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PLAN REVIEW, PLAN STAMPING, and INSPECTIONS with SAFETY PROTOCOLS

Submittal of Plans and Accessibility Design Review Report by CASp consultant

1. The request and initial submittal of plans and Accessibility Design Review Report by a Certified Access Specialist (CASp) consultant must be emailed to lahd.retrofit@lacity.org in PDF format.
2. Each project's Accessibility Design Review Report and Plans will be assigned to a Rehabilitation Construction Specialist (RCS) for review within 8 business days.
3. AcHP will complete a review of the plans and Accessibility Design Review Report from the CASp consultant within 25 business days or less. This allows for sufficient time for corrections and ensures that the project is built in compliance with all applicable accessibility standards.
4. Assigned RCS will notify relevant stakeholders via email with questions and/or corrections. The AcHP supervisor will review the materials and provide corrections to the developer within 5 business days.
5. All corrected plans and CASp reports must be submitted via email in PDF format directly to the assigned RCS and to lahd.retrofit@lacity.org

Plan Approval and Stamping

6. LAHD reviews and stamps the plans.
7. Assigned RCS to the project will conduct a verification review that the plans and Accessibility Design Review Report by the CASp consultant includes all the required corrections.
8. Assigned RCS will notify the stakeholder when all corrections are verified and ready for CASp report and plan approval.
9. The RCS will stamp the approved drawing set electronically and proceed with project clearance in LADBS's Plan Check and Inspection System (PCIS).

Site Inspections

10. To schedule inspection requests, please reach out to your assigned RCS via email CC to lahd.retrofit@lacity.org
11. During an inspection, social distancing of 6 feet from AcHP and NAC staff is recommended. An inspector can choose to wear a mask and will do so if a tenant requests that a mask be worn when inspecting their unit.