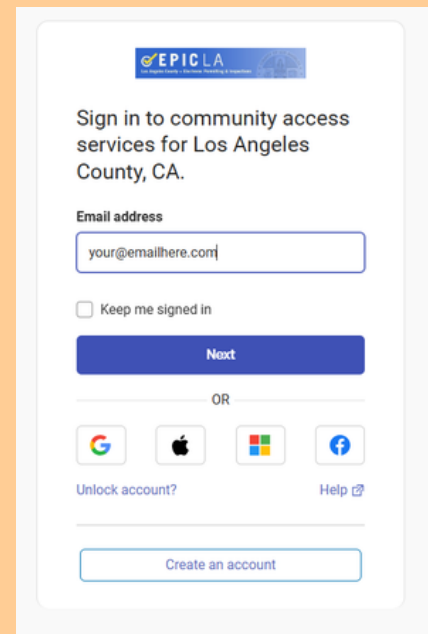
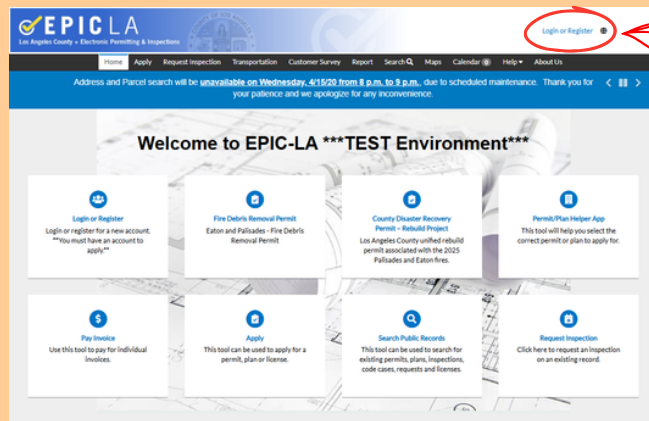


PERMIT EXPRESS

Altadena SmallBiz Permit Express is designed to assist eligible small businesses by offering expedited services for permits, entitlements, licenses, and inspections within Altadena. The program streamlines and simplifies the application process, helping businesses more efficiently secure the necessary approvals required to launch or advance their projects.

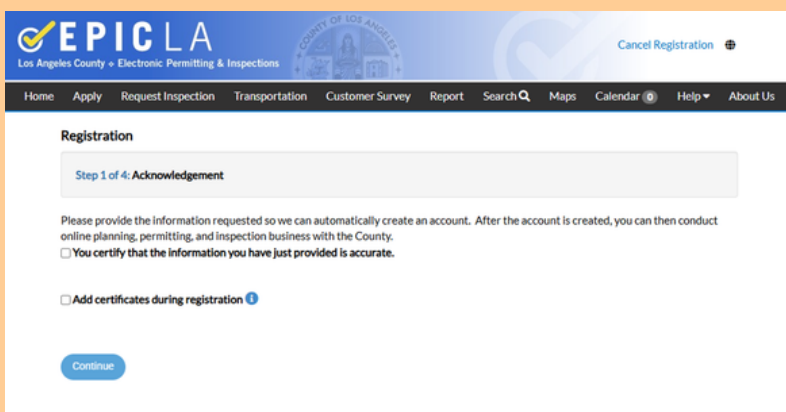
Step-by-step Application Guide

Step 1. WHERE DO I START?



Visit epicla.lacounty.gov, Login or register for a new account with EpicLA using the “Login or Register” link on the top right-hand corner of the website. Once you click on link, you will be prompted by the next window to sign-in with the method of your choosing, or “Create an account” if you do not have one.

STEP 2. COMPLETE REGISTRATION FOR FIRST TIME LOG IN, SKIP TO STEP 5 IF YOU’RE ALREADY REGISTERED



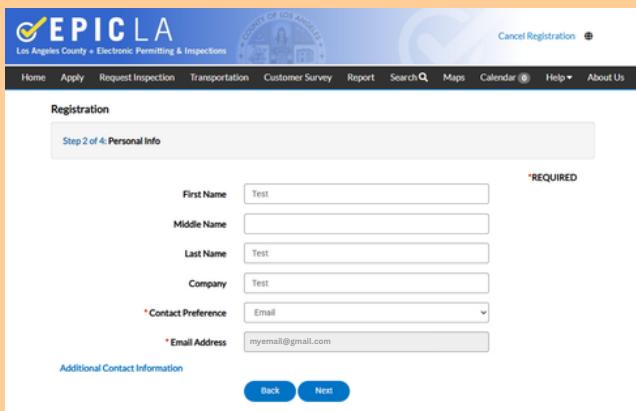
You must certify that the information you have provided is accurate before you can proceed to the next screen. You may “add certifications during registration” if preferred, or you can leave the box unchecked and add certifications at a later time. *Please note business certification is not required to apply.*

Click “Continue” once you are ready to proceed to the next page.

Altadena SmallBiz

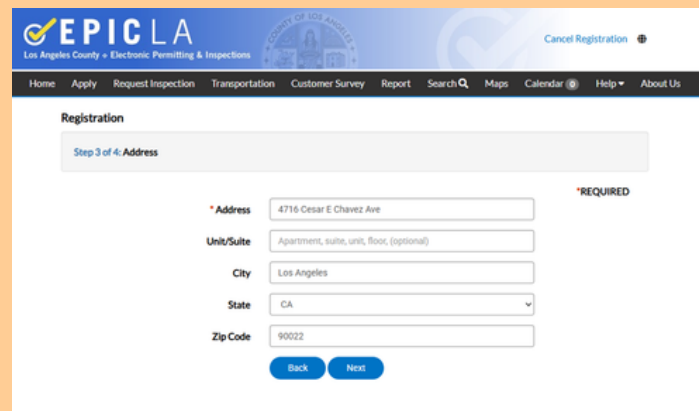
PERMIT EXPRESS

STEP 3. COMPLETE REGISTRATION FOR FIRST TIME LOG IN, SKIP TO STEP 5 IF YOU'RE ALREADY REGISTERED



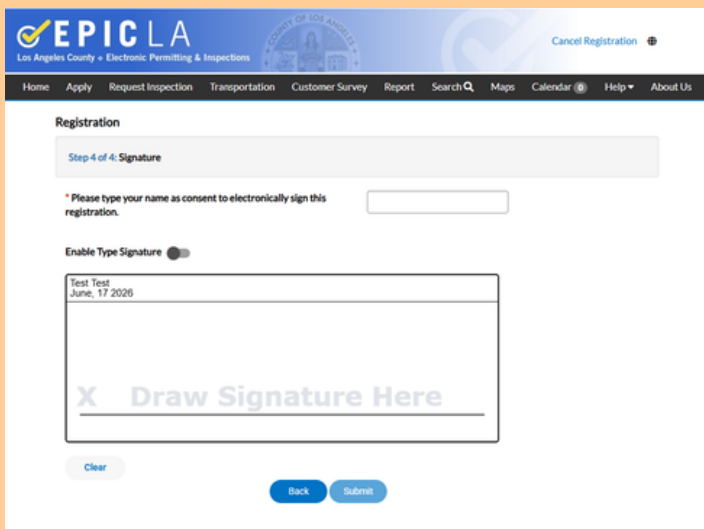
The screenshot shows the EPICLA Registration page at Step 2 of 4: Personal Info. The form includes fields for First Name, Middle Name, Last Name, Company, Contact Preference (Email), and Email Address. A 'Back' button and a 'Next' button are at the bottom.

Ensure all required fields are filled out before proceeding. Select "Next" to continue to the following step.



The screenshot shows the EPICLA Registration page at Step 3 of 4: Address. The form includes fields for Address, Unit/Suite, City, State, and Zip Code. A 'Back' button and a 'Next' button are at the bottom.

STEP 4. COMPLETE REGISTRATION FOR FIRST TIME LOG IN, SKIP TO STEP 5 IF YOU'RE ALREADY REGISTERED



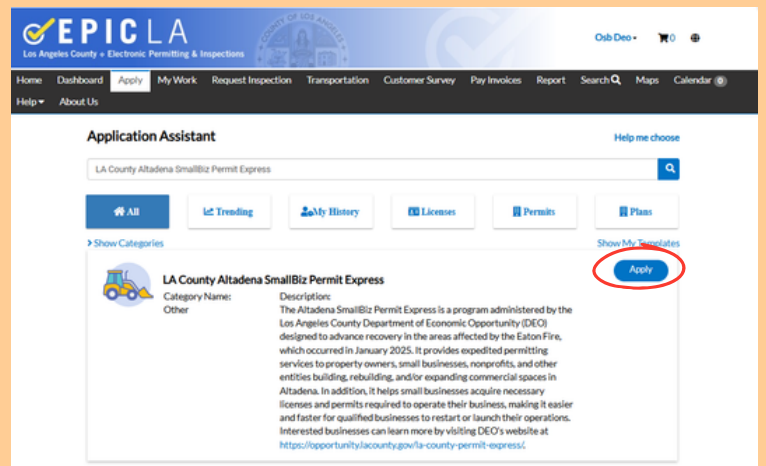
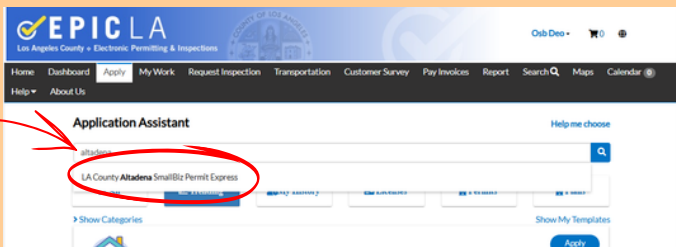
The screenshot shows the EPICLA Registration page at Step 4 of 4: Signature. It includes a text input field for the user's name, a toggle for 'Enable Type Signature', and a large signature box with the text 'X Draw Signature Here'. A 'Clear' button and 'Back'/'Submit' buttons are at the bottom.

Type your name and provide your signature. You have the option to "enable type signature" if you cannot draw your signature.

Altadena SmallBiz

PERMIT EXPRESS

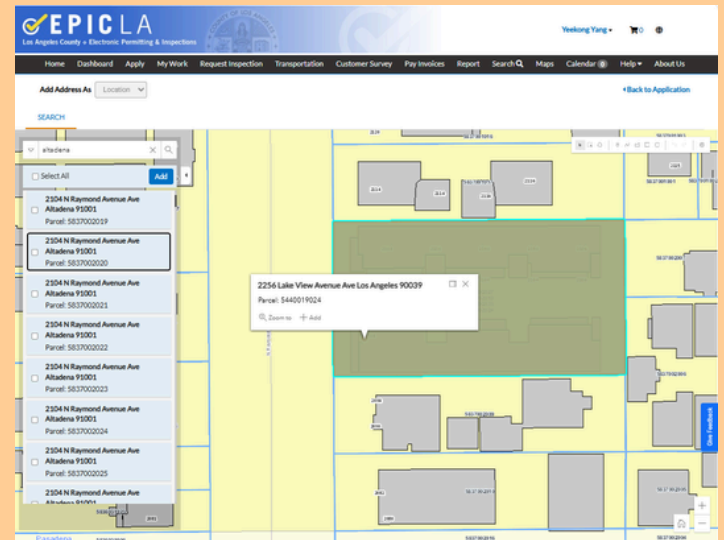
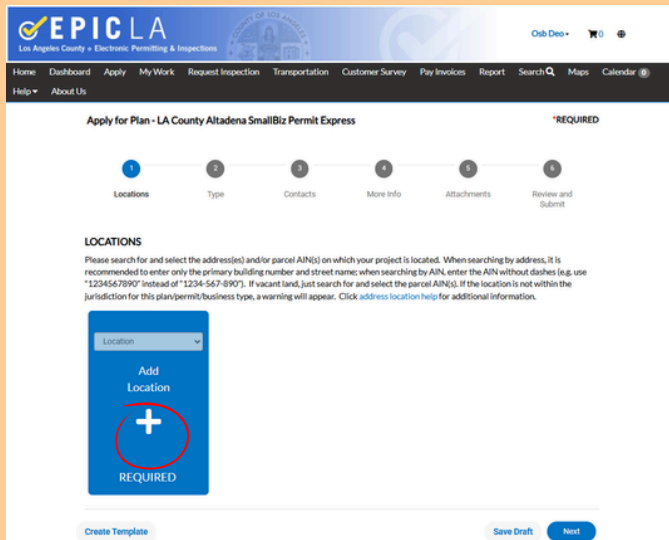
STEP 5. START YOUR LA COUNTY ALTADENA SMALLBIZ PERMIT EXPRESS APPLICATION.



Click "Apply" on top and search for "LA County Altadena SmallBiz Permit Express". Select "Apply" next to the category to start the application.

STEP 6. ENTER YOUR LOCATION

Click on the "+" to add location. You can enter the address or parcel number to search for your location. A valid address must be entered to proceed to the next step.



Altadena SmallBiz

PERMIT EXPRESS

STEP 7. PROVIDE PLAN DETAILS

The screenshot shows the 'Apply for Plan - LA County Altadena SmallBiz Permit Express' form. A progress bar at the top indicates the current step is 'Type' (step 2), with 'Locations' (step 1) completed and 'Contacts' (step 3) through 'Review and Submit' (step 6) pending. The 'PLAN DETAILS' section includes a dropdown for '* Plan Type' set to 'LA County Altadena SmallBiz' and a text area for '* Description'. Navigation buttons at the bottom include 'Back', 'Create Template', 'Save Draft', and 'Next'.

Enter your plan description, ensuring it includes the type of business, the nature of its operations, and the products or services offered. When complete, click "Next" to proceed.

STEP 8. PROVIDE CONTACT INFORMATION

The screenshot shows the 'Apply for Plan - LA County Altadena SmallBiz Permit Express' form at Step 8. The progress bar shows 'Contacts' (step 3) as the current step, with 'Locations' (step 1) and 'Type' (step 2) completed. The 'CONTACTS' section features a card for the 'Applicant' (Osborne Deo) and a blue 'Add Contact' button with a plus sign. A dropdown menu for 'Select Type' is visible above the button. Navigation buttons at the bottom include 'Back', 'Create Template', 'Save Draft', and 'Next'.

Add any additional contacts, **if any**, that will participate on this project, such as anyone who will be submitting documents, paying bills, and checking status. Verify all information is correct under your profile before moving to the next page.

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STEP 9.

The screenshot shows the EPIC LA web application interface. At the top, there is a navigation bar with the EPIC LA logo and the text "Los Angeles County - Electronic Permitting & Inspections". Below the navigation bar, there is a breadcrumb trail: "Home Dashboard Apply My Work Request Inspection Transportation Customer Survey Pay Invoices Report Search Maps Calendar". The main content area is titled "Apply for Plan - LA County Altadena SmallBiz Permit Express" and is marked as "REQUIRED". A progress bar shows six steps: Locations, Type, Contacts, More Info (current step), Attachments, and Review and Submit. Below the progress bar, there is a "MORE INFO" section with a "Disclaimer" link. The disclaimer text reads: "I hereby certify the following:" followed by 14 numbered items. At the bottom of the disclaimer, there is a dropdown menu with the text "I have read and understood the above disclaimers". At the very bottom of the page, there are four buttons: "Back", "Create Template", "Save Draft", and "Next".

Certify the disclaimer after reviewing it by selecting "yes" from the drop-down menu available next to "I have read and understood the above disclaimers."

Click Next to proceed to the next page.

Altadena SmallBiz

PERMIT EXPRESS

STEP 10. ATTACHMENTS

EPICLA
Los Angeles County - Electronic Permitting & Inspections

Home Dashboard Apply My Work Request Inspection Transportation Customer Survey Pay Invoices Report Search Maps Calendar

Help About Us

Apply for Plan - LA County Altadena SmallBiz Permit Express *REQUIRED

Locations Type Contacts More info Attachments Review and Submit

Attachments

Eligible businesses receive support from a dedicated advisor who will help assess your application and identify next steps.

Thank you for submitting your application. To best serve you, please schedule a consultation with a Permit Liaison within the next 24-28 hours. Same day appointments may be available depending on availability.

Upload documentation verifying your business location, such as a property ownership record, lease agreement, or other document confirming you operate at the eligible address.

Upload documentation providing proof of ownership or master lease.

Select Type

Add Attachment

Supported doc types: jpg, png, bmp, gif, tiff, eps, pdf, doc, docx, ppt, pptx, xls, xlsx, rtf, txt, zip, dxf, dwg, dwt, csw, rvt, stl, mp4,...

Back Create Template Save Draft Next

Use the "schedule a consultation" link to schedule your consultation with an **LA County Altadena Small Business Concierge Representative**.

Upload your proof of lease or ownership on this page and proceed to the next page.

Altadena SmallBiz

PERMIT EXPRESS

STEP 10. REVIEW APPLICATION AND SUBMIT

The screenshot displays the 'Apply for Plan - LA County Altadena SmallBiz Permit Express' page. At the top, a progress bar shows six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The 'Review and Submit' step is highlighted with a blue circle and a '6' inside, and is marked as '*REQUIRED'. Below the progress bar is a 'Submit' button. The main content area is divided into sections: 'Locations' (Location: 1234 Altadena Rd. #101, Parcel Number: 5837002019), 'Basic Info' (Type: LA County Altadena SmallBiz Permit Express, Description: Testing, Applied Date: 06/22/2026), 'Contacts' (Applicant: Osb Deo, 510 S. Vermont Ave Fl 11, Los Angeles, CA, 90020), and 'More Info'. The 'More Info' section contains a 'Disclaimer' with 14 numbered items. At the bottom of the disclaimer, there is a checkbox labeled 'I have read and understood the above disclaimers' with a 'Yes' option. At the bottom of the page, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Submit'.

EPIC LA
Los Angeles County - Electronic Permitting & Inspections

Osborne Deo

Home Dashboard Apply My Work Request Inspection Transportation Customer Survey Pay Invoices Report Search Maps Calendar Help About Us

Apply for Plan - LA County Altadena SmallBiz Permit Express *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

| | |
|---------------|------------------------|
| Location | 1234 Altadena Rd. #101 |
| Parcel Number | 5837002019 |

Basic Info

| | |
|--------------|--|
| Type | LA County Altadena SmallBiz Permit Express |
| Description | Testing |
| Applied Date | 06/22/2026 |

Contacts

| | |
|-----------|---|
| Applicant | Osborne Deo 510 S. Vermont Ave Fl 11, Los Angeles, CA, 90020 |
|-----------|---|

More Info

Disclaimer

I hereby certify the following:

1. I am the property owner or have obtained the property owner's/owners' consent to the submittal of this application and contents therein; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions; and
3. I provided information in this application, including all attachments, which are accurate and correct; and
4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions, may result in processing delays and/or denial of my application; and
5. I understand that it is the responsibility of the applicant to substantiate the request through the requirements of the application; and
6. I understand that upon further evaluation, additional information/ documents/reports may be required; and
7. I understand that failure to submit any such required information requested at a later time may result in processing delays and/or denial of my application; and
8. I understand that it is the responsibility of the applicant or property owner to notify the Department of any changes to the project, including change in ownership, which may require additional information/documents/reports may cause delay to the processing of the project; and
9. I understand that if there is a zoning violation on the property, plan review may be delayed. Any unpermitted structures or uses must either be removed or legalized at part of this application; and
10. I consent and expressly allow, authorize, and permit the County of Los Angeles to enter and inspect the subject property, with or without prior notice, to inspect, photograph, and/or process this application. No additional permission or consent to enter upon the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property; and
11. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the Department's website. For any materials that may be subject to copyright protection, or which may be subject to sections 5500.1 and 5536.4 of the California Business and Professions Code, I represent that I have the authority to grant, and are granting, the County permission to make the materials available to the public for inspection and copying, in hard copy or electronic format.
12. I understand that denials may result in no refunds; and
13. I understand that planning staff is not permitted to assist the applicant or proponents and opponents of a project, in preparing arguments for or against the project; and
14. I understand that there is no guarantee - expressed or implied - that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change.

I have read and understood the above disclaimers Yes

Attachments

Back Create Template Save Draft Submit

Review the information on your application. If everything looks correct, click "**submit**" to submit the application for LA County Altadena SmallBiz Permit Express.

Altadena SmallBiz

PERMIT EXPRESS

STEP 11. CONFIRMATION PAGE

The screenshot shows the EPIC LA web interface. At the top, there is a navigation bar with links like Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Customer Survey, Pay Invoices, Report, Search, Maps, Calendar, Help, and About Us. A green notification banner at the top states "Your plan application was submitted successfully". Below this, the "Plan Number: DEOB2026000010" is highlighted with a red circle. The main content area displays application details in a grid format:

| | | | | | |
|--------------|--|---------------|--------------|------------------|--|
| Type: | LA County Altadena SmallBiz Permit Express | Status: | New - Online | Project Name: | |
| IVR Number: | 1294673 | Applied Date: | 06/22/2026 | Expiration Date: | |
| District: | Blank | Assigned To: | John Doe | Completion Date: | |
| Description: | Testing | | | | |

Below the details, there are tabs for Summary, Locations, Fees, Attachments, Contacts, Sub-Records, and More Info. The Summary tab is active, showing a progress indicator (0% Completed), a workflow list with items like "Reviewed Application/Requested Additional Materials", "DRP Review", "Uploaded all Documents to eReviews", "Concierge Consultation Review", "DPW Detailed Consultation Review", and "Schedule Concierge Meeting". The Available Actions section shows "No Actions". The Fees section displays "\$0.00".

Once you submit your application, you will access a confirmation page.

Note the "Plan Number" as your application will be referred to through this number going forward.

Please also check your email for any additional messages from the Department of Economic Opportunity (DEO).

HAVE QUESTIONS?

Contact LA County's Office of Small Business

844-432-4900

opportunity.lacounty.gov

osb@opportunity.lacounty.gov

4716 E. Cesar E. Chavez, Bldg. B
Los Angeles, CA 90022