



Los Angeles City Mayor's Office

Attn: Deputy Mayor Rachel Freeman
200 N. Spring Street, Los Angeles, CA 90012

July 16, 2024

RE: Architect / Engineer certification in lieu of department re-stamps

As a part of AIA | LA's commitment to work with the City of Los Angeles on constructive ways to improve Development Services processes, AIA | LA is proposing the following draft forms be considered for use by Development Services. The attached documents are drafts for discussion that our members believe would have a meaningful impact on Development Services and be relatively easy to implement.

The attached forms are a simple Memorandum and Self-certification Form that allows an Architect or Engineer of Record to certify that no major changes have occurred to the drawings since a drawing was reviewed by another department. This form will allow a LADBS Plan checker to finalize a project's plan check without requiring the applicant to get drawings restamped by a department that had previously approved the project.

Currently, LADBS Plan Check can only be finalized after all the departments have stamped a set of drawings. However, the challenge is that an applicant works their way through the approvals/stamps of the departments, but then later departmental reviews require modifications to the physical piece of paper that had been previously stamped approved. Independent of whether or not changes required by one department have any impact on the previous approval, the applicant is then required to go back to get previous departments to re-stamp the drawings.

An average-size project such as a by-right apartment building or an average-size single-family residence typically requires 6-8 weeks to go through the re-stamp process. The actual review time of a drawing is rarely longer than a few minutes, but the delay comes from a lack of available times to meet with staff. Allowing Architects and Engineers to certify that a project is in compliance with the drawings initially reviewed by a department will save months in plan check review times and will eliminate dozens of meetings for City Staff on every project.

AIA | LA believes that this is a simple but meaningful change that can save months of time on every project plan checked project within the city of Los Angeles.

Very truly yours,

Will Wright, Hon. AIALA
Director, Government & Public Affairs
American Institute of Architects, Los Angeles Chapter (AIA|LA)
Architecture for Communities Los Angeles (ACLA)
445 West Adams Blvd.
Los Angeles, CA 90016
E: will@aialosangeles.org
O: (213) 639-0764
M: (310) 309-9580

EXHIBIT A: INFORMATION BULLETIN



INFORMATION BULLETIN / PUBLIC – GENERAL INFORMATION

REFERENCE NO.: TBD Effective: [DATE]
DOCUMENT NO.: TBD Revised:
Previously Issued As: N/A

ARCHITECT / ENGINEER CERTIFICATION IN LIEU OF INTERDEPARTMENT RE-STAMP CIRCULATION

The City of Los Angeles aims to provide the highest level of service to all applicants regardless of the scope and scale of any proposed project. In an effort to expedite the Plan Review process, the Department of Building and Safety is implementing a procedure for the Architect and/or Engineer of Record to certify the substantial conformance of a drawing revision with previous versions bearing departmental stamps. The Architect or Engineer of Record is required to review and confirm that subsequent drawing revisions are in conformance with the department-stamped version by completing and signing the **CERTIFICATION AGREEMENT IN LIEU OF INTERDEPARTMENT RE-STAMP CIRCULATION** form. The final set of plans and in lieu agreement shall be accepted as meeting the LADBS Plan Check Corrections Sheets requirements. During the final Plan Check Verification meeting, the Plan Check Engineer may require the applicant to show previous versions of sheets bearing the departmental stamps.

Example: Department A signs off their clearance and stamps the Site Plan. Later, Department B requires a note be added to the Site Plan, which does not substantively affect Department A. The applicant may update and print the Site Plan to obtain the Department B clearance, without having to then return to Department A for a "re-stamp."

The goal is to reduce repeated recirculation of stamped sheets and/or plan sets, and lessen the amount of counter meetings required per project.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.

EXHIBIT B: CERTIFICATION BY ARCHITECT / ENGINEER OF RECORD



**CERTIFICATION BY ARCHITECT / ENGINEER OF RECORD
AGREEMENT IN LIEU OF INTERDEPARTMENT RE-STAMP CIRCULATION**

For Department Use Only:

LAMC Code Sections: TBD, if applicable

Document No. ____ of ____

Date: ____ day of _____, 20__

Project Address:		Architect / Engineer of Record	
Building Permit No.:		Professional Lic./Reg. No.	Phone No.

SECTION 1:

Drawing No.	Drawing Name	Revision No. / Issue Date of LA Dept. Stamped Sheet	Revision No. / Issue Date of Updated Sheet
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

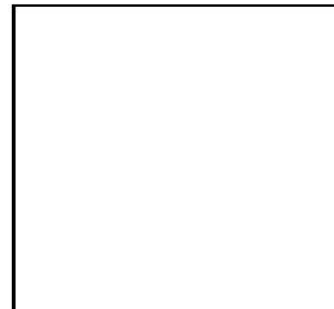
SECTION 2:

City of Los Angeles Department:
[Check only one box. A separate in-lieu form shall be required for each departmental stamp.]

- | | |
|---|---|
| <input type="checkbox"/> City Planning Department (LADCP) | <input type="checkbox"/> Accessibility Division (DAS) |
| <input type="checkbox"/> Sanitation Department (BOS) | <input type="checkbox"/> Green Building Division |
| <input type="checkbox"/> Fire Department (LAFD) | <input type="checkbox"/> Other: _____ |

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE:

- I AM THE ENGINEER OR ARCHITECT RETAINED BY THE OWNER TO BE IN RESPONSIBLE CHARGE FOR THE CONTRACT DOCUMENTS IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LOS ANGELES.**
- I CERTIFY BY MY SIGNATURE AND PROFESSIONAL STAMP THAT THE DRAWING(S) LISTED ABOVE IN SECTION 1 ARE IN SUBSTANTIAL CONFORMANCE WITH THE DRAWING(S) REVIEWED AND STAMPED BY THE CITY OF LOS ANGELES DEPARTMENTS LISTED ABOVE IN SECTION 2.**



SIGNATURE OF ARCHITECT OR ENGINEER OF RECORD

DATE

STAMP OF ARCHITECT OR ENGINEER OF RECORD