ADDITIONAL SERVICE REQUEST

Environmental Health Division
5050 Commerce Drive, Baldwin Park, CA 91706
www.publichealth.lacounty.gov/eh | (888) 700-9995

County of Los Angeles Public Health

This form is used to request additional consultation or plan check services, including equipment or site evaluations, supplemental plan reviews or plan re-stamping, and additional inspections. Some services have a set fee, while others are billed at an hourly rate with a one-hour minimum. Submit this request to the program providing the services you are seeking.

NAME AND TITLE OF PERSON SUBMITTING:	EMAIL:	PHONE #:

BUSINESS/PROJECT ADDRESS			
NAME:		**PHONE #:**	
ADDRESS:	**CITY:**	**STATE:**	**ZIP CODE:**
EMAIL ADDRESS:			

BUSINESS OWNER			
☐ Check here if same as BUSINESS/PROJECT			
NAME:		**PHONE #:**	
ADDRESS:	**CITY:**	**STATE:**	**ZIP CODE:**
EMAIL ADDRESS:			

SERVICE REQUEST

Select service(s) you are requesting:

☐ Site Evaluation
☐ Additional Inspection
☐ Additional Plan Review
☐ Modification of Plans
☐ Operations/Contingency Plan Review
☐ Equipment Evaluation
☐ Compliance Review
☐ Facility Conversion/Change of Use Evaluation
☐ Outside Agency Review
☐ Restamping Previously Approved Plans
☐ Pre-Application Consultation
☐ Fire Rebuild Review
Indicate Name of Fire:
_____
☐ Other:
_____

FOR SITE EVALUATION

Approximate date business closed: _____
I understand that plan submittal may be required if:

- Construction, alteration, or equipment changes occurred
- The facility does not meet current Code requirements

FOR MODIFICATION OF A PREVIOUSLY APPROVED PLAN
Describe the scope of the modification:

OWNER/REPRESENTATIVE ACKNOWLEDGEMENT

I understand the following:

- The fee is **non-refundable**, and the application is **non-transferable**.
- Reviewed plans—whether approved or not—are **valid for one year**.
- Plans **must be approved** before beginning construction or installing any equipment.
- It is a **misdemeanor** to begin operation without a final inspection, approval, and a valid Public Health Permit.
- If paying online, **email the confirmation number** to the program.
- Set Fees:
  - Massage site evaluation: $164 each
  - Cannabis site evaluation: $344 each
  - Public Swimming Pool additional plan correction: $163 each
  - Public Swimming Pool additional final field inspection: $191 each
- Hourly Fees (1-hour minimum):
  - Site evaluations for other businesses: $164/hour
  - Additional Plan Correction: Food, Wells, Onsite Wastewater Treatment System, Body Art: $164 an hour
  - Additional final field inspection (Food, Wells, Onsite Wastewater Treatment System, Body Art): $164/hour
  - Children's Camp / Organized Camp additional review or reinspection: $174/hour
  - *Onsite Wastewater Treatment System evaluations for rebuilding a single-family dwelling after the Eaton or Palisades Fire are fee-exempt.*

Signature: _____ **Date:** _____

OFFICE USE ONLY	
CONTACT OFFICE: **Reviewed by:** _____	**SR#:** _____ **INVOICE#**: _____
PAYMENT: ☐ **Cash** ☐ **Check #** _____ ☐ **Online (Confirmation #**_____**)** **Amount Paid: $**_____ **Date Paid:** _____	

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