



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**



**CITY OF CERRITOS**

18125 Bloomfield Ave.  
Cerritos, CA 90703  
Telephone: (562) 916-1209, FAX (562) 916-1371  
Office Hours: 8:00 a.m. - 5:00 p.m. M - F  
Plan Checker Hours: 8:00 a.m. - 11:30 a.m.

Prepared By	HNM	OM Initial	Date

Applicant's  
Signature: \_\_\_\_\_

Plans for Grading (See notes) a \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)  
 Plan Check No. **SAMPLE** was submitted on \_\_\_\_\_  
 Land Use Zone \_\_\_\_\_ Proposed Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_  
 Description of proposed work: \_\_\_\_\_

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. Follow-up is your responsibility. Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.  
**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**OTHER COUNTY DEPARTMENTS**

**AVIATION DIVISION**  
1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**DEPT OF PUBLIC HEALTH – Environmental Health Division**  
5050 Commerce Way, Baldwin Park, CA 91706  
(626) 430-5380  
Approval is required for:

**BUILDING AND SAFETY DIVISION**  
Headquarters Mon-Thurs 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- Private Sewage Disposal
- WATER SOURCE APPROVAL LETTER  
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl, Los Angeles, CA 90010  
(213) 351-7897

- ELECTRICAL SECTION  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)

**FIRE PREVENTION BUREAU** - Plan approval is required  
5823 Rickenbacher Rd., Commerce, CA 90040  
(323) 890-4125

- MECHANICAL SECTION  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
  - Green Building Check

- FIRE STATION DEVELOPER FEE is required
- Building Release is required.
- FIRE SPRINKLER SYSTEMS
- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled. Obtain form from Building and Safety and submit to:

- Research Section  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331 (626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- Drainage and Grading Section  
La Puente Office – Regional Drainage and Grading Engineer  
Randall Sancho (626) 961-9611 Wed. 8:00 – 11:30

Fire Prevention Bureau  
Hazardous Materials Section  
5825 E. Rickenbacker Road  
Commerce, CA 90040-3027  
(323) 890-4000

**ENVIRONMENTAL PROGRAMS DIVISION**  
Plan approval is required for most commercial and industrial buildings for:

- OTHER APPROVALS (Sprinkers<20 Heads, Sprinklers:  
Residential & Remodel, Pool draft Hydrant, Alarms, Hoods,  
Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)  
  
19030 Pioneer Blvd., Cerritos 90703  
(562) 860-8014

- INDUSTRIAL WASTE / UNDERGROUND TANKS  
  
S. Whittier  
13523 Telegraph Rd.  
Whittier, CA 90605  
(562) 906-8427  
Mon-Fri 8:00-9:00 a.m.

- NPDES/SUSMP Approval  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517

**COUNTY SANITATION DISTRICT**  
Payment of sewer connection is required  
1955 Workman Mill Road, Whittier, CA 90691  
(562) 699-7411

- DUMP AREAS (structure within 1,000 ft from a landfill)  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45-5:30 Mon-Thurs

- SOLID WASTE MANAGEMENT  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3561 6:45-5:30 Mon-Thurs

## STATE AGENCIES

## OTHER

### **CALTRANS**

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:  
120 S. Spring Street, Room 112  
Los Angeles, CA 90012-3606  
(213) 897-3631

### **STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA DIVISION OF OCCUPATIONAL SAFETY & HEALTH**

Permit is required for excavation of trenches which are 5 ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories. Brick-lined seepage pits may require permit.  
680 Knox St, Suite 100, Torrance, CA 90502  
(310) 516-3734

### **STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS**

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave., Ste. 200 Cypress, CA 90630-4731 (714) 816-6847	1000 S. Hill Rd., Ste. 116 Ventura, CA 93003-4455 (805) 654-4761
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### **CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD**

320 w. 4<sup>TH</sup> St., Suite 200, Los Angeles, CA 90013  
(213) 576-6600

## OTHER AGENCIES

### **SCHOOL DISTRICT**

Development fee must be paid to the District for residential and commercial construction. A "Certificate of Payment of Developer Fee" must be submitted to Building and Safety prior to obtaining a building permit.

ABC Unified School District  
16700 Norwalk Blvd., Cerritos, CA 90703  
(562) 926-5566

### **SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)**

Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ASBESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182  
(909) 396-2000, (800) 288-7664

**LOCAL WATER COMPANY** – provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site. (Form available from B&S District Office)

## CITY OF CERRITOS

### **CITY OF CERRITOS**

18125 Bloomfield Ave., Cerritos, CA 90703  
(562) 916-1209

- DEPARTMENT OF PLANNING  
(Required for all projects)

### **CERRITOS PUBLIC WORKS**

- Plot Plan, showing elevations / contours.  
(Grading plan check & permit may be required.)
- Grading Permit Required  
(Submit grading plans and soils report)
- Drainage Approval
  - Submit site drainage plan
  - Submit hydrology study