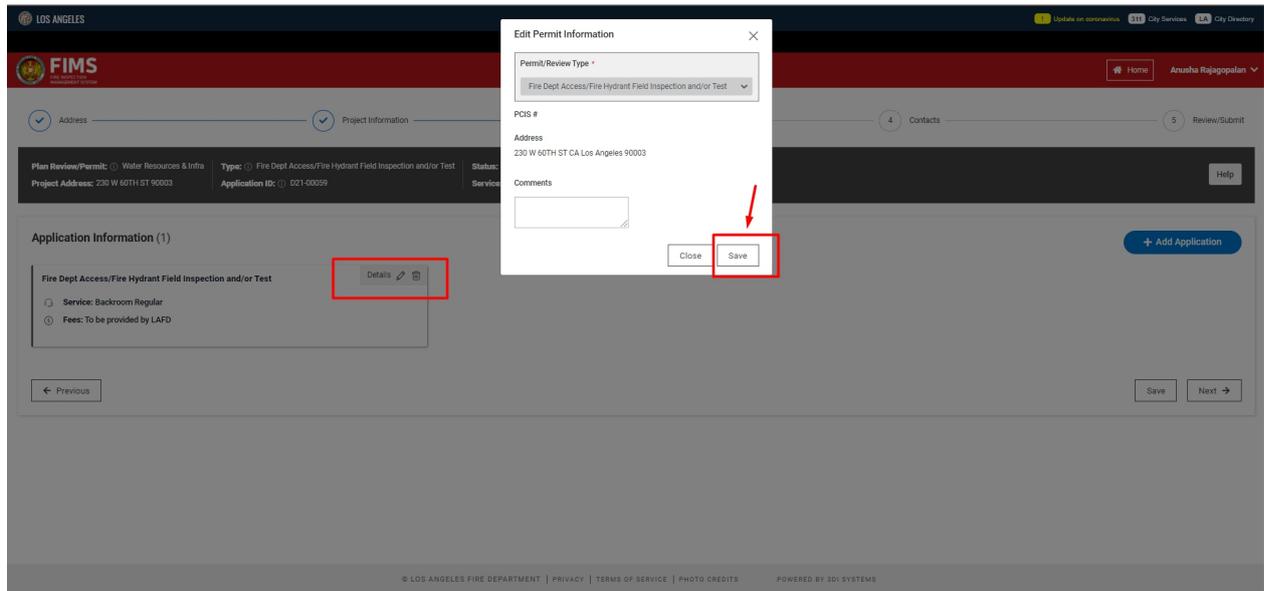


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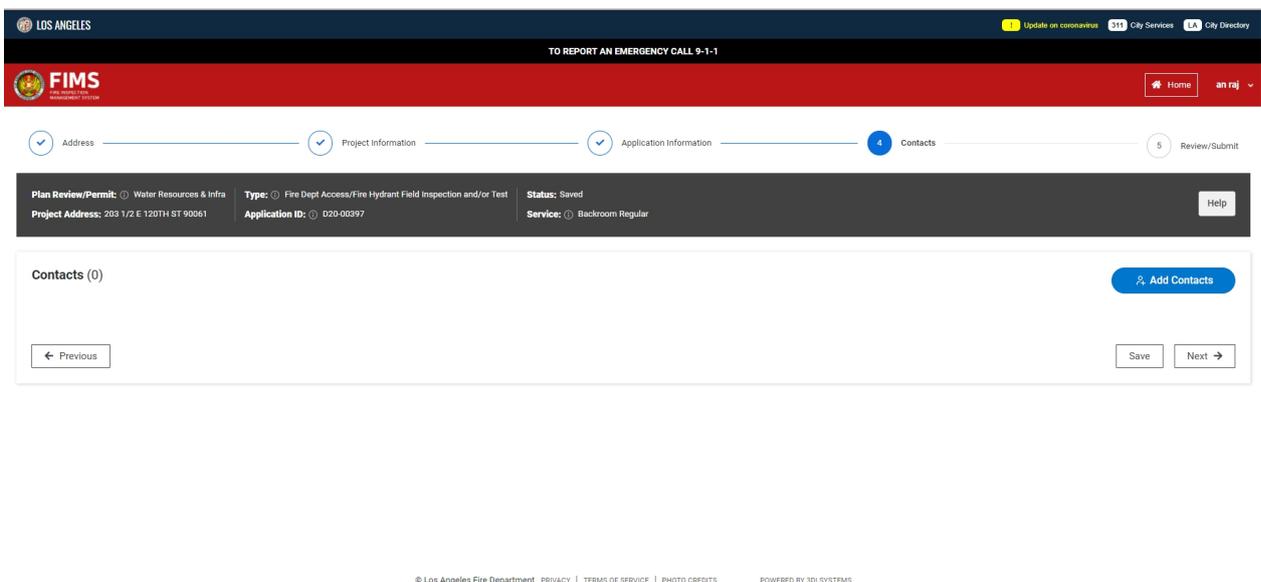
- The user has to populate the permit information here.





- 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.

#### Step 4: Add Contacts



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



- 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.

- 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.

### Step 5: Review Information Provided

LOS ANGELES Update on coronavirus 311 City Services LA City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

**FIMS** Home an raj

Address Project Information Application Information Contacts **5 Review/Submit**

**Plan Review/Permit:** Water Resources & Infra **Type:** Fire Dept Access/Fire Hydrant Field Inspection and/or Test **Status:** Saved **Help**

**Project Address:** 203 1/2 E 120TH ST 90061 **Application ID:** D20-00397 **Service:** Backroom Regular

**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**

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- 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.



## 9 Confirmation on Permit Application Creation

LOS ANGELES

Update on coronavirus City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

Home an raj

Address Project Information Application Information Contacts Review/Submit

Plan Review/Permit: Water Resources & Infra Type: Fire Dept Access/Fire Hydrant Field Inspection and/or Test Status: Pending Plan Upload  
Project Address: 203 1/2 E 120TH ST 90061 Application ID: D20-00397 Service: Backroom Regular Help

THANK YOU!

Your Application ID is D20-00397

Note:  
Your draft application is ready. Your Application ID is D20-00397 Please upload the plan and submit the application. Once you submit the application it will be reviewed for completeness by Fire Department within 2-3 days.

Continue

Print

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- 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.

## 10 Upload Plan

LOS ANGELES

Update on coronavirus City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

Home an raj

Initial Submission Plan Upload Application Screening Plan Check in Progress Plan Check Complete

Plan Review/Permit: Water Resources & Infra Type: Fire Dept Access/Fire Hydrant Field Inspection and/or Test Status: Pending Plan Upload  
Project Address: 203 1/2 E 120TH ST 90061 Application ID: D20-00397 Service: Backroom Regular Help

UPLOAD PLANS AND SUPPORTING DOCUMENTS:

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 letter can be obtained from CalDEM (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.

Upload plans & documents Drop Off plans

Max file capacity 100 MB

Browse ...

Comment

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.

**LOS ANGELES** Update on coronavirus 911 City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

**FIMS** Home an raj

Initial Submission **Plan Upload** Application Screening Plan Check in Progress Plan Check Complete

Plan Review/Permit: Water Resources & Infra Type: Fire Dept Access/Fire Hydrant Field Inspection and/or Test Status: Pending Plan Upload  
Project Address: 203 1/2 E 120TH ST 90061 Application ID: D20-00397 Service: Backroom Regular Help

**UPLOAD PLANS AND SUPPORTING DOCUMENTS:**

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 letter can be obtained from CalDEM (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.

Comment

**Submit For LAFD Screening**

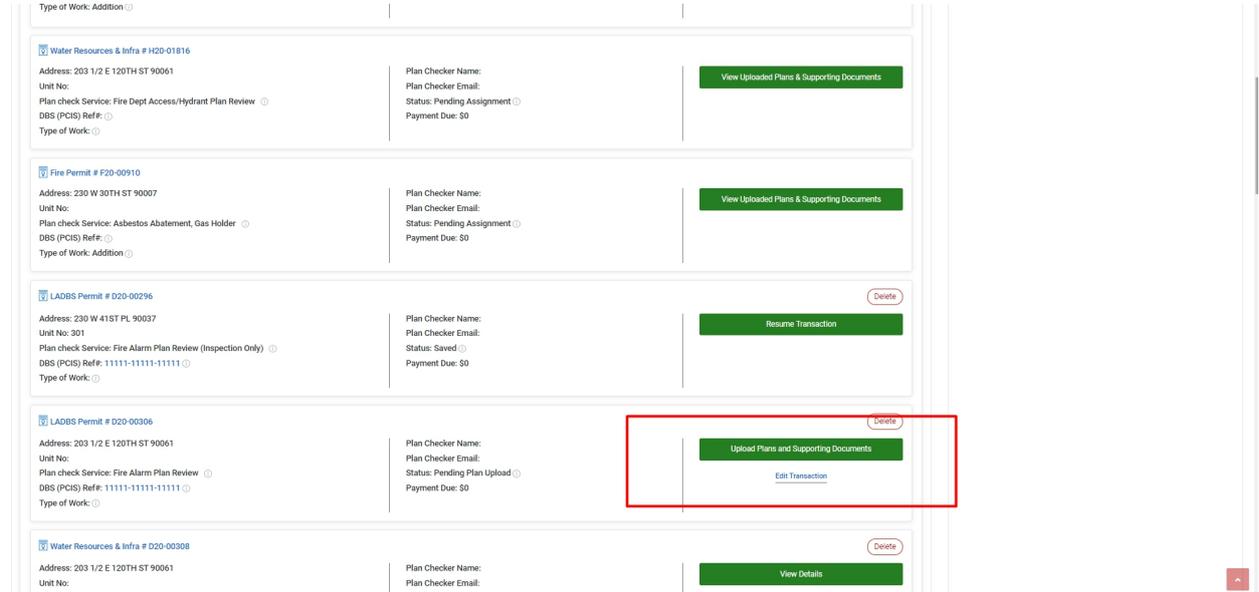
### Re-Upload Plan:

Type of Work	Plan Checker Name	Action
Water Resources & Infra # H2D-01816 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan check Service: Fire Dept Access/Hydrant Plan Review DBS (PCIS) Ref#: Type of Work: Plan Checker Name: Plan Checker Email: Status: Pending Assignment Payment Due: \$0		View Uploaded Plans & Supporting Documents
Fire Permit # F20-00910 Address: 230 W 30TH ST 90007 Unit No: Plan check Service: Asbestos Abatement, Gas Holder DBS (PCIS) Ref#: Type of Work: Addition Plan Checker Name: Plan Checker Email: Status: Pending Assignment Payment Due: \$0		View Uploaded Plans & Supporting Documents
LADBS Permit # D20-00296 Address: 230 W 41ST PL 90037 Unit No: 301 Plan check Service: Fire Alarm Plan Review (Inspection Only) DBS (PCIS) Ref#: 11111-11111-11111 Type of Work: Plan Checker Name: Plan Checker Email: Status: Saved Payment Due: \$0		Resume Transaction
LADBS Permit # D20-00306 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan check Service: Fire Alarm Plan Review DBS (PCIS) Ref#: 11111-11111-11111 Type of Work: Plan Checker Name: Plan Checker Email: Status: Pending Plan Upload Payment Due: \$0		Upload Plans and Supporting Documents Edit Transaction
Water Resources & Infra # D20-00308 Address: 203 1/2 E 120TH ST 90061 Unit No: Plan Checker Name: 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.



- 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



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The screenshot shows the 'Application Screening' stage of a permit application process. The top navigation bar includes 'LOS ANGELES', 'Update on coronavirus', 'City Services', and 'City Directory'. The main header features the 'FIMS' logo and a 'Home' button. Below the header, a progress bar shows four stages: 'Initial Submission', 'Plan Upload', 'Application Screening' (highlighted in green), 'Plan Check in Progress', and 'Plan Check Complete'. The application details are as follows:

Plan Review/Permit: Fire Permit	Type: Conduct Fireworks Display, Dry Cleaning Equipment	Status: Pending Application Screening
Project Address: 203 1/2 E 120TH ST 90061	Application ID: D20-00398	Service: Backroom Regular

A 'Note' section contains the following text: "Your application has been submitted for initial screening. It will be reviewed by the Fire Department and you will be notified if there is any additional information required. Otherwise you will receive a notification with fee information associated with your requested application and you will be prompted to make fee payment." A 'Delete' button is located to the right of the note. A 'Back To Home Page' button is centered below the note.

Footer: fimsxtstaging.azurewebsites.net/Com/Con/Tab/RenderTab/TabName=Dashboard&UserId=57166 | © Los Angeles Fire Department | PRIVACY | TERMS OF SERVICE | PHOTO CREDITS | POWERED BY 3DI SYSTEMS

## Step 1.1: Missing Information

The screenshot displays the 'My Dashboard' for a user. It features a search bar, 'Online Services' (Start New Permit Application, Add an existing application to your Profile), and a 'My Projects (1)' section. Under 'An-Project 1', there are two permit entries:

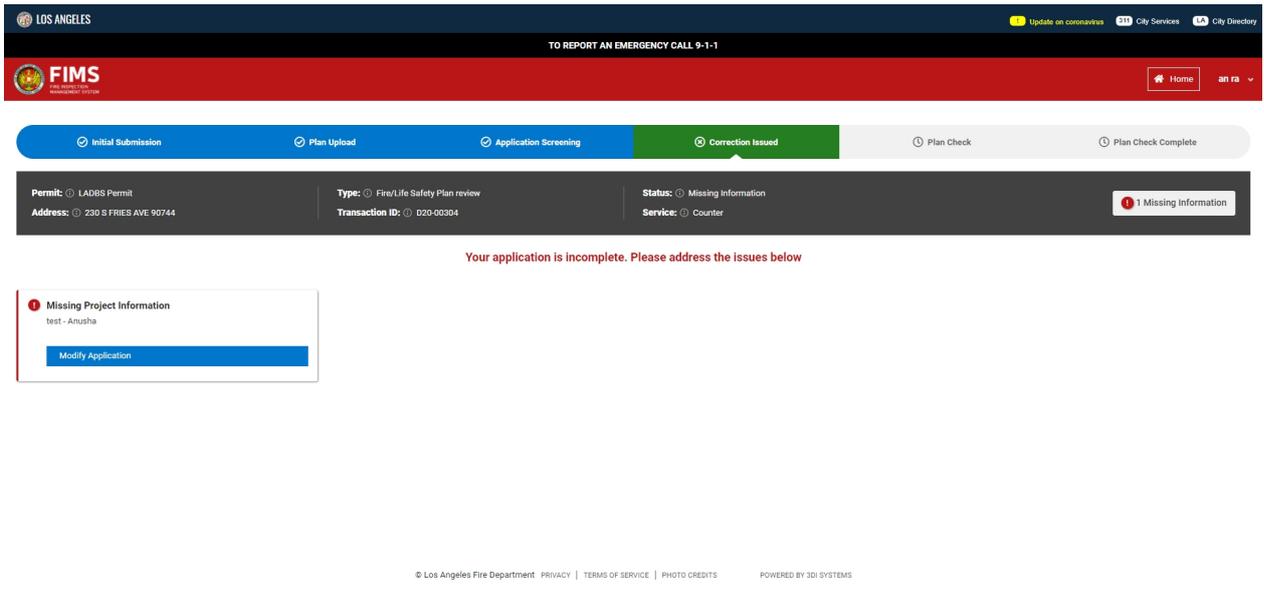
Permit ID	Address	Submitted On	Status	Action
LADBS Permit # D20-00255	230 S FRIES AVE 90744	08/31/2020	Pending Application Screening	View Details
LADBS Permit # D20-00304	230 S FRIES AVE 90744	09/09/2020	Missing Information	Missing Information (highlighted with a red arrow) / View Plan

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- 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.

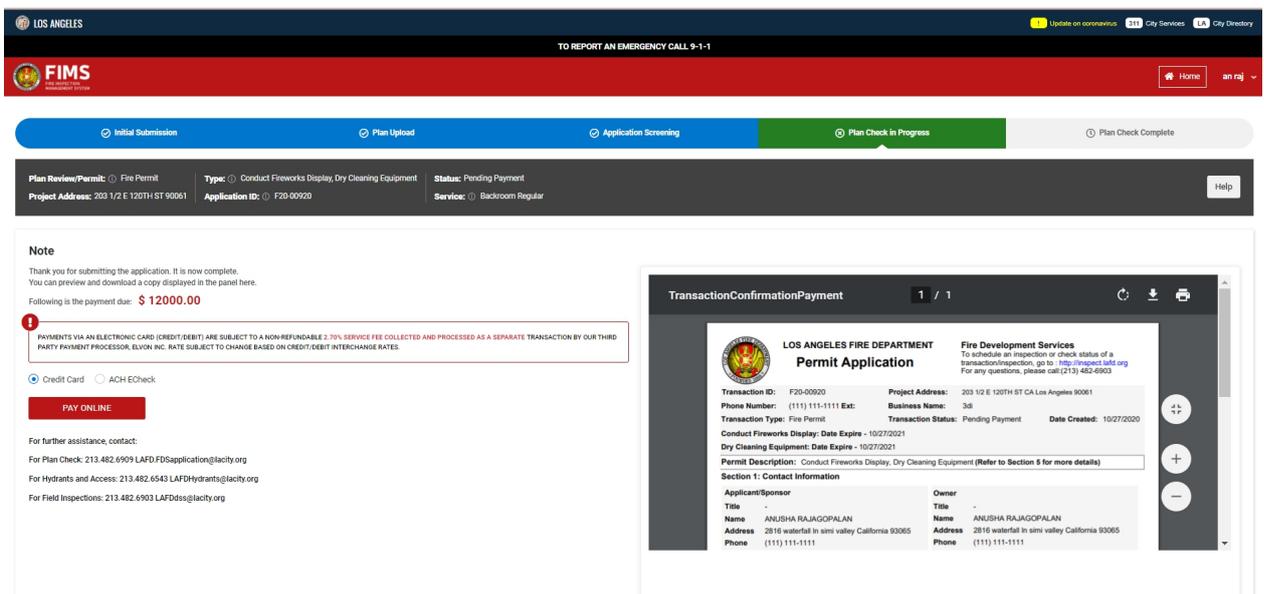


3 Pointe Drive Suite 307, Brea, CA 92821  
Phone: (714) 257-8590; Fax: (714) 257-1386  
www.3disystems.com



- The user can click on 'Modify Application' and update the information that has been requested by the internal staff.
- Please submit your information again.
- Upon submission of information, the user will see that the permit application is in 'Application Screening' step again.

## 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 Angeles Fire Department

Order Section	
Amount	6,609.77 USD

CHECKOUT



< Back to Order Section



Los Angeles Fire Department

Order Section	Billing Address
Amount 6,609.77 USD	Company _____
	First Name _____ Last name _____

Payment	
PAYMENT CARD	
_____	
Card Number *	_____
Expiration Date(MMY) * _____	CVV2 * _____ ?

SUBMIT 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

My Dashboard

My Projects (1)

Inspection 0 Permits 2

LADBS Permit # D20-00255  
Address: 230 S FRIES AVE 90744  
Plan check Service: Fire/Life Safety Plan review  
BBS (PCIS) Ref:   
Type of Work: Submitted On: 08/31/2020  
Status: Pending Application Screening  
Payment Due: 0 View Details

LADBS Permit # C20-01505  
Address: 230 S FRIES AVE 90744  
Plan check Service: Fire/Life Safety Plan review  
BBS (PCIS) Ref: 11111-11111-11111  
Type of Work: Submitted On: 09/09/2020  
Status: Plan check in progress  
Payment Due: 6436.00 Plan Check in Progress

Online Services

Start New Permit Application

Add an existing application to your Profile

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- 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

LOS ANGELES

Update on coronavirus City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

Home an ra

My Dashboard

My Projects (1)

Inspection 0 Permits 2

An-Project 1

LADBS Permit # 020-00255  
Address: 230 S FRIES AVE 90744  
Plan check Service: Fire/Life Safety Plan review  
BBS (PCIS) Ref:   
Type of Work:   
Submitted On: 08/31/2020  
Status: Pending Application Screening  
Payment Due: 0  
View Details

LADBS Permit # C20-01505  
Address: 230 S FRIES AVE 90744  
Plan check Service: Fire/Life Safety Plan review  
BBS (PCIS) Ref: 11111-11111-11111  
Type of Work:   
Submitted On: 09/09/2020  
Status: Pending Payment  
Payment Due: 6436.00  
Make Payment  
View Plan

Online Services

Start New Permit Application

Add an existing application to your Profile

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- 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.

FIMS

Home an ra

Initial Submission Plan Upload Application Screening Correction Issued **Plan Check** Plan Check Complete

Permit: LADBS Permit Type: Fire/Life Safety Plan review Status: Pending Payment  
Address: 230 S FRIES AVE 90744 Transaction ID: C20-01505 Service: Counter Help

Description

Thank you for submitting the application. It is complete now.  
You can preview and download a copy displayed in the panel here.

Following is the payment due: **\$ 6436.00**  
(See section 4 in the application for detailed break up)

Credit Card  ACH ECheck

**PAY ONLINE**

**!** PAYMENTS VIA AN ELECTRONIC CARD (CREDIT/DEBIT) ARE SUBJECT TO A NON-REFUNDABLE 2.70% SERVICE FEE COLLECTED AND PROCESSED AS A SEPARATE TRANSACTION BY OUR THIRD PARTY PAYMENT PROCESSOR, ELVON INC. RATE SUBJECT TO CHANGE BASED ON CREDIT/DEBIT INTERCHANGE RATES.

- OR -

Pay in person  
You can also visit our main office with a copy of the application to pay in person.

Metro Office  
201 N Figueroa St, Suite 300, Los Angeles, CA 90012  
Phone: (210) 482-6900 | Fax: (210) 482-6900

LOS ANGELES FIRE DEPARTMENT  
**Permit Application**  
Fire Development Services  
To schedule an inspection or check status of a transaction/inspection, go to: <http://inspect.lafd.org>  
For any questions, please call: (213) 482-6903

Transaction ID: C20-01505 Project Address: 230 S FRIES AVE CA Los Angeles 90744  
Phone Number: Ext: Business Name:  
Transaction Type: LADBS Permit Transaction Status: Pending Payment Date Created: 09/09/2020  
Permit Description: Fire/Life Safety Plan review (Refer to Section 5 for more details)

Section 1: Owner

Owner  
Title  
Name ANUSHA RAJAGOPALAN  
Company 3Di  
Address 2816 waterfall in simi valley California 93065  
Phone (505) 205-8901

Section 2: Preparer Information



< Cancel Payment



Los Angeles Fire Department

Order Section	
Amount	6,609.77 USD

CHECKOUT



- 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 _____
	First Name _____ Last name _____
Payment	
PAYMENT CARD	
Card Number * _____	
Expiration Date(MMY) * _____	CVV2 * _____ ?

SUBMIT PAYMENT





## 13 Inspection Request / Edit / Review

The screenshot shows the FIMS dashboard for a user named Anusha Rajagopalan. The dashboard displays a list of projects under 'My Projects (6)'. Three projects are visible:

- Project 1:** LADBS Permit # C20-01856. Address: 660 S STANFORD AVE 90021. Plan check service: Fire/Life Safety Plan review. Status: Plan Check approved. Payment Due: \$0. A green button labeled 'Inspection Request / Edit / Review' is highlighted with a red box.
- Project 2:** LADBS Permit # C20-01914. Address: 233 S AVENUE 22 90031. Plan check service: Fire Alarm Plan Review. Status: Pending Assignment. Payment Due: \$0. A green button labeled 'View Uploaded Plans & Supporting Documents' is visible.
- Project 3:** Fire Permit # F20-00931. Address: 230 S FRIES AVE 90744. Plan check service: Dry Cleaning Equipment. Status: Plan Check approved. Payment Due: \$0. A green button labeled 'Inspection Request / Edit / Review' is visible.

On the right side, there are 'Online Services' including 'Start New Application' and 'Add an existing application to your Profile'.

- 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.

### Step 1: Enter Details of the Inspection

The screenshot shows the 'Enter Details for Inspection' step in the FIMS system. A progress bar at the top indicates three steps: 1. Enter Details for Inspection (current step), 2. Pick A Preferred Date for Inspection, and 3. Request Pay/ Confirmation.

Transaction ID: C20-01505  
Project Address: 230 S FRIES AVE Los Angeles CA 90744

Area in Sq ft: -  
Number of Floors: -  
Number of Devices: -

Select Review Type (Must choose at least one)  
 Fire/Life Safety Plan review

Select Inspection (Must choose at least one)

<input type="checkbox"/> Air Handling	<input type="checkbox"/> Building Access	<input type="checkbox"/> Elevator Operations	<input type="checkbox"/> Emergency Generator
<input type="checkbox"/> Emergency Power and Lighting System	<input type="checkbox"/> Fire Control Room	<input type="checkbox"/> Fire Department Connections (FDC)	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Fire Pumps	<input type="checkbox"/> Fire Rated Assemblies	<input type="checkbox"/> Job Meeting	<input type="checkbox"/> Job Walk
<input type="checkbox"/> Signage	<input type="checkbox"/> Smoke Control	<input type="checkbox"/> Stairwell Pressurization	



**Amounts** (for the selected inspection(s) only)

Area in Sq ft  Number of Floors  Number of Devices  Floor#

**Inspection Contact Person** (must be available for contact on selected 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** (Person Responsible for payment of the inspection request)

Same as inspection contact person

Contact Number \*  Contact Email \*  First Name \*  Last Name \*

**Corrections (0)** (select a previously issued correction which is ready for re-inspection)

There is no pending correction for selected inspection type(s)

**Comments** (Optional)

Next - Select Preferred Inspection Date

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

## Step 2: Select Preferred Date of Inspection

LOS ANGELES Update on coronavirus City Services City Directory

TO REPORT AN EMERGENCY CALL 9-1-1

FIMS

Home an ra

1 Enter Details for Inspection 2 Pick A Preferred Date for Inspection 3 Request Pay/ Confirmation

Request Inspections Currently: 9/9/2020 1:39:18 PM

Select Preferred Date For Inspection

September 2020

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25



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

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

## 14 Pay Inspection Fees

**Description**

Thank you for submitting the application. It is complete now.  
You can preview and download a copy displayed in the panel here.

Following is the payment due: **\$ 6436.00**  
(See section 4 in the application for detailed breakdown)

Credit Card  ACH Echeck

**PAY ONLINE**

**!** PAYMENTS VIA AN ELECTRONIC CARD (CREDIT/DEBIT) ARE SUBJECT TO A NON-REFUNDABLE 2.70% SERVICE FEE COLLECTED AND PROCESSED AS A SEPARATE TRANSACTION BY OUR THIRD PARTY PAYMENT PROCESSOR, ELVON INC. RATE SUBJECT TO CHANGE BASED ON CREDIT/DEBIT INTERCHANGE RATES.

- OR -

**Pay in person**  
You can also visit our main office with a copy of the application to pay in person.

**Metro Office**  
201 N Figueroa St., Suite 300, Los Angeles, CA 90012  
Phone: (210) 482-6900 | Fax: (210) 482-6900

**LOS ANGELES FIRE DEPARTMENT** **Permit Application** **Fire Development Services**  
To schedule an inspection or check status of a transaction/inspection, go to: <http://inspect.lafd.org>  
For any questions, please call (213) 482-6903

Transaction ID:	C20-01505	Project Address:	230 S FRIES AVE CA Los Angeles 90744		
Phone Number:	Ext:	Business Name:			
Transaction Type:	LADBS Permit	Transaction Status:	Pending Payment	Date Created:	09/09/2020

Permit Description: FireLife Safety Plan review (Refer to Section 5 for more details)

**Section 1: Owner**

**Owner**

Title:	-
Name:	ANUSHKA RAJAGOPALAN
Company:	3Di
Address:	2815 waterfall in simi valley California 93065
Phone:	(505) 205-8901

**Section 2: Preparer Information**

- 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

The screenshot shows the FIMS dashboard for a user named Anusha Rajagopalan. The 'My Projects' section lists six projects with their respective inspection and permit counts. The 'Online Services' section contains two buttons: 'Start New Application' and 'Add an existing application to your Profile', with the latter being highlighted by a red box. The dashboard also includes a search bar and a 'Home' button.

This screenshot shows the 'Find' form for adding an existing application. The form is titled 'Add an existing permit or plan check application to your account by entering Transaction ID Number and Street Name'. It features two input fields: 'Transaction ID e.g. C15-0001' and 'Enter any word of the Street Name e.g. Laurel'. A red 'Find' button is positioned to the right of the second input field. The form is set against a white background with a red header bar.

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



The screenshot shows the 'My Dashboard' section of the FIMS application. It features a list of projects under the heading 'My Projects (6)'. Three projects are visible, each with a 'Disassociate' button highlighted by a red box. The projects are:

- LADBS Permit # C20-01856**: Address: 660 S STANFORD AVE 90021. Plan checker: OSCAR SALGADO, JR. Status: Plan Check approved.
- LADBS Permit # C20-01914**: Address: 233 S AVENUE 22 90031. Plan checker: HANI MALIKI. Status: Pending Assignment.
- Fire Permit # F20-00931**: Address: 230 S FRIES AVE 90744. Plan checker: HANI MALIKI. Status: Plan Check approved.

Each project card includes fields for Address, Unit No., Plan check Service, DBS (PCIS) Ref#, Type of Work, Plan Checker Name, Plan Checker Email, and Payment Due. Action buttons like 'Inspection Request / Edit / Review' and 'View Uploaded Plans & Supporting Documents' are also present.

- The user can disassociate from an application as well.

## 16 Log Out

This screenshot shows the 'My Dashboard' section with a list of projects. A dropdown menu is open, showing a 'Log Out' button. The projects listed are:

- An Project 1: Inspection 1, Permits 5
- An Project 2: Inspection 0, Permits 3
- Lakeview: Inspection 1, Permits 8
- An Project 3: Inspection 0, Permits 2
- An Project 1: Inspection 0, Permits 0
- An Project1: Inspection 0, Permits 1

The footer of the page contains the text: © LOS ANGELES FIRE DEPARTMENT | PRIVACY | TERMS OF SERVICE | PHOTO CREDITS POWERED BY 3DI SYSTEMS

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



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*Phone: (714) 257-8590; Fax: (714) 257-1386*  
*www.3disystems.com*

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