BUILDING AND SAFETY ONLINE PLAN CHECK (BSOP)

https://dpw.lacounty.gov/BSD/BSOP

Detailed Instruction for submittal to BSOP

Please note that this system should be utilized for only those applications which require PLAN CHECK. Over the counter and simple permits should not be submitted through BSOP.

1. On the BSOP homepage, click the button on the top right that reads "Login/Register".

2. Create a new account or use your existing account to register with BSOP.

3. After logging in, you will be taken back to the BSOP homepage. Here you will need to complete your registration. You will provide your contact information that will be used throughout the plan check process. You can update your registration information at any time by clicking the "Update Registration" link at the top of the page.

4. To submit a new project, search for the subject parcel by entering the site address or APN in the search bar above the map and clicking on "Search".

5. Capital Projects (those projects performing work on County-owned property) will need to select the "Capital Projects" check box before clicking "Search".

6. The subject parcel will be shown zoomed in and display the parcels general, civic, and engineering information. If the parcel and address are correct, click the "Submit Parcel and Continue" button.
   a. If the address is incorrect but the APN is right, you may proceed as normal. During the application process the address can be changed if necessary.
   b. If the APN is incorrect, please research or locate the correct parcel in map view and double click on it.

7. You are now at the "My Projects" screen. Here you will be able to view all the existing and new projects associated with your login ID.
   a. The screen lists the APN and site addresses for each project.
   b. By clicking "Select" for a specific parcel, you will be able to see all associated Plan Check numbers and that number's plan status.
   c. By clicking "Select" for a specific Plan Check number, you will see all associated files for that Plan Check. The associated files are categorized into 3 tabs: Building Files, Drainage Files, and GMED Files.
      i. "Applicant Files" are the PDF files submitted to and received from Building and Safety Plan check.
      ii. "Reviewed Plans" are the plans and documents reviewed by Building and Safety. Approved plans will be plotted by the applicant at the time of permit issuance.

8. To submit a new permit application, Select the appropriate parcel and address. Beneath the address will be a dropdown box "Select Permit Type". Select the appropriate type and click the "Submit New Application" button. This will take you to the specific discipline's (BL, ME, EL, etc.) application page.

9. Complete the appropriate application information and upload your plan check documents. The document files shall be in multi-page PDF and no more than 100MB in size. Plans should be separated into disciplines as appropriate. For example:

    a. Architectural Plans.pdf
    b. Structural Plans.pdf
    c. Structural Calcs.pdf
    d. Electrical Plans.pdf
    e. Soils Report.pdf

10. Upon submittal, you will receive a temporary application number beginning with the letter T. Your application will be screened by a plan check engineer and you will be emailed instructions directly on how to proceed after screening is complete.

11. When instructed to pay fees, select the appropriate parcel, then click the "Pay Fees on this Parcel" button. You will be directed to pay online with either credit card ($2000 limit) or eCheck ($10,000 limit) for any or all plan check numbers with fees due. Once fees are paid, your plan check will be entered into the backlog for review.

12. To resubmit plan check files to a specific plan check application, click on the "Upload Project Files" button for the appropriate section (Building, Drainage, or GMED). Once files are uploaded, you will be reentered into the plan check backlog of the specific plan check engineer to whom you are submitting to.

13. As you obtain approvals from other County and State agencies, upload them directly to the plan check application in question by clicking the "Upload Agencies" button for the selected plan check number.

For additional help, please contact Dave Smith at 626-458-3173 or dsmith@dpw.lacounty.gov