



FORM-039

Project Application Intake-Issuance Checklist

GENERAL INFORMATION	DATE	PLAN CHECK (initials)	PERMIT TECH (initials)
PROJECT ADDRESS (not mailing address):		PROJECT NAME (if any):	
PROJECT NUMBERS (list all applicable):			

DEPARTMENT/AGENCY	REQUIRED	OK TO SUBMIT (name)	OTC REVIEWER (name)		OTC STATUS
Building Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N/NR		<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
Planning Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N/NR		<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
MWELO Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Fire Plan Review *	<input type="checkbox"/> Y <input type="checkbox"/> N/NR*		<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
Health Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Electrical Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Mechanical Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Plumbing Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Public Works Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				
Oilwell Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N				

NEW ADDRESS	REQUIRED	DATE ASSIGNED	COMMENTS
APP-015 Address Assignment Application	<input type="checkbox"/> Y <input type="checkbox"/> N		

PERMIT APPLICATIONS TO BE CREATED DURING INTAKE									
<input type="checkbox"/> BNEW	<input type="checkbox"/> BADD	<input type="checkbox"/> BRMD	<input type="checkbox"/> BGRD	<input type="checkbox"/> BCEL	<input type="checkbox"/> BFEN	<input type="checkbox"/> BSGN	<input type="checkbox"/> BAWN	<input type="checkbox"/> BDEM	<input type="checkbox"/> HLTH
<input type="checkbox"/> BELE	<input type="checkbox"/> BMEC	<input type="checkbox"/> BPLM	<input type="checkbox"/> BFFS	<input type="checkbox"/> BMSC	<input type="checkbox"/> FALM	<input type="checkbox"/> FSPK	<input type="checkbox"/> FHDS	<input type="checkbox"/> FTNK	<input type="checkbox"/> FMSC

* **N/NR** – All autoloading Fire Plan Review fees shall be deleted and fees recalculated by PT Staff during INFOR application creation and prior to any fee payments, when “N/NR” is marked or Fire NR conditions listed in INFOR apply.

DOCUMENTS REQUIRED DURING PLAN REVIEW	REQUIRED	DATE RECEIVED
FEMA Form FF-206-FY-22-152 Exempt - Elevation Certificate	<input type="checkbox"/> Y <input type="checkbox"/> N	
FEMA Form FF-206-FY-22-152 Elevation Certificate	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-007 or FORM-008 Development Impact Fee Notice and Acknowledgement	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-009 Low Impact Development (LID) Standard - Project Information	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-028 Plot Plan	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-034 or FORM-035 Sewer Capacity Charge Notice and Acknowledgement Form	<input type="checkbox"/> Y <input type="checkbox"/> N	
LACSD Sewerage System Connection Fee Receipt	<input type="checkbox"/> Y <input type="checkbox"/> N	
LBUSD or LAUSD Certificate of Compliance	<input type="checkbox"/> Y <input type="checkbox"/> N	
Harbor Development Permit (HDP)	<input type="checkbox"/> Y <input type="checkbox"/> N	

DOCUMENTS REQUIRED DURING PERMIT ISSUANCE	REQUIRED	DATE RECEIVED
FORM-005 CA License Contractor's Declaration and Owner-Builder's Declaration	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-006 Owner/Builder/Contractor Permit Proxy Form	<input type="checkbox"/> Y <input type="checkbox"/> N	
FORM-031 Construction and Demolition Management Plan	<input type="checkbox"/> Y <input type="checkbox"/> N	

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.