COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION

AGENCY REFERRAL

CITY OF LAWNDALE
14717 S. Burin Ave.
Lawndale, CA 90260
Telephone: (310) 973-3200, FAX (310) 970-2183
Office Hours: 7:00 a.m. – 6:00 p.m. Monday - Thursday
Plan Checker Hours: 7:30 a.m. – 11:30 a.m. Tuesdays Only

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

SAMPLE

Plans for (Grading / Structure) at _____ _____
(Address) (Locality)

Plan Check No. _____ 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

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

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

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

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

□ Research Section
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF…)

□ GRADING AND DRAINAGE SECTION
Lisa Eckert - Regional Drainage and Grading Engineer
1320 W. Imperial Hwy. Los Angeles, CA 90044
Telephone: (323) 820-6500
Tuesday 7:00 a.m.-11:30 p.m.

□ Grading Plan Check
□ "Rough Grade" approval is required prior to issuance of building permit

□ Drainage Plan Check (NPDES/LID COMPLIANCE)
□ Drainage approval is required

____ **COMMUNITY DEVELOPMENT COMMISSION**
2 Coral Circle, Monterey Park, CA 91755
(323) 890-7001

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

□ INDUSTRIAL WASTE / UNDERGROUND TANKS

Lomita Office
24320 S. Narbonne Avenue
Lomita, CA 90717
(310) 534-4862
8:00-9:30 a.m. Mon-Fri

Headquarters
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3539
6:45-5:30 Mon-Thurs

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

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

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

□ CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3546 www.888CleanLA.com 6:45-5:30 Mon-Thurs

____ **GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION**
GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.

All submittals must be made at the District Office public counter or the Land Development Division public counter. (See below)

____ **LAND DEVELOPMENT DIVISION**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-4921 6:45-5:30 Mon-Thurs

□ SUBDIVISION PLAN CHECK SECTION

□ LANDSCAPE (non-residential landscaped area > 2500 square feet)

□ HIGHWAY DEDICATION Form "48-0040-DPW"
should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential buildings. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.
(626) 458-4915

____ **TRAFFIC AND LIGHTING DIVISION**
Clearance is required for traffic requirement.
1000 S. Fremont Ave., Bldg A-9E,4th Floor
Alhambra, CA 91803
(626) 300-4708 Mon-Thurs 7:00 a.m.-5:30 p.m.

OTHER COUNTY DEPARTMENTS

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

- □ Private Sewage Disposal
- □ Underground Cisterns
- □ Food Service Establishments
- □ Public Swimming Pool- Recreational Health
- □ X-Ray Machine Installation
  Radiation Management
  3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
  (213) 351-7897

____ **FIRE PREVENTION BUREAU -** Plan approval is required
4475 W. El Segundo Blvd. Hawthorne, CA 90250
(310) 263-2732

- □ FIRE STATION DEVELOPER FEE is required
- □ "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:

  Fire Prevention Bureau
  Hazardous Materials Section
  5825 E. Rickenbacker Rd, Commerce, CA 90040-3027
  (323) 890-4000
- □ FIRE SPRINKLER SYSTEMS
  5823 E. Rickenbacker Rd, Commerce, CA 90040-3027
  (323) 890-4125
- □ OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)
  4475 W. El Segundo Blvd. Hawthorne, CA 90250
  (310) 263-2732

____ **PARKS AND RECREATION DEPARTMENT**
Approval for building plans is required for construction adjacent to a "General Plan Designated Trail."
433 S. Vermont Avenue
Los Angeles, CA 90020-1975
(213) 738-2118

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

CITY OF LAWNDALE

____ **LAWNDALE COMMUNITY DEVELOPMENT DEPT. (PLANNING)**
14717 S. Burin Ave.
Lawndale, CA 90260
(310) 973-3200

____ **LAWNDALE PUBLIC WORKS DEPARTMENT**
4722 Manhattan Beach Blvd.
Lawndale, CA 90260
(310) 973-3260

STATE AGENCIES

____ **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.

3550 W. 6th St, Room 431
Los Angeles 90020
(213) 736-3041

10350 Heritage Park Dr. Suite 201 – Consultation Only
Santa Fe Springs 90670
(562) 944-9366

____ **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

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.

- □ Centinela Valley Union High School District
  14901 Inglewood Ave., Lawndale, CA 90260
  (310) 263-3228

____ **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)

OTHER

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