

PERMITTING PROGRESS TRACKER

Name: _____

Property Address: _____

Jurisdiction: ☐ Altadena (LA County) ☐ Palisades (LA City)

Step 1: Pre-Design / Feasibility

- ☐ Gather property documents (survey, insurance, fire-damage report)
- ☐ Identify hazard zones (VHFHSZ, hillsides, flood)
- ☐ Decide rebuild type: like-for-like, expanded, or include ADU
- ☐ Review local codes & overlay requirements

Step 2: Conceptual / Pre-Design

- ☐ Work with architect/designer on design documents and plans
- ☐ Choose architectural style & fire-resistant materials
- ☐ Preliminary budget & timeline assessment

Step 3: Planning Review Submission

- ☐ Submit planning application: site plan, elevations, floor plans, materials
- ☐ Receive planning comments & revise as needed
- ☐ Obtain planning approval

Step 4: Building & Safety (B&S) and Other Departments Submissions

- ☐ Submit full construction plans: structural, MEP, energy compliance
- ☐ Address plan check comments
- ☐ Receive building permit

Step 5: Construction & Inspections

- ☐ Begin construction
- ☐ Pass key inspections
 - Foundation/footings
 - Framing/roof
 - Electrical, plumbing, mechanical rough-ins
 - Fire-resistant materials and systems
 - Final inspection for Certificate of Occupancy (CO)

Step 6: Post-Construction

- ☐ Obtain Certificate of Occupancy (CO)
- ☐ Update property records / assess tax implications
- ☐ Review fire mitigation measures and maintain defensible space

Notes: _____