

# REFERRAL WORKSHEET

CITY OF LOS ANGELES  
DEPARTMENT OF BUILDING & SAFETY  
BUREAU OF COMMUNITY SAFETY

COUNCIL DISTRICT: \_\_\_\_\_

OFFICE:

- ( ) METRO ( ) WLA  
( ) VAN ( ) S/P

JOB ADDRESS/ LOCATION _____	SECURITY BUILDING: ( ) YES ( ) NO
CORRECT ADDRESS _____	APPOINTMENT NEEDED: ( ) YES ( ) NO
NATURE OF COMPLAINT _____	CONTACT _____
	DATE OF REFERRAL _____ DATE RECEIVED _____
	RECEIVED BY _____

<b>BUILDING USE:</b> ( ) DWELLING/DUPLEX ( ) COMMERCIAL/IND ( ) APARTMENT HOUSE ( ) SPECIAL	<b>SOURCE:</b> ( ) COUNCIL/MAYOR ( ) INDIVIDUAL ( ) SURVEY ( ) OTHER ( ) BOOTLEG	<b>REFERRAL TYPE:</b> ( ) PHONE ( ) LETTER ( ) PERSONAL
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ROUTE TO CODE # \_\_\_\_\_ DATE \_\_\_\_\_ REROUTE TO CODE # \_\_\_\_\_ DATE \_\_\_\_\_

INSPECTION TYPE: ( ) BUILDING ( ) BUILDING MECHANICAL ( ) GRADING ( ) VEHICLE ( ) SIGNS  
( ) ELECTRICAL ( ) HEATING ( ) PLUMBING ( ) OTHER \_\_\_\_\_

<b>ACTUAL SITE CONDITIONS:</b> A. _____ VACANT & VANDALIZED BUILDING(S) B. _____ VACANT BUILDING(S) (NOT VANDALIZED) C. _____ VACANT BUILDING(S) SECURED D. _____ FIRE-DAMAGED E. _____ DETERIORATED STRUCTURE(S) F. _____ BUILDING(S) OCCUPIED BUT REQUIRE(S) REPAIR G. _____ BUILDING(S) REQUIRE(S) MAINTENANCE H. _____ ILLEGAL CONSTRUCTION I. _____ NEW CONSTRUCTION J. _____ ZONING VIOLATIONS K. _____ DEBRIS/TRASH ON SITE L. _____ EXCESSIVE VEGETATION M. _____ GRADING VIOLATIONS N. _____ NOISE O. _____ ABANDONED VEHICLE(S) P. _____ UNABLE TO ENTER Q. _____ SPECIAL	EXISTING FILE: ( ) YES ( ) NO      RESEARCH REQUEST ( ) YES ( ) NO <b>FRANCHISE TAX BOARD:</b> ( ) YES ( ) NO <b>REMEDIAL ACTION:</b> _____ DATE _____ A. _____ ABATE ORDER ISSUED _____ B. _____ SUBSTANDARD ORDER ISSUED _____ C. _____ OTC-RESIDENTIAL ISSUED _____ D. _____ OTC-COMMERCIAL ISSUED _____ E. _____ OTC-ELECTRICAL ISSUED _____ F. _____ OTC-HEATING ISSUED _____ G. _____ OTC-PLUMBING ISSUED _____ H. _____ OTC-JOB ORDER ISSUED _____ I. _____ OTHER _____ J. _____ GAIN ENTRY LETTER _____ K. _____ ABATE ORDER ISSUED-AUTO REPAIR GARAGE _____
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**NO ORDER ISSUED:**  
 A. \_\_\_\_\_ REFERRED TO \_\_\_\_\_  
 B. \_\_\_\_\_ NO VIOLATION(S) AT TIME OF INSPECTION  
 C. \_\_\_\_\_ OTHER \_\_\_\_\_

**FOLLOW-UP ACTION:** \_\_\_\_\_ DATE \_\_\_\_\_  
 A. \_\_\_\_\_ TEN-DAY LETTER SENT \_\_\_\_\_  
 B. \_\_\_\_\_ REFERRED TO INVESTIGATION \_\_\_\_\_  
 C. \_\_\_\_\_ CDI PROCESSING FOR DEMOLITION \_\_\_\_\_  
 D. \_\_\_\_\_ OTHER \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REPORT BY \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

**CONFIDENTIAL** -----  
 COMPLAINANT \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
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