

ASLA 2026

ACTION!

Design in Motion. Work in Progress.

September 16-18 | Los Angeles, CA
Conference on Landscape Architecture

SUMMARY OF PERMIT PROCESS. I often share this summarized version of the permit process to exhibitors along with the Temporary Structure Facility Guideline (do you have this?). Feel free to share in the exhibitor kits or any future exhibitor communication. Hopefully, exhibitors can see that permit process is (3) simple steps. Exhibitors can always reach out to me anytime during this process.

- **STEP 1.** Apply for the LADBS permit – click [HERE](#). It is the short (less than 5 minutes) application process – be prepared to provide an onsite inspection date/time. We recommend that the inspection is done when the booth structure is about 80%-90% completed. Please follow the step-by-step guidance on the LACC Temporary Structure Permit facility guideline starting on page (3) to help navigate through the application process. Once the temporary permit via email, please forward a copy to cnorton@laconventioncenter.com, including exhibit name, booth # and inspection date/time.
- **STEP 2.** Submit engineering stamped by a California-licensed engineer. Please send stamped engineering to LADBS at ladbs-tse@lacity.org, copying cnorton@laconventioncenter.com. If there are any questions on the plans, the LADBS inspector will follow-up via email directly with exhibitor. This step completes the **pre-show** permit process.
- **STEP 3.** Onsite, the LADBS inspector will inspect the booth on the date/time submitted in the online application process. Upon a successful inspection of the booth structure, the LADBS inspector will issue the final/signed permit. It is helpful to have a hard copy or digital copy of the stamped engineering in the event it needs to be referenced.

INTERNATIONAL EXHIBITORS. Please have exhibitor email me the following information. LACC will pull the permit on behalf of the exhibitor and invoice the exhibitor for the permit fee (currently \$150.00). Once fee is paid, LACC will send the temporary permit to the exhibitor to go on to the next step of submitting their stamped engineering.

- Exhibitor Name
- Booth #
- Company (to be invoiced)
- Company Full Address
- Main POC (onsite)
- POC email
- POC mobile #

ASLA 2026

ACTION!

Design in Motion. Work in Progress.

September 16-18 | Los Angeles, CA
Conference on Landscape Architecture

CARLIFORNIA ENGINEERING FIRMS

Hopper Engineering: <https://hopperengineering.com/>

Clark-Reder Engineering: <https://clarkreder.com/entertainment/>

Silverscreen Engineers: <https://silverscreeneng.com/>

John Martin & Associates: <https://www.johnmartin.com/>

YJ Inc: <https://yjinc.com/>

Wright Structural Engineering: <https://wrightengineers.com/>

CARISA NORTON, CVP

Vice President, Event Services

cnorton@laconventioncenter.com

[213.248.1667](tel:213.248.1667)