INFORMATION BULLETIN

IB-058

Eff: 04-23-2021 Rev: 01-04-2022

Express Permit Service

This Information Bulletin (IB) provides an overview of the Express Permit Service for simple construction projects. The Express Permit Service offers applicants the convenience of a more expeditious issuance of a permit application. An “Express Permit” is a permit that the Building and Safety Bureau has determined does not require the submittal of construction documents (e.g., plans, calculations, reports, etc.) for plan review due to the relatively simple nature or small cost of the construction work. An Express Permit can be issued for different types of simple construction projects except for those projects that are located within a Coastal Zone or a Historic District or on a qualified historical building. While plan review is not required, the issuance of an Express Permit does not permit the violation of any regulations of the Long Beach Municipal Code, California Building Standards Code and/or other local ordinances or state laws if identified during required city inspection.

The following is a standardized list of simple construction projects and the associated building type that MAY QUALIFY it for the Express Permit Service:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>One-Family Dwelling</th>
<th>Two-Family Dwellings</th>
<th>Multi-Family Dwellings</th>
<th>Nonresidential Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPRESS BUILDING PERMIT</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>B1</strong> Window. Replace [specify amount] existing window(s) with the same size, opening type, and location as the existing window(s). (Note: For window area &gt; 75 sf, max. U-factor = 0.30 and max. SHGC = 0.23. For window area = 75 sf or less, max. U-factor = 0.40 and max. SHGC = 0.35”. Window(s) serving habitable room(s) shall comply with Information Bulletin IB-006 Emergency Escape and Rescue Openings.)</td>
<td>√</td>
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<tr>
<td><strong>B2</strong> Door. Replace [specify amount] existing door(s) with the same size, type and location as the existing door(s). (Note: Work does not include glass door. Exterior door shall have a max. U-factor = 0.20.)</td>
<td>√</td>
<td>√</td>
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<tr>
<td><strong>B3</strong> Kitchen. Repair and/or replace existing kitchen [specify one or more of the following: cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s)] with the same size, type and location. No change(s) in wall(s) or opening(s) is(are) permitted. No change to the floor or kitchen layout. No penetration or relocation for new plumbing or electrical fixture(s), equipment or outlet(s) into existing wall(s) is(are) allowed.</td>
<td>√</td>
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<tr>
<td><strong>B4</strong> Bathroom. Repair and/or replace existing bathroom cabinet(s), flooring, wall finishes, tile(s), counter(s), and/or plumbing/electrical fixture(s) only. No change in wall(s) or opening(s) is(are) permitted and no penetration of new plumbing or electrical fixture(s) into existing wall(s) is(are) allowed. (Note: Comply with Information Bulletin IB-056 Residential Bathroom Remodel.)</td>
<td>√</td>
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</tbody>
</table>
### EXPRESS ELECTRICAL PERMIT ¹

<table>
<thead>
<tr>
<th>Description Number</th>
<th>EXPRESS ELECTRICAL PERMIT ¹</th>
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<th>Two-Family Dwellings</th>
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</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Existing Electrical Service. Alter, repair or replace existing [specify size] electrical service with same size, number, type and location of existing service. (Note: Max. 600V or max. 225A.)</td>
<td>✓ ✓ ✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>E2</td>
<td>Existing Electrical Service. Alter, repair or replace existing [specify size] electrical service with same size, number, type and location of existing service.</td>
<td>✓</td>
<td></td>
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<td>✓</td>
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<tr>
<td>Service</td>
<td>Description</td>
<td>Service Specification</td>
<td></td>
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<tr>
<td>service. (Note: Max. 600V or max. 400A. Does not cover work at hazardous location or within H occupancy building.)</td>
<td>✓ ✓ ✓</td>
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</tr>
<tr>
<td>E3</td>
<td>Existing Electrical Wiring. Alter, repair or replace existing electrical wiring of the same size, number, type and location or proximity.</td>
<td>✓ ✓ ✓</td>
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</tr>
<tr>
<td>E4</td>
<td>Existing Electrical Wiring. Alter, repair or replace existing electrical wiring of the same size, number, type and location or proximity. Exclude wiring that support lighting fixture(s) or control system(s).</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>E5</td>
<td>Existing Lighting Fixture(s)/Receptacle(s). Alter, repair or replace [specify amount] existing lighting fixture(s)/receptacle(s) with the same fixture/receptacle type, voltage and wattage at the same location or proximity.</td>
<td>✓ ✓ ✓</td>
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<tr>
<td>E6</td>
<td>Existing Lighting Fixture(s)/Receptacle(s). Alter, repair or replace [specify amount] existing lighting fixture(s)/receptacle(s), max, 10%, with the same fixture/receptacle type, voltage and wattage at the same location or proximity.</td>
<td>✓</td>
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</tr>
<tr>
<td>E7</td>
<td>Low Voltage Electrical Wiring. Install new or alter, repair or replace existing low voltage electrical wiring. Max. 120V. No penetration(s) into fire-rated assembly.</td>
<td>✓ ✓ ✓ ✓</td>
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<tr>
<td>E8</td>
<td>Meter Re-Connection or Reset.</td>
<td>✓ ✓ ✓ ✓</td>
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<tr>
<td>E9</td>
<td>Temporary Power. Install temporary power to a distribution panel. (Note: Max. 600V or max. 225A.)</td>
<td>✓ ✓ ✓</td>
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<tr>
<td>E10</td>
<td>Temporary Power and Electrical Wiring. Install temporary power to a distribution panel. Include installation of electrical wiring for [construction site, special event, carnival, trade show, movie set]. (Note: Max. 600V or max. 225A.)</td>
<td>✓</td>
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</tr>
<tr>
<td>E11</td>
<td>New Electrical Service. Install new electrical service only. (Note: Max. 600V or max. 225A.)</td>
<td>✓ ✓</td>
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</tr>
<tr>
<td>E12</td>
<td>New or Replace Electrical Subpanel. Install [specify: new or replace existing] electrical subpanel. Total connected load shall not exceed 400A. (Note: Max. 600V or max 225A.)</td>
<td>✓ ✓ ✓</td>
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<tr>
<td>E14</td>
<td>New Electrical Vehicle Charging Station and Supply Equipment. Install [specific amount: one or two] EVCS with [specify type: Level 1 or Level 2] [specify rating: 15A, 20A, 30A, 40A, 50A, or 70A] rated EVSE located at [specify location]. Comply with Information Bulletin IB-049 Permit Process for EVCS and [specify form: FORM-037 or FORM-038].</td>
<td>✓ ✓</td>
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</table>

FOOTNOTE:
### EXPRESS PLUMBING PERMIT 1, 2

<table>
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<tr>
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<tbody>
<tr>
<td><strong>P1</strong> New or Re-Pipe Domestic Water. Alter, repair or replace existing domestic water line with approved piping material.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P2</strong> New or Adding Plumbing Fixture(s). Install new or add [specify amount] plumbing fixture(s) within [specify location].</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P3</strong> Alteration of Plumbing Fixture(s). Remove or replace [specify amount] existing plumbing fixture(s) of the same size, type, and location.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P4</strong> Low-pressure steel gas piping system. Install low-pressure steel gas piping system with [specify amount] outlet(s). (Note: Max. 5 outlets.)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P5</strong> Drain System(s). Alter, repair or replace existing gravity drainage system with [specify pipe size] for building drain.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>P6</strong> Sewer Cap Installation. Install sewer cap to the end of the building drain.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>P7</strong> Sub-Meter(s) Installation. Install [specify amount] sub-meter(s) for domestic water line.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>P8</strong> Water Heater Installation. Replace [specify size in btu/hr] existing water heater with the same size, type and location. (Note: Max. 200,000 btu/hr.)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>P9</strong> Sewer Alteration. Alter, repair or replace existing sewer line.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>P10</strong> Seismic Shut-Off Valve(s). Install [specify amount] seismic shut-off valve(s) to match size of the existing gas main.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>P11</strong> Meter Reset. Witness test for gas meter reset.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>P12</strong> Swimming Pool Repair. Replace and/or repair existing pool/spa piping (i.e. return lines, suction lines, and drains). Comply with Information Bulletin IB-022 Swimming Pool and Spa.</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

**FOOTNOTES:**


### EXPRESS MECHANICAL PERMIT 1, 2, 3

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<tr>
<td><strong>M1</strong> HVAC Replace. Replace existing [specify size in btu/hr] HVAC unit at [specify location]. Comply with FORM-027 Express Permit Checklist for Location of Equipment. (Note: Max. 60,000 btu/hr or 5 tons.)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M2</strong> HVAC Replace. Replace existing [specify amount] [specify size in btu/hr] HVAC unit(s) with the same size and type (like for like) at [specify location]. Comply with FORM-027 Express Permit Checklist for Location of Equipment.</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td><strong>M3</strong> HVAC Addition/Relocation. Add or relocate a single [specify size in btu/hr] HVAC unit at [specify location]. Comply with FORM-027 Express Permit Checklist for Location of Equipment. (Note: Max. 60,000 btu/hr or 5 tons.)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M4</td>
<td>HVAC Addition/Relocation. Add or relocate [specify amount] [specify size in btu/hr] HVAC unit(s) at [specify location]. FORM-027 Express Permit Checklist for Location of Equipment. (Note: Total aggregate btu/hr or ton of all units shall not exceed 60,000 btu/hr or 5 tons.)</td>
<td>✓</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>M5</td>
<td>Environmental Fan Repair/Replace. Repair or replace existing environmental fan(s) [specify location(s): restroom, office room, dining room, conference room, etc.] with the same cfm and static pressure rating (like for like).</td>
<td>✓ ✓ ✓ ✓</td>
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</tr>
<tr>
<td>M6</td>
<td>Environmental Duct Alteration/Addition. Alter or add environmental duct(s) at [specify fire area location or floor within the building] within existing building. (Note: Does not include work related to a smoke control system OR penetrate(s) existing fire and/or smoke rated assemblies. Max. 2,000 cfm.)</td>
<td>✓ ✓</td>
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</tr>
<tr>
<td>M7</td>
<td>Environmental Duct Alteration/Addition. Alter or add environmental duct(s) within the existing dwelling unit(s). (Note: Max. 2,000 cfm.)</td>
<td>✓ ✓ ✓</td>
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</tr>
<tr>
<td>M8</td>
<td>Gas Heater(s)/Furnace(s) Addition/Replacement. Install or replace single-unit gas heater and/or vented gas furnace [specify location: wall, floor or other] within [specify: an enclosure or the attic]. (Note: Location of heater/furnace shall not obstruct or diminish min. parking stall requirement OR be within or open into a sleeping room.)</td>
<td>✓ ✓</td>
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</tbody>
</table>

**FOOTNOTES:**
2. HERS verification will be required for all heating, AC or HVAC equipment change outs, or more than 40 linear ft. ductwork new or replaced. Computer generated CF-1R will be required before any HERS verification may be performed.
3. For final city inspection, all required compliance documents and forms shall be registered with the California Energy Commission and a copy left on site.

Where two or more of the proposed scope of work are combined and constructed or installed within a 12-month period, plan review MAY be required. If a simple construction project does not qualify for the Express Permit Service, it will be necessary to submit the construction documents for plan review through the Over-the-Counter Plan Review Service or the Submitted Regular Plan Review process. Refer to longbeach.gov/lbds/building/plan-review-service for additional information.

Application(s) and/or form(s) can be obtained at longbeach.gov/lbds/forms.

Information Bulletins can be obtained at longbeach.gov/lbds/building/inspection/ib.

Appointment for services can be scheduled at longbeach.gov/appointment/permit-center.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbds and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.