



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



LOMITA DISTRICT OFFICE

24320 S. Narbonne Avenue
Lomita, CA 90717

Telephone: (310) 534-3760, Fax (310) 530-5482

Office Hours: 8:00 a.m. – 4:30 p.m. M - F

Plan Checker Hours: 8:00 a.m. – 11:30 a.m. Appointments are recommended

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

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

Plan Check No. _____ was submitted on _____

Land Use Zone _____ Proposed Occupancy _____ Type of Construction _____

Description of proposed work: _____

SAMPLE

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 M-Th 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
 - Green Building Check
- 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
24320 S. Narbonne Ave, CA Lomita 90717
(310) 534-3760
Thursday 8:00 -11:30 a.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

CONSTRUCTION DIVISION

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- PERMIT SECTION**
900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331
(626) 458-3129 6:45-5:30 Mon-Thurs
- Westchester Office**
5530 W. 83rd St, Westchester, CA 90045
(310) 649-6300 7:30 a.m. – 3:30 p.m. Mon-Fri

ENVIRONMENTAL PROGRAMS DIVISION

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**

Lomita Office 24320 S. Narbonne Ave Lomita, CA 90717 (562) 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 Floor Alhambra, CA 91803-1331 (626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT**
900 S. Fremont Ave., Annex 3rd Floor 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 7:00-5:30pm

OTHER COUNTY DEPARTMENTS

STATE AGENCIES

DEPT OF PUBLIC HEALTH – Environmental Health Division

5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380
Approval is required for:

- Private Sewage Disposal Systems
- Underground Cisterns
- Food Service Establishments
6053 Bristol Parkway 2nd Fl, Culver City 90230
(310) 665-8483 8:00 a.m. – 10:00 a.m.
- Public Swimming Pool- Recreational Health
(626) 430-5360
- 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
4475 W. El Segundo Blvd., Hawthorne, CA 90250
- "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 Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4000
- FIRE SPRINKLER SYSTEMS
5823 Rickenbacker Road, 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
- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.

COUNTY PUBLIC LIBRARY

Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library.
7400 E. Imperial Highway, Downey, CA 90242
(562) 940-8430 Mon-Fri 8:00 - 5:00

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

REGIONAL PLANNING DEPARTMENT

320 W. Temple St., 13th Floor (Rm. 1360)
Los Angeles, CA 90012-3282
Public Counter : 1:00 p.m. to 6:00 p.m. Mon-Thurs
Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 Mon-Thurs

Lomita District Office for General Information:
24320 S. Narbonne Ave., Lomita, CA 90717
Thursday Only 8:00-11:30 AM

COUNTY SANITATION DISTRICT

Payment of sewer connection fee is required
1955 Workman Mill Rd., Whittier 90601
(562) 699-7411

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

CALIFORNIA COASTAL COMMISSION

A Coastal Development permit is required. Prior to application submittal obtain local approval in concept from the Regional Planning Department.
200 Oceangate 10th Fl, Suite 1000, Long Beach, CA 90802
(562) 590-5071

**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.

County Area & Contracted Cities: Lawndale Office:
680 Knox St, Ste. 100 320 W. 4th St, Ste. 850
Torrance, CA 90502 Los Angeles, CA
(310) 516-3734 (213) 576-7451

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

**CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
DIVISION OF WATER QUALITY**

STORM WATER PERMIT UNIT – Notice of intent required when disturbed area ≥ 1 acre.

P. O. Box 1977, Sacramento, CA 95812-1977
(916) 341-5536

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.

- Obtain "Certification Form" from B&S District Office.

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 APPROVALS

- City of Lomita
24300 S. Narbonne Ave.
Lomita, CA 90717
(310) 325-7110
- Rolling Hills Estates
4045 Palos Verdes Dr. North
Rolling Hills Est., CA 90274
(310) 377-1577
- City of Rolling Hills
2 Portuguese Bend Rd.
Rolling Hills CA 90274
(310) 377-1521

OTHER
