



FIRE DEPARTMENT TRANSMITTAL LETTER

This form will serve as the cover sheet for this project’s online submittal to the Los Angeles County Fire Department, through the EPIC-LA permitting system. It is essential that this project be submitted to EPIC-LA **as soon as possible** after it is assigned to a planner so that the review process is not delayed. **Development Review Committee comments or Conditions of Approval may be postponed if the project is not submitted in a timely manner.**

Applicant’s Name: _____

Phone: _____ Email: _____

Project Location (address or vicinity): _____

Assessor’s Parcel Number(s) (APN): _____

Project Description: _____

The instructions below outline how to submit a project to EPIC-LA. If you have questions or encounter issues during the submittal process, please reach out to Wally Collins at Wally.Collins@fire.lacounty.gov or at (323)890-4243.

1. Go to epicla.lacounty.gov.
2. Click “Login or Register”.
If you already have an account with EPIC-LA, sign in now. If you do not, please register for a new account.
3. Click “Apply”. Then, select the permit type that matches the EPIC-LA Designation listed below.
4. Follow the prompts to enter information related to your project.
When you reach the Attachments screen, be sure to **upload this worksheet as an “City Transmittal Letter”**.
5. Email a copy of your invoice or receipt to your case planner, to let them know that the item has been submitted.

City Use Only

Case Number: _____

Case Planner: _____ Email: _____

EPIC-LA Designation: Fire – Land Development – City Requests –

<input type="checkbox"/> One Stop Counseling	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tentative Map – Parcel	<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zone Change	<input type="checkbox"/> Tentative Map – Tract	<input type="checkbox"/> Other _____