

**STEP 1:**  
Visit: <http://lid.lacitysan.org/>

Register Login

## Log in

Use a local account to log in.

Email

Password

☐ Remember me?

Log in

Forgot your password?

Register as a new user

Resend email confirmation

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**STEP 2:**  
Select  
"Login"

**STEP 3:**  
Enter your confirmed  
email and password  
**NOTE:** If you have  
forgotten your password  
skip to page 16

**STEP 4:**  
Select "Log in"

**STEP 5:  
Select  
"Applications"**

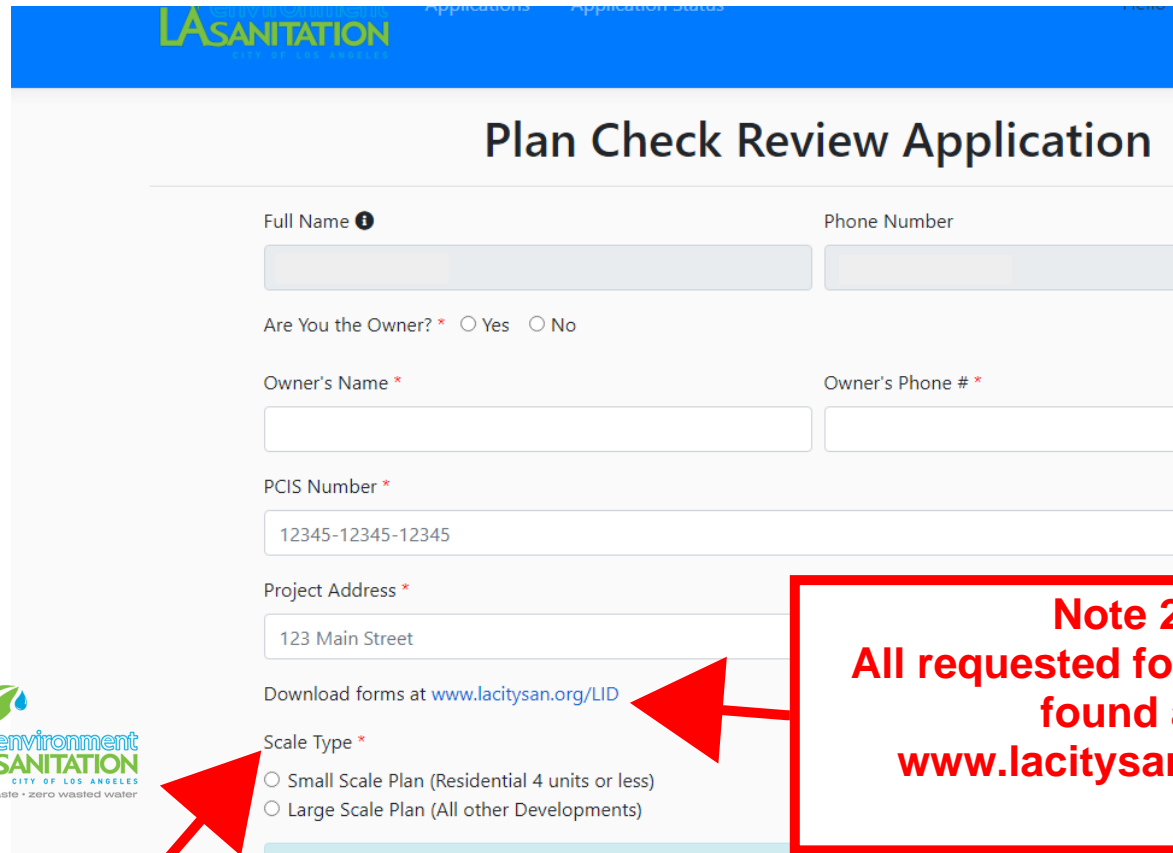
The screenshot shows the LASAN LID Plan Check Submittal portal. At the top, there is a blue header with the LASAN logo on the left and navigation links for 'Applications' and 'Application Status' in the center. On the right of the header are links for 'Hello' and 'Logout'. A red circle highlights the 'Applications' dropdown menu, which is open and shows a list of services: 'Plan Check Review', 'Certificate Of Occupancy Clearances', 'Planning Case Referral', and 'Plan Restamp'. A red arrow points from the 'STEP 5' box to this dropdown menu. Below the header, the main content area has a title 'Welcome to the Low Impact Development (LID) Plan Check Submittal portal'. The text below the title explains the purpose of the portal and provides instructions on how to use it. A red arrow points from the 'STEP 6' box to the main content area. At the bottom of the page, there is a footer with the text '©2020 - LASAN LID - Privacy'.

**STEP 6:  
Select which of the  
plan check services  
you wish to submit  
documentation for in  
the drop down menu**

## Plan Check Review Application Submittal

To be used to submit documentation for;

- Residential developments and redevelopments with 4 units or less
- All other developments including, Commercial, Industrial, Residential 5 units or more



The screenshot shows the 'Plan Check Review Application' form on the LAsanitation website. The form includes fields for 'Full Name', 'Phone Number', 'Are You the Owner?' (Yes/No), 'Owner's Name', 'Owner's Phone #', 'PCIS Number', 'Project Address', and 'Scale Type'. The 'Scale Type' section has two radio button options: 'Small Scale Plan (Residential 4 units or less)' and 'Large Scale Plan (All other Developments)'. A red arrow points from the 'Scale Type' section to a large red box containing 'Note 3'. The LAsanitation logo and the City of Los Angeles seal are visible in the bottom left corner.

### **Step 1:**

**Name and Phone number fields will auto-populate based on your registration information**

**All fields followed by an asterisk "\*" are required, your submittal will not be accepted by the LID Plan Check Portal until those fields are populated**

### **Note 2:**

**All requested forms can be found at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)**

### **Note 3:**

**The documentation you will be asked to submit is dependent on your project scale type**

**When submitting "Large Scale" projects you will be prompted to select whether you want and expedited review options**

**Additional fees will apply when the expedited review option is selected**

**Plan Check fees will be invoiced after your project has been assigned to a plan checker** pg. 3

## Plan Check Review Application Submittal continued

Project Address \*  Project Zip Code \*

Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)

Scale Type \*

☐ Small Scale Plan (Residential 4 units or less)

☐ Large Scale Plan (All other Developments)

Please upload each document corresponding to the titles of the boxes requested below.  
Uploading documents in the incorrect boxes may delay processing and assignment of your submittal  
\*\*\*Upload PDF Files Only.\*\*\*

LADBS Permit Application  
 No file chosen

Project Drawings \*  
 No file chosen

Ownership Grant Deed and LLC Agreement  
 No file chosen

Plot Plan Showing Project Site and BMPs \*  
 No file chosen

Comment (Include supplemental project information, related permits or additional file transfer links)

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**Note 4:**  
**Documents must be uploaded  
in PDF format**

**One document per field is  
permitted**

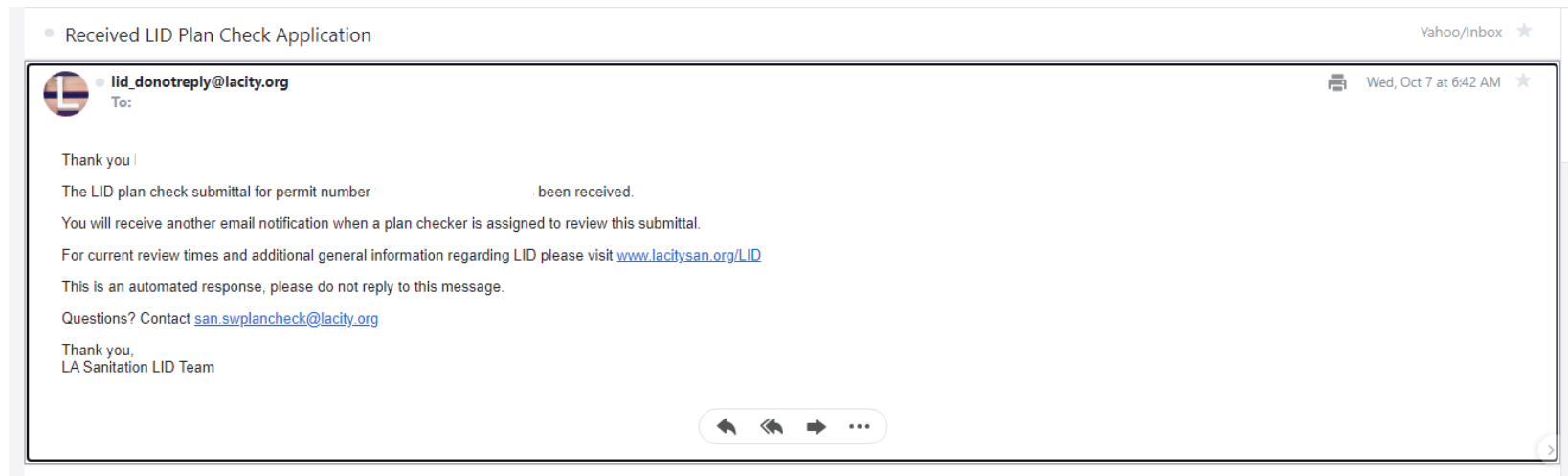
**Note 5:**  
**The optional comment box is to provide  
additional information you would like to  
communicate to the plan checker**

**This box can also be used to include file  
transfer links for large files**

**Note 6:**  
**Once uploads have been made to all the required  
fields select "Submit Application"**



## Plan Check Review Application Submittal continued



### **Note 7:**

**Check your email in-box for an email from  
LID\_DoNotReply@lacity.org, with subject  
"Received LID Plan Check Application" confirming  
receipt of your submittal by the portal**

**The portal will continue to communicate status  
changes in your review via emails**



## Certificate of Occupancy Submittal

To be used to submit documentation for Sanitation Certificate of Occupancy review and sign off for all development types

**Full Name** 📘  **Phone Number**

**PCIS Number \***

**Project Address \***  **Project Zip Code \***

Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)

**Scale Type \***

- ☐ Small Scale Plan (Residential 4 units or less)
- ☐ Large Scale Plan (All other Developments)

Please upload each document corresponding to the titles of the boxes requested below.  
Uploading documents in the incorrect boxes may delay processing and assignment of your submittal  
\*\*\*Upload PDF or Image Files Only.\*\*\*

**BMPs Pictures \*** 📘 Maximum of 15 files  
 No file chosen

**Completed Stormwater Observation Report (SOR) \***  
 No file chosen

**Copy of Sanitation Stamped Approved Plan \*** 📘 Maximum of 5 files

**Note 1:**  
Name and Phone number fields will auto-populate based on your registration information

All fields followed by an asterisk "\*" are required, your submittal will not be accepted by the LID Plan Check Portal until those fields are populated

**Note 2:**  
All requested forms can be found at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)



## Certificate of Occupancy Submittal continued

PCIS Number \*

12345-12345-12345

Project Address \*

123 Main Street

Project Zip Code \*

90000 or 90000-1234

Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)

Scale Type \*

- ☐ Small Scale Plan (Residential 4 units or less)  
☐ Large Scale Plan (All other Developments)

Please upload each document corresponding to the titles of the boxes requested below.  
Uploading documents in the incorrect boxes may delay processing and assignment of your submittal  
\*\*\*Upload PDF or Image Files Only.\*\*\*

BMPs Pictures *Maximum of 15 files*

Choose Files No file chosen

Completed Stormwater Observation Report (SOR) \*

Choose File No file chosen

Copy of Sanitation Stamped Approved Plan *Maximum of 5 files*

Choose Files No file chosen

Comment (Include supplemental project information, associated permits or additional file transfer link)

Maximum of 1000 Characters

Submit Application

**Note 3:**  
Documents can be uploaded  
in PDF or image formats

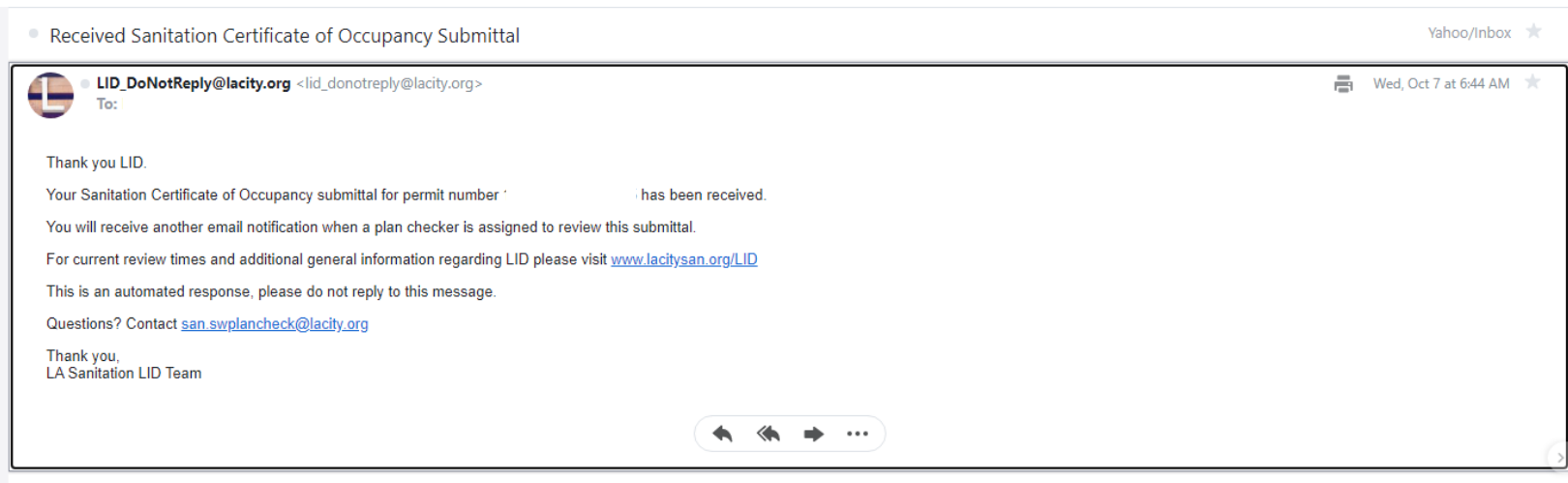
**Note 4:**  
Where indicated, some upload  
fields allow you to upload  
more than one document at a  
time

To upload multiple files at one  
time hold the "CTRL" button  
on your keyboard and select  
the files

**Note 5:**  
Once uploads have been made to all the  
required fields select "Submit Application"



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**Note 6:**  
**Check your email in-box for an email from  
LID\_DoNotReply@lacity.org, with subject  
"Received LID Sanitation Certificate of Occupancy  
Submittal" confirming receipt of your submittal by  
the portal**

**The portal will continue to communicate status  
changes in your review via emails**

**Questions? Contact:  
[san.swplancheck@lacity.org](mailto:san.swplancheck@lacity.org)**



## Planning Case Referral Application Requests

To be used to request Planning Case Referral forms for all development types

### Planning Case Referral Application

**Applicant Information:**

Full Name <sup>?</sup> Phone Number  
LID Testuser1 (626) 345-6543

Business Address \* City \* Zip Code  
1234 Business St. Business City 90000

**Project Information:**

Project Address \* Project Zip Code \*  
1234 Main St. 90000 or 90000-100

Total Site Area (Ac) \* Approx Impervious Area (Ac) \* Approx Pervious Area  
1.23 1.23 1.23

Percolation Test Done \* ☐ Yes ☐ No

Proposed Architectural Plan \*  
Choose File No file chosen

Comment (Include supplemental project information, associated permits or additional file transfer links)  
Maximum of 1000 Characters

**Note 1:**  
Name and Phone number fields will auto-populate based on your registration information

All fields followed by an asterisk "\*" are required, your submittal will not be accepted by the LID Plan Check Portal until those fields are populated

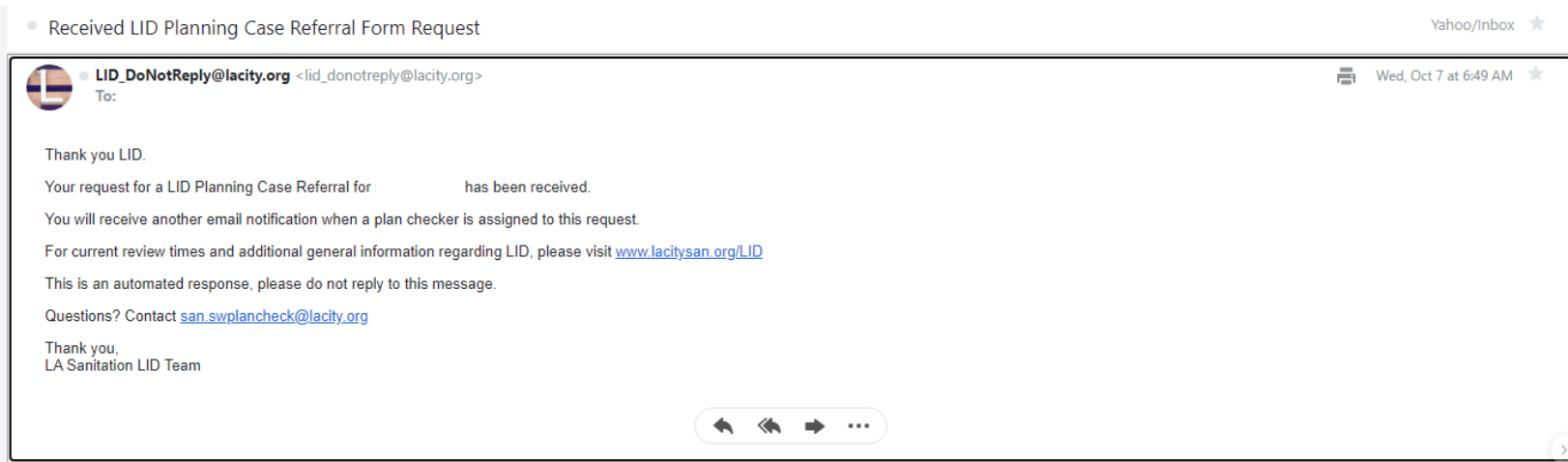
**Note 2:**  
The optional comment box is to provide additional information you would like to communicate to the plan checker

This box can also be used to include file transfer links for large files

**Note 3:**  
Once uploads have been made to all the required fields select "Submit Application"



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**Note 4:**  
**Check your email in-box for an email from**  
**LID\_DoNotReply@lacity.org, with subject**  
**"Received LID Planning Case Referral Form**  
**Request"confirming receipt of your request by the**  
**portal**

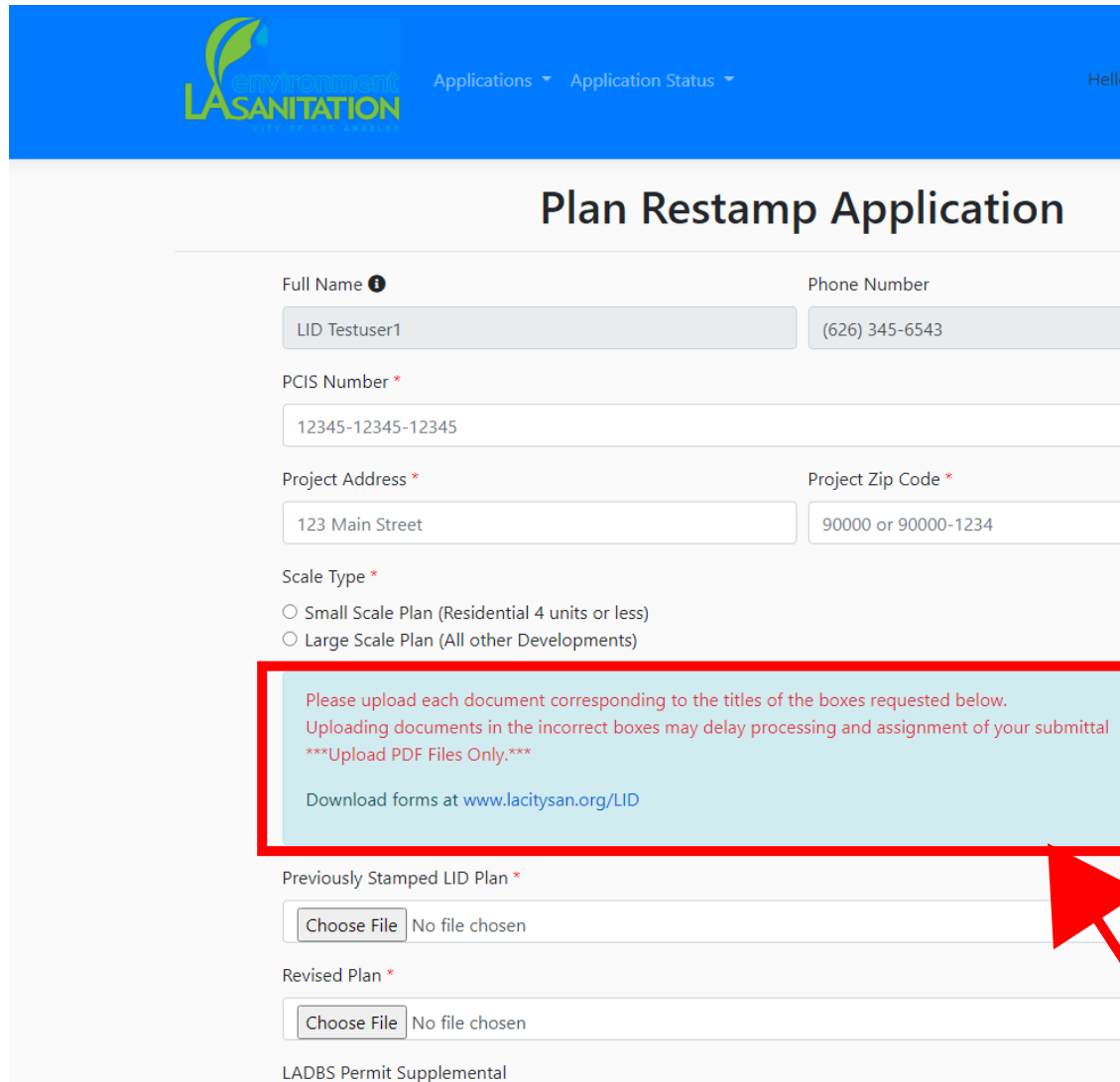
**The portal will continue to communicate status**  
**changes in your review via emails**

**Questions? Contact:**  
**[san.swplanchek@lacity.org](mailto:san.swplanchek@lacity.org)**



## Plan Restamp Requests

To be used to request a digital plan restamp for all development types



The screenshot shows the 'Plan Restamp Application' form on the LID website. The form includes fields for Full Name, Phone Number, PCIS Number, Project Address, Project Zip Code, and Scale Type. Below these fields is a light blue box with instructions: 'Please upload each document corresponding to the titles of the boxes requested below. Uploading documents in the incorrect boxes may delay processing and assignment of your submittal \*\*\*Upload PDF Files Only.\*\*\* Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)'. At the bottom, there are sections for 'Previously Stamped LID Plan' and 'Revised Plan', each with a 'Choose File' button. A red arrow points from the 'Choose File' button for 'Previously Stamped LID Plan' to a red box containing 'Note 2: Documents must be uploaded in PDF format. One document per field is permitted'.

**Note 1:**  
Name and Phone number fields will auto-populate based on your registration information

**All fields followed by an asterisk "\*" are required, your submittal will not be accepted by the LID Plan Check Portal until those fields are populated**

Please upload each document corresponding to the titles of the boxes requested below.  
Uploading documents in the incorrect boxes may delay processing and assignment of your submittal  
\*\*\*Upload PDF Files Only.\*\*\*  
Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)

Previously Stamped LID Plan \*

Choose File No file chosen

Revised Plan \*

Choose File No file chosen

LADBS Permit Supplemental

PCIS Number \*

12345-12345-12345

Project Address \*

123 Main Street

Project Zip Code \*

90000

Scale Type \*

☐ Small Scale Plan (Residential 4 units or less)

☐ Large Scale Plan (All other Developments)

Please upload each document corresponding to the titles of the boxes  
Uploading documents in the incorrect boxes may delay processing and  
\*\*\*Upload PDF Files Only.\*\*\*

Download forms at [www.lacitysan.org/LID](http://www.lacitysan.org/LID)

Previously Stamped LID Plan \*

Choose File No file chosen

Revised Plan \*

Choose File No file chosen

LADBS Permit Supplemental

Choose File No file chosen

Comment (Include supplemental project information, associated permits or additional file transfer links)

Maximum of 1000 Characters

**Submit Application**

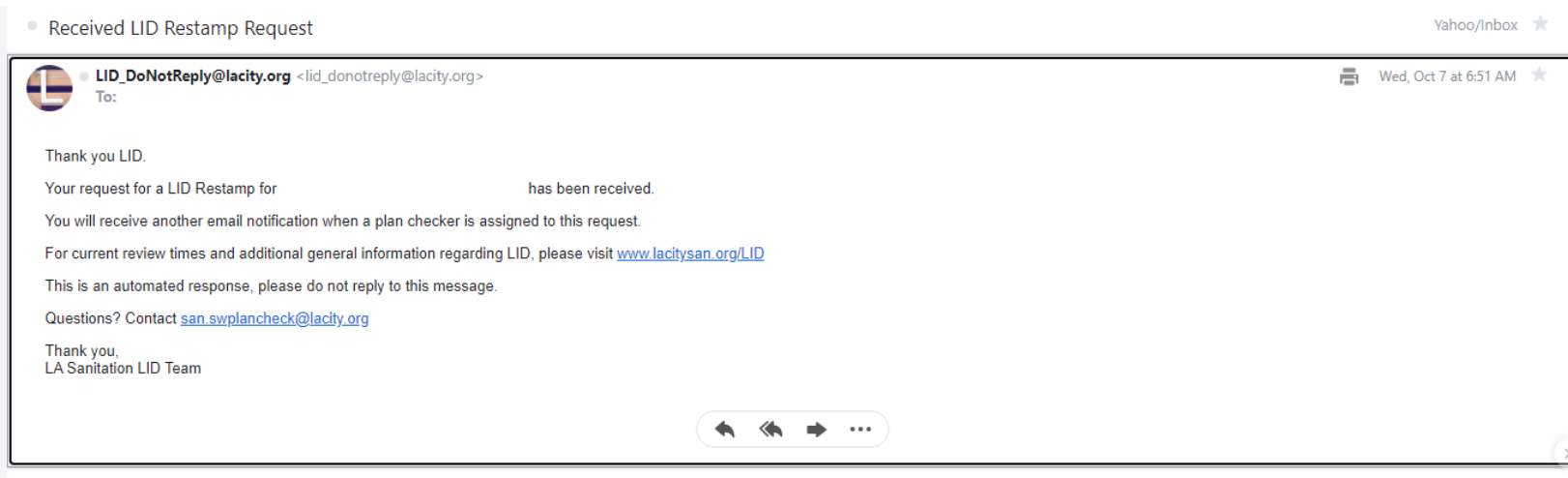
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**Note 3:**  
The optional comment box is to provide additional information you would like to communicate to the plan checker

This box can also be used to include file transfer links for large files

**Note 4:**  
Once uploads have been made to all the required fields select "Submit Application"





**Note 5:**  
**Check your email in-box for an email from**  
**LID\_DoNotReply@lacity.org, with subject**  
**"Received LID Restamp Request" confirming receipt**  
**of your request by the portal**

**The portal will continue to communicate status**  
**changes in your review via emails**



**Questions? Contact:**  
**[san.swplanchek@lacity.org](\"mailto:san.swplanchek@lacity.org\")**

## Checking Submittal Status'

Once you have submitted a submittal or request to the portal you can check back at any time to view the status of your submittals

**STEP 1:**  
Visit: <http://lid.lacitysan.org/>

Register Login

### Log in

Use a local account to log in.

Email

Password

☐ Remember me?

Log in

Forgot your password?

Register as a new user

Resend email confirmation

**STEP 2:**  
Select "Login"

**STEP 3:**  
Enter your confirmed email and password  
NOTE: If you have forgotten your password skip to page 16

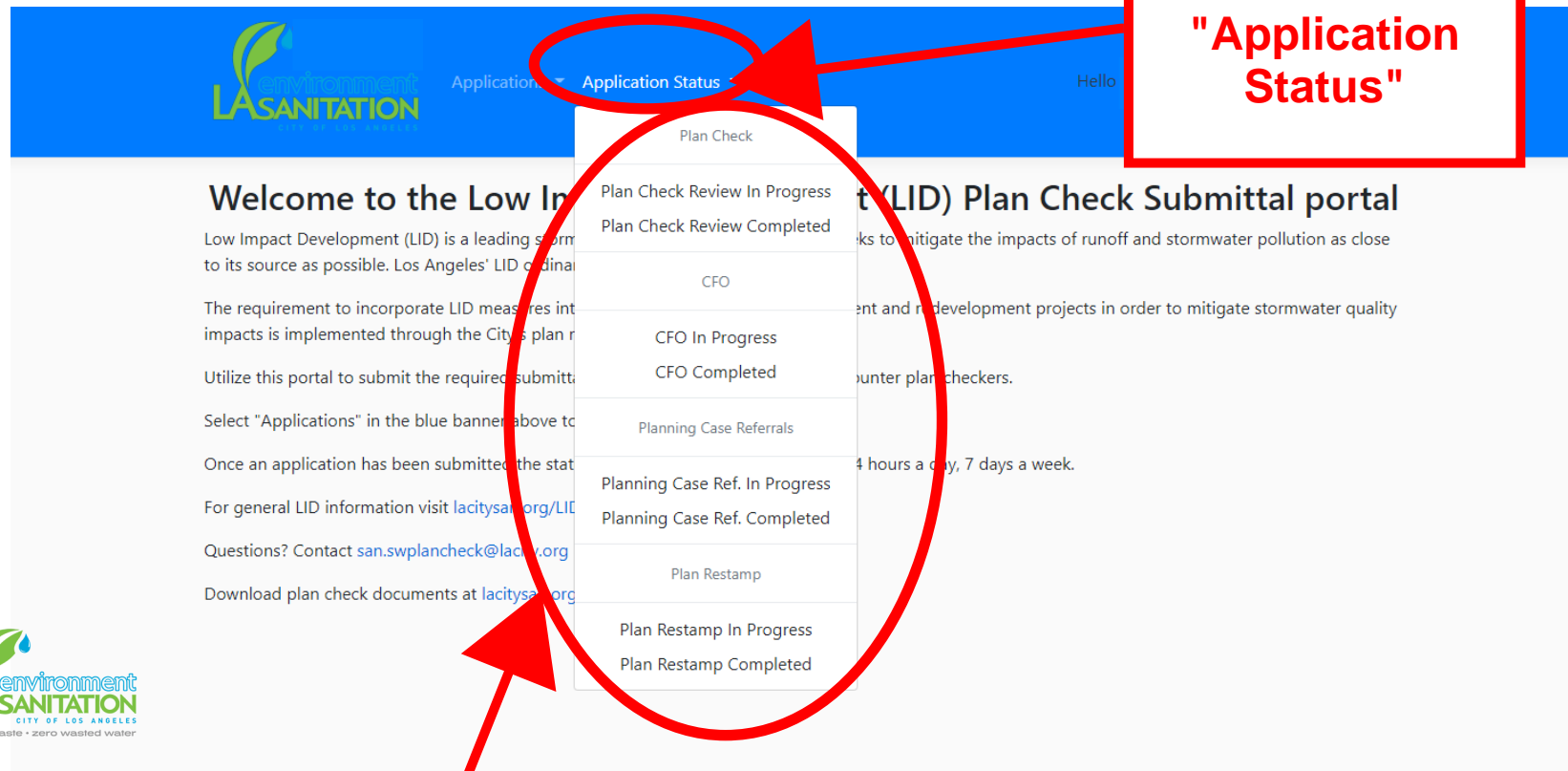
**STEP 4:**  
Select "Log in"



## Checking Submittal Status continued

Once you have submitted a submittal or request to the portal you can check back at any time to view the status of your submittals

**STEP 5:**  
**Select**  
**"Application**  
**Status"**



### **STEP 6:**

**Select from the drop down which type of application you want to view**

**You will have the option to check applications that are currently in review by clicking on the "In Progress" options**

**Or**

**You can check on your completed applications by clicking on the "Completed" options.**

**Note: all complete applications will be deleted 30 days after completion approval**

## Password Reset

If you have forgotten your password or would like to reset it use the steps below.

The screenshot shows the LASAN LID login page. At the top left is the LASAN LID logo. At the top right are links for 'Register' and 'Login', with 'Login' circled in red. A red box labeled 'STEP 1: Visit: <http://lid.lacitysan.org/>' points to the URL. The main heading is 'Log in' with the subtext 'Use a local account to log in.' Below this are input fields for 'Email' and 'Password'. A 'Remember me?' checkbox is present. A blue 'Log in' button is below the fields. A red box labeled 'STEP 2: Select "Login"' points to the 'Login' link. Below the 'Log in' button are links for 'Forgot your password?' (circled in red), 'Register as a new user', and 'Resend email confirmation'. A red box labeled 'STEP 3: Select "Forgot your password"' points to the 'Forgot your password?' link. The footer contains the copyright notice '©2020 - LASAN LID - Privacy'.

**STEP 1:**  
Visit: <http://lid.lacitysan.org/>

**STEP 2:**  
Select "Login"

**STEP 3:**  
Select "Forgot your password"

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## Resend email confirmation

Enter your email.

Email

Resend

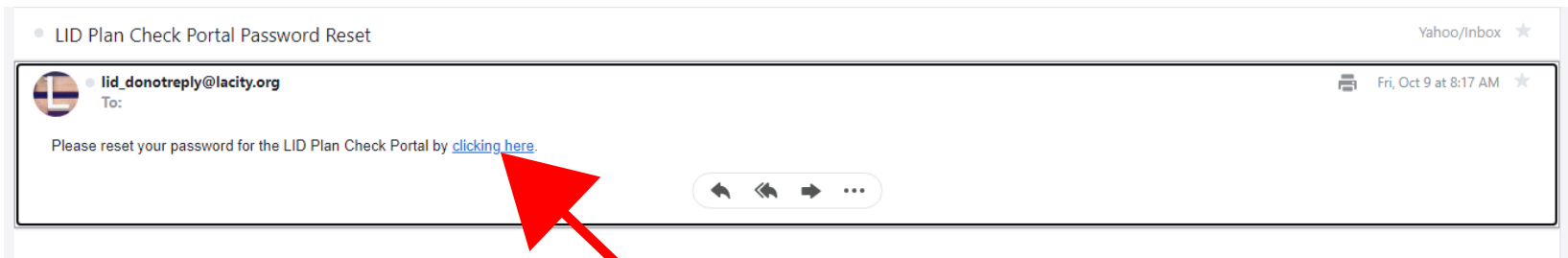
**STEP 4:**  
Enter email address  
used to complete  
registration

**STEP 5:**  
Select "Resend"

## Forgot password confirmation

Please check your email to reset your password.

**STEP 6:**  
**Check your email in-box for an email from**  
**LID\_DoNotReply@lacity.org, with the subject**  
**"LID Plan Check Portal Password Reset"**



**STEP 7:**  
Select "clicking here" to be  
directed to the page to reset  
your password

 Applications [Register](#) [Login](#)

## Reset password

Reset your password.

Email

Password

Confirm password

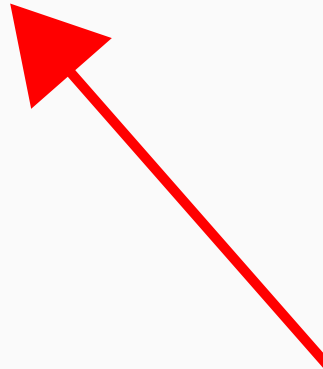
**STEP 8:**  
Complete the required fields

**STEP 9:**  
Select "Reset"

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## Reset password confirmation

Your password has been reset. Please [click here to log in](#).



**STEP 10:**  
**You will be redirected**  
**to this page, your**  
**password has been**  
**reset**

**Select "click here to log**  
**in" to log into the portal**