

ADDING A CONTACT TO AN EXISTING PERMIT CASE (BUILDING & SAFETY)

The screenshot shows the EPIC-LA website interface. At the top, the URL is `losangelescountyca-energoweb.tylerhost.net/apps/selfservice#/home`. The header includes the EPIC-LA logo and a 'Login or Register' button. A navigation menu contains links for Home, Apply, Request Inspection, Transportation, Report, Search, Maps, Calendar, Help, and About Us. A blue banner below the menu states: 'The County's new Decision Engine can assist you to identify the appropriate permits, applications, and/or licenses required for your project. Click "Apply" to get started.'

The main content area is titled 'Welcome to EPIC-LA' and displays eight service tiles:

- Login or Register** (highlighted with a green border): Login or register for a new account.
- Map**: Explore the map to see the activity occurring in your neighborhood.
- County Disaster Recovery Permit - Rebuild Project**: Los Angeles County unified rebuild permit associated with the 2025 Palisades and Eaton fires.
- Pay Invoice**: Pay for an invoice. An invoice number is required.
- Apply**: This tool will allow you to view permits/plans/licenses that are available to be applied for.
- Request Inspection**: Click here to request an inspection on an existing record.
- Permit/Plan Helper App**: This tool will help you select the correct permit or plan to apply for.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Detailed instructions on how to log in or register can be found [here](#).

My Work – My Permits

The screenshot shows the 'My Work' section of a web application. The top navigation bar includes 'Home', 'Dashboard', 'Apply', 'My Work' (highlighted with a green box), 'Today's Inspections', 'Transportation', and 'Building'. Below this, the 'My Work' section has two tabs: 'MY INVOICES' and 'MY PERMITS' (highlighted with a green box). A search bar is located above a table of permits. An orange callout bubble points to the search bar with the text: 'You can use the search bar to narrow down your list of permits here'. The table has columns: Permit Number, Project, Address, Permit Type, Status, and Attention Reason. One permit number, 'UNC-BLDR', is highlighted with a green box. A green callout bubble points to this box with the text: 'Click on the link of the permit you would like to upload files to or download files from'. An 'Export to Excel' button is visible in the top right of the table area.

You can use the search bar to narrow down your list of permits here

Permit Number	Project	Address	Permit Type	Status	Attention Reason
UNC-BLDH			Hotel/Motel New Construction Building Permit - County	Attention, Pending	Fail Failed Reviews
UNC-BLDM				Attention, Pending	Unpaid Fees
UNC-BLDR				Attention, Pending	Fail Failed Reviews
UNC-GRAD				Attention, Pending	Fail
UNC-SOLR			Ground Mount Solar	Attention, Pending	Fail Failed Reviews

Click on the link of the permit you would like to upload files to or download files from

After logging in, click on “My Work” and then click on the “My Permits” tab to see permits your account is linked to. Find the appropriate Permit Case number and click the number to open it

Permit Case – Contacts

Permit Number: UNC-BLDH [REDACTED]

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: [REDACTED]

Applied Date: [REDACTED]

District: [REDACTED]

Description: [REDACTED]

Status: [REDACTED]

Issue Date: [REDACTED]

Assigned To: [REDACTED]

Valuation: [REDACTED]

Project Name: [REDACTED]

Expire Date: [REDACTED]

Select the “Contacts” menu to add more contacts

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Contacts](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Contacts

Sort Type

Add Contact

Click “Add Contact”

Type	Company	First Name	Last Name	Title	Confirmation	Billing	Remove
Applicant	[REDACTED]	[REDACTED]	[REDACTED]		N/A	Yes	

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[Back to Record](#)

Add Contact

Add Contact As

Account Holder

Account Holder

Agent

Applicant

Architect

Contractor

Developer

Engineer

Land Surveyor

Other

Owner

Owner/Applicant

Owner/Builder

Payer

Soils/Geotechnical Engineer

Tenant

Search

Search

Name, E

Select the contact type from the
"Add Contact As" drop down menu

[Back to Record](#)

Add Contact

Add Contact As Account Holder ▼

Search My Favorites

Search 🔍

Sort Relevance ▼

Favorite	First Name	Last Name	Address	Company	Email	Action
★					Click Add	Add

Results per page 10 ▼

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It is highly recommended that the property owner creates an EPIC-LA account and be added to the permit case prior to the permitting process.