



# Primary Renovation Work

Identification Checklist For All Rental Properties  
Subject to the Rent Stabilization Ordinance\*



Eric Garcetti, Mayor

Owner's Name : \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address : \_\_\_\_\_ Assessor Parcel Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Permit Application # \_\_\_\_\_

The purpose of this checklist is to identify projects that are making major improvements to a unit or building system(s) and during the construction will be having an impact on tenant habitability and/or safety before 8 a.m or after 5 p.m. This is not intended to delay the issuance of permits that are for maintenance of the building or unit. It should be noted that "Safe Work Practices" are required on all Pre-1978 buildings, to protect against possible Lead-based paint hazards or Lead poisoning on all projects. If you have any questions, in reference to this form, please contact: **HCIDLA-THP Group at 213-482-7039 or email [hcidla.code.thp@lacity.org](mailto:hcidla.code.thp@lacity.org). For all other questions please call 866-557-7368. 201 N. Figueroa St. Los Angeles Ca. 90012, Room 280.**

Please read the following four (4) questions carefully and answer either YES or NO.

		YES	NO
<b>1</b>	<b>Are any of the rooms, units or housing accommodations at the site occupied?</b> <b>If you answered NO, stop here, sign and obtain your permit</b>		
		YES	NO
<b>2</b>	<b>Will the permitted work require the replacement or substantial modification to any of the following:</b>		
	ELECTRICAL (re-wiring, service panels, sub-panels)		
	PLUMBING (re-piping the following: water supply, fire-suppression, sewer lines, bathrooms, kitchen or laundry facilities)		
	MECHANICAL (Replacement or major improvements to; elevators, heating units, ventilation systems, or air conditioning units)		
	STRUCTURAL (down sizing or additions, walls, roofs, foundations, seismic improvements, stairs, walkways, patios, or balconies).		
		YES	NO
<b>3</b>	<b>Are you going to remove or abate any hazardous material?</b> In all Pre-1978 construction, it is assumed to have a presence of lead-based paint and "Safe work practices" are required. The requirements are available, in a handout, at the public counter.		
	LEAD-BASED PAINT		
	ASBESTOS		
	OTHER / Please Describe:		
		YES	NO
<b>4</b>	<b>Will any of the following actions occur to any units or any common areas used or frequented by tenants?</b>		
	Cut into walls or ceilings		
	Shut off gas		
	Shut off electricity		
	Shut off water		
	Make the kitchen or bathroom unusable		
	Affect weatherproofing		
	Affect structural soundness		
	Affect security of the rental unit		

**IF YOU ANSWERED YES TO #1 AND YES TO EITHER 2,3, OR 4 OF THE FOREGOING QUESTIONS YOU MUST FILE A TENANT HABITABILITY PLAN WITH THE LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT BEFORE A PERMIT WILL BE ISSUED (LAMC SEC. 152.03A). Before filing the appropriate Tenant Habitability Plan (THP) with the Los Angeles Housing + Community Investment Department, please visit your nearest LADBS branch office to initiate the desired permit application so it may be cleared by the Los Angeles Housing + Community Investment Department as part of the THP approval process.**

I \_\_\_\_\_ hereby declare that I am the \_\_\_\_\_ owner \_\_\_\_\_ authorized agent for the  
(print name)  
owner of the above referenced property and certify, under penalty of perjury under the laws of the State of California, that the information stated in this declaration is true and complete.

\_\_\_\_\_  
(Owner signature) (date)

\_\_\_\_\_  
(Authorized agent / Firm) (date)

\* Chapter XV Los Angeles Municipal Code (LAMC). LAMC Section 151.02 defines:

All dwelling units, guest rooms, suites, and all housing accommodations as defined in Government Code Section 12927...in the City of Los Angeles, rented or offered for rent for living or dwelling purposes. LAMC § 151.02.6 further states that the application is all rental housing in a structure with a certificate of occupancy first issued on or before October 1, 1978.

PLEASE ATTACH THIS CHECK LIST TO PERMIT APPLICATION