

ASLA 2026

ACTION!

Design in Motion. Work in Progress.

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

SUMMARY OF PERMIT 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 lads-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.

CALIFORNIA 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/>

QUESTIONS?

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