



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 as applicable):			

DEPARTMENT/AGENCY	REQUIRED	OTC REVIEWER (name)		OTC STATUS
Building Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
Planning Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
Fire Plan Review	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> OTC		<input type="checkbox"/> CORR <input type="checkbox"/> APPR
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			
Health 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	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"/> BAWN	<input type="checkbox"/> BCEL	<input type="checkbox"/> BSGN	<input type="checkbox"/> BDEM	<input type="checkbox"/> HLTH
<input type="checkbox"/> BELE	<input type="checkbox"/> BMEC	<input type="checkbox"/> BPLM	<input type="checkbox"/> BMSC	<input type="checkbox"/> BFFS	<input type="checkbox"/> FALM	<input type="checkbox"/> FSPK	<input type="checkbox"/> FHDS	<input type="checkbox"/> FMSC

DOCUMENTS REQUIRED DURING PLAN REVIEW	REQUIRED	DATE RECEIVED
FEMA Form 086-0-33 Exempt Elevation Certificate	☐Y ☐N	
FEMA Form 086-0-33 Elevation Certificate	☐Y ☐N	
FORM-007 or FORM-008 Development Impact Fee Notice and Acknowledgement	☐Y ☐N	
FORM-009 Low Impact Development (LID) Standard - Project Information	☐Y ☐N	
FORM-028 Plot Plan	☐Y ☐N	
FORM-034 or FORM-035 Sewer Capacity Charge Notice and Acknowledgement Form	☐Y ☐N	
LACSD Sewerage System Connection Fee Receipt	☐Y ☐N	
LBUSD or LAUSD Certificate of Compliance	☐Y ☐N	
Harbor Development Permit (HDP)	☐Y ☐N	

DOCUMENTS REQUIRED DURING PERMIT ISSUANCE	REQUIRED	DATE RECEIVED
FORM-005 CA License Contractor's Declaration and Owner-Builder's Declaration	☐Y ☐N	
FORM-006 Owner/Builder/Contractor Permit Proxy Form	☐Y ☐N	
FORM-031 Construction and Demolition Management Plan	☐Y ☐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.