

HOW TO APPLY FOR 'SIMPLE' MECH, ELEC, PLMB PERMITS (NO PLAN CHECK REQUIRED)

The screenshot shows the EPIC-LA website interface. The browser address bar displays `losangelescountyca-energoweb.tylerhost.net/apps/selfservice#/home`. The header includes the EPIC-LA logo, the text "Los Angeles County - Electronic Permitting & Inspections", and a "Login or Register" button highlighted with a green box. The navigation bar contains links: Home, Apply, Request Inspection, Transportation, Report, Search, Maps, Calendar, Help, and About Us. A blue banner below the navigation bar 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 features a "Welcome to EPIC-LA" heading and eight service tiles. The first tile, "Login or Register", is highlighted with a green border and contains the text: "Login or register for a new account." The other tiles include: "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.), and "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](#).

Home

[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Request Inspection](#) [Transportation](#) [Pay Invoices](#) [Report](#) [Search](#) [Maps](#) [Calendar](#) [Help](#) [About Us](#)

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.

Welcome to EPIC-LA



My Account

Click here to access your account information.



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.

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Finding the Permit Application

Application Assistant

simple Search for "Simple" Click here to search or hit 'enter'

[All](#) [Trending](#) [Plumbing](#)

[Show Categories](#)

	Electrical Permit (Simple) - County Category Name: * County of Los Angeles Building Permits Description: Apply here for a simple electrical permit in the unincorporated County area that does NOT require a plan review.	Apply
	Mechanical Permit (Simple) - County Category Name: * County of Los Angeles Building Permits Description: Apply here for a mechanical permit in the unincorporated County area that does NOT require a plan review.	Apply
	Plumbing Permit (Simple) - County Category Name: * County of Los Angeles Building Permits Description: Apply here for a plumbing permit in the unincorporated County area that does NOT require a plan review.	Apply
	Sewer Permit (Simple) - County Category Name: * County of Los Angeles Building Permits Description: Apply here for a simple sewer permit in the unincorporated County area that does NOT require a plan review.	Apply

Search for "Simple" into the Application Assistant search bar. These are permits that do not need plan review.

Step 1 – Location

The screenshot shows a multi-step process bar at the top with six steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the bar, the section is titled 'LOCATIONS'. A paragraph of instructions follows: 'Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.' Below this text is a blue rectangular button with rounded corners. The button contains a search bar at the top with the placeholder text 'Location' and a dropdown arrow. Below the search bar, the text 'Add Location' is centered, followed by a large white plus sign. At the bottom of the button, the word 'REQUIRED' is displayed in white capital letters. A green callout bubble with a pointer to the plus sign contains the text: 'Click the “+” to add a project location'.

1 — 2 — 3 — 4 — 5 — 6

Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.

Location ▼

Add Location

+

REQUIRED

Click the “+” to add a project location

[Back to Application](#)

Add Location

Address

Parcel

The default selection
is to search by
Address

Add Address As

Location ▼

Search

Searching by
number and street
name only is enough
(ex: 900 Fremont)

Address Information

Search



[Back to Application](#)

Add Location

Address

Parcel

Add Address As

Location ▼

Search

Address Information

Search 

Click "Add" to set the project location

Address

Action

Add

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

[Back to Application](#)

Add Location

Address

Parcel

Alternatively, locations
can be search by
Parcel Number

Parcel Information

Search

Search Parcels



Search using only
numbers
(ex:1234567890)

[Back to Application](#)

Add Location

Address

Parcel

Parcel Information

Search 

Parcel Number	Section	Township	Range	Action
				☒

Results per page 1 - 1 of 1 << < 1 > >>

Check the box

Search to find address

Search Associated Addresses

Parcel Information

Search 

Parcel Number	Section	Township	Range	Action
				☒

Results per page 10 1 - 1 of 1 << < 1 > >>

Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #

Address	Action
	☒

Results per page 10 1 - 1 of 1 << < 1 > >>

Add the address

Add Selected

Cancel

Check the box with the correct address.
If there is no address, you can still add only the parcel



LOCATIONS

Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.

Type: Location

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

Location ▼

Add Location

+

A draft of the application can be saved and then continued a later time. Drafts are accessed from the Dashboard

Save Draft

Next

1

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

LOCATIONS

Please search for and select the address(s) and/or parcel(s) on which your project is located. If vacant land, just search and select the parcel(s). If the location is not within the jurisdiction for this plan type, a warning will appear.

Type: Location

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

Location

Add Location

+

If you see this warning, the location is not within unincorporated LA County. Please only continue if the project is a Los Angeles County owned or operated facility

The following information is relevant to your application:

• *** Warning: Location must be in the Unincorporated County Area. Your selected location is not. Only proceed if this is related to a County Capital Project. ***

◦ Parcel Number:

Create Template

Save Draft

Next

If there is a warning message as indicated in the screenshot above, please only continue if your project is a Los Angeles County owned or operated facility (not personal property projects)

Step 2 – Description

The screenshot shows a multi-step process interface. At the top, a horizontal progress bar contains six steps: 1. Locations (marked with a green checkmark), 2. Type (highlighted with a blue circle), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the section is titled 'PERMIT DETAILS'. It contains two main input fields: '* Permit Type' and '* Description'. The '* Permit Type' field is a dropdown menu currently showing 'Mechanical Permit (Simple) - County'. The '* Description' field is a text area containing the placeholder text 'TYPE IN A DESCRIPTION. APPLICATIONS WITHOUT DESCRIPTION MAY DELAY THE PROCESS'. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. Annotations are provided via callout boxes: a green box points to the dropdown menu stating 'Permit Type cannot be changed'; an orange box points to the description text area stating 'Add a description of work. Please be clear with description'; and another green box points to the 'Next' button stating 'Click “Next” to continue'.

Locations **2** Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

PERMIT DETAILS

* Permit Type: Mechanical Permit (Simple) - County

* Description: TYPE IN A DESCRIPTION. APPLICATIONS WITHOUT DESCRIPTION MAY DELAY THE PROCESS

Back Create Template Save Draft **Next**

Permit Type cannot be changed

Add a description of work. Please be clear with description

Click “Next” to continue

Step 3 – Contacts

Locations Type **3** Contacts More Info 4 Attachments 5 Review and Submit 6

CONTACTS

Please add any additional contacts that will participate on this project, such as submitting documents previously registered in EPIC-LA. You will be able to add contacts at any time during the project.

Applicant

(You)

Account Holder ▼

Add Contact

+

You are the default Applicant Contact. Additional contacts may be added if they have an EPIC-LA account. Please select contact type from drop down prior to adding contact. You will be able to add more contacts after submittal. It is highly recommended that the property owner has an account

Back Click "Next" to continue Save Draft Next

Step 4 – More Info

Apply for Permit - Electrical Permit (Simple) - County

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

MORE INFO

Enter the numerical value of items you are adding

General Info

Branch Circuits, 120V, 15 or 20A

1

Branch Circuits, Lighting, 208-277V

Outlets-Lighting, Recept, Switch

2

Lighting Fixtures

3

[Next Section](#) | [Top](#) | [Main Menu](#)

In this Electrical Permit (Simple) example, enter the number of items you are adding

*Residential or Commercial?

Residential or Commercial? is required.

Depending on the application, there will be required questions to answer

- First tenant improvements of the shell building

- Installation of new lighting fixtures in areas that are conditioned or non conditioned, and are greater than 1,000 sq. ft.

- Alterations to existing indoor lighting luminaries

Depending on the application, there will be required acknowledgements to answer

more than 10% of the

- Outdoor lighting installations that are 30,000 sq. ft. or greater, or modifications of 3,200 watts or greater

*I agree to the above terms and conditions

I agree to the above terms and conditions is required.

Back

Create Template

Click "Next" to continue

Save Draft

Next

Step 5 – Attachments

The screenshot shows a multi-step process with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The 'Attachments' step is the current active step, indicated by a blue circle with the number 5. The other steps are marked with green checkmarks. Below the progress bar, the 'Attachments' section is titled. It features a blue tile with a white plus sign and the text 'Add Attachment'. Above the tile is a drop-down menu labeled 'Supporting Document'. Below the tile, a list of supported file formats is provided: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .pdf. An orange callout box points to the plus sign on the blue tile, containing the text: 'If there are any documents you would like to attach to the application, select file type from the drop-down menu and then click the “+” in the blue tile to search for your file.' At the bottom of the screen, there are three buttons: 'Back', 'Create Template', and 'Next'. The 'Next' button is highlighted with a green border. A green callout box points to the 'Next' button, containing the text: 'Click “Next” to continue'.

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

Supporting Document ▾

Add Attachment

+

Supported: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .pdf,

If there are any documents you would like to attach to the application, select file type from the drop-down menu and then click the “+” in the blue tile to search for your file.

Back Create Template Click “Next” to continue Save Draft **Next**

Step 6 – Review and Submit

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

Submit

Locations

Location

Parcel Number

Basic Info

Type

Description

Applied Date

Contacts

Scroll down to review the application

The image shows two screenshots of the EPIC LA application interface. The top screenshot displays a navigation bar with buttons for 'Back', 'Create Template', 'Save Draft', and 'Submit'. A green callout bubble points to the 'Submit' button, stating: 'After scrolling through to the bottom, there will be another button to submit. Click "Submit" to finish'. The bottom screenshot shows a confirmation message: '✓ Your application was successfully submitted! You have successfully submitted your application and will shortly receive an email confirmation. Please allow adequate time for the appropriate staff to screen and process the application.' Below this message is a 'Continue to permit' button. An orange callout bubble points to the confirmation message, stating: 'You will see this message after a successful submittal'.

Back Create Template Save Draft Submit

After scrolling through to the bottom, there will be another button to submit. Click "Submit" to finish

✓ **Your application was successfully submitted!**

You have successfully submitted your application and will shortly receive an email confirmation. Please allow adequate time for the appropriate staff to screen and process the application.

Continue to permit

You will see this message after a successful submittal

You will see a confirmation screen after submitting. Click "Continue to permit" to enter the permit case page to see the permit case number. The application is sent to the [local LA County Building & Safety office](#) that serves your project address and will be reviewed by staff. A permit technician may contact you directly to request additional information on the project. If the application is accepted, a permit technician will contact you directly to initiate the permit issuance process. When an invoice is sent to your account, you can pay fees online.

If it is determined that your application requires plan review, you will be asked to apply for the 'Complex' version of the specific permit type

Your permit applications can be found on the Dashboard or My Work menu of EPIC LA under "My Permits".

ABRIDGED INSTRUCTIONS

1. Log in and click “Apply” from the Home screen
2. Find the permit type. Search for “Simple” to filter results
3. Add a location
 - a. By Address, search for street number and street name only (ex: 900 Fremont) or
 - b. By Parcel, search for the parcel using numbers only and no dashes (ex: 123456789)
4. Write in a Description
5. You are the default contact applicant. Additional contacts can be added now or after submitting. It is highly recommended that the property owner has an account to add to the permit case
6. Fill in the number of items you are adding and answer any required questions.
7. You can add attachments if there are any to provide.
8. Review your application and click Submit. You will see a confirmation screen after submitting.
 - a. Click “Continue to permit” to see the permit case page along with the permit case number
 - b. Application is sent to the [local LA County Building & Safety office](#) that serves your project address and will be reviewed by staff.
 - c. If accepted, a permit technician will contact you directly to initiate the permit issuance process
 - d. If your application requires plan review, you will be asked to apply for the ‘Complex’ version of that specific permit type.
9. Your permit applications can be found in the My Work menu of EPIC LA and then under the “My Permits”