



INFORMATION AND PROCEDURE BULLETIN

LIC-4006-IPB

November 16, 2020

REGISTRATION OF INTENT TO FILE A MODIFICATION REQUEST

DCR is using a registry to manage modification requests from Applicants and Licensees. To begin the modification request process, all Applicants and Licensees interested in making a modification to their Application or License record must first register an intent to file a modification request. If the modification request is eligible for further consideration, DCR will inform the Applicant or Licensee, and update the record status in DCR's Licensing Portal (Accela) to "Additional Info Needed". The Applicant or Licensee shall then submit the modification request via the DCR Licensing Portal.

To submit a modification request through the DCR Licensing Portal, the application record status must first be updated by DCR staff to "Additional Info Needed." A status of "Additional Info Needed" grants access to the Modification Record in the DCR Licensing Portal.

This bulletin in conjunction with the Application Modification Workflow - General Request ([LIC-4004.1-WF](#)) outline the procedure to request a modification to an Application or License.

Overview of Responsibilities:

Applicant Responsibilities:

- Register intent to file a modification request via the [online form](#).
- After the Application record is updated to "Additional Info Needed," submit the "Application Modification Request - Cover Page" ([LIC-4001-MOD](#)) via the DCR Licensing Portal.
- Pay the Modification Request Form Review Fee within 10 days from the invoice issuance date at the Office of Finance.
- Submit additional documents if/when requested by DCR.
- Pay any additional modification review fee(s).
- Obtain approval from State and local agencies if/when necessary.
- Update the status in Accela to "Additional Info Needed" if the request can be considered.
- Notify the requestor if the request cannot be considered.
- Notify requestor to submit "Application Modification Request - Cover Page" via the DCR Licensing Portal.
- Generate an invoice for the Modification Request Form Review Fee and any additional modification review fees that may apply.
- Request any additional documentation necessary to effectuate the modification if necessary.
- Effectuate changes in the Application record.
- Notify all Owner(s) after the changes have been made to the Application record.

DCR Actions:

- Review the registration to assess whether the modification request can be considered.

Documents and Forms associated with the Application Modification Process:

- [Registry of Intent to Submit a Modification Request](#)
- Application Modification Request - Cover Page ([LIC-4001-MOD](#))

Process to Register an Intent to File a Modification Request:

1. **Video Tutorial.** Applicants are advised to watch the tutorial video regarding “[How to Register to Submit Modifications Requests](#)”.
2. **Specific Modification Workflow/Information and Procedure Bulletin.** Refer to the specific Application modification workflow and/or Information and Procedure Bulletin for additional information.
3. **Registration of Intent.** The requestor registers its intent to file a modification via the “[Registry of Intent to File a Modification Request](#).”
4. **DCR Review of Registry and Notification.** DCR reviews the registry on an ongoing basis to determine if the requests may be further considered. DCR will notify requesters whether a request can be considered.
5. **Application Records Status Change.** If the request can be further considered, DCR will update the Application record status to “Additional Info Needed.” DCR will notify the requester to submit the “Application Modification Request - Cover Page” ([LIC-4001-MOD](#)) (“Modification Cover Page”) via the DCR Licensing Portal.
6. **Applicant Submits Request.** The requestor submits the “Application Modification Request - Cover Page” ([LIC-4001-MOD](#)) (“Modification Cover Page”).
7. **Modification Record Created.** When the requester uploads the Modification Cover Page to the DCR Licensing Portal, the system will create a new record with the suffix “MOD”¹.
8. **Modification Request Form Review Fee.** DCR will prepare and issue an invoice for the Modification Request Form Review Fee of \$542.00 that must be paid within 10 days of the date of issuance. When the invoice is generated, the Applicant will receive a notification from dcrlicensing@lacity.org. The invoice will be located in the “Documents” section of the Accela Application record. Payments must be submitted to the Office of Finance. Please visit the Office of Finance website for information related to business hours, locations, and payment methods. If the invoice is not paid within 10 days of its issuance, the request will be deemed abandoned.
9. **DCR Review of Modification Request.** DCR reviews the modification request to determine whether documents and additional forms are necessary to effectuate the request.
10. **Specific Modification Request Form Review Fee.** DCR will prepare and issue an invoice for the specific Modification Request Review Fee, based on the type of modification requested, that must be paid within 10 days of the date of issuance. When the invoice is generated, the Applicant will receive a notification from dcrlicensing@lacity.org. The invoice will be located in the “Documents” section of the Accela “MOD” record. Payments must be submitted to the Office of Finance. Please visit the [Office of Finance website](#) for information related to business hours, locations, and payment methods. If the invoice is not paid within 10 days of its issuance, the request will be deemed abandoned.
11. **Modification Record Status Change.** When the invoice for the specific modification request or requests is paid, the modification records status will be changed to “In Progress”.
12. **Additional Information Request.** DCR will notify the requester if additional forms and documents must be submitted to effectuate the requested modification. These documents must be uploaded to the modification records via the DCR Licensing Portal.

¹ When the “MOD” record is created, the status of the parent Application record will return to the status prior to the submission of the Modification Cover Page