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

AGENCY REFERRAL

SAN GABRIEL VALLEY DISTRICT OFFICE
125 South Baldwin Avenue
Arcadia, CA 91107
Telephone: (626) 574-0941, FAX: (626) 446-4425
Office Hours 8:00 a.m. – 4:30 p.m. M - F
Plan Checker Hours: 8:00 a.m. – 11:00 a.m. Mon – Thur.

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

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

SAMPLE

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 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
Randall Sancho - Regional Drainage/Grading Engineer
San Gabriel Office: Tue & Thurs 8:00-11:00 a.m.
(626) 574-0941

□ 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.

□ San Gabriel Valley Office
14747 E. Ramona Blvd, Baldwin Park, CA 91706
(626) 338-9509

□ PERMIT SECTION
900 S. Fremont Ave,8th Floor, Alhambra, CA 91803-1331
(626) 458-3129 Mon–Thurs 7:00 a.m.-5:30 p.m.

____ **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.

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

□ INDUSTRIAL WASTE / UNDERGROUND TANKS

San Gabriel Office	Headquarters
125 S. Baldwin Avenue	900 S. Fremont Ave., Annex 3rd Fl
Arcadia, CA 91007-2652	Alhambra, CA 91803-1331
(626) 574-0957	(626) 458-3539
8:00-9:30 a.m. Mon-Fri	6:45 a.m.-5:30 p.m. Mon-Thurs

□ NPDES/SUSMP Approval
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3517 6:45a.m -5:30 p.m. Mon-Thurs

□ DUMP AREAS (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3517 6:45a.m -5:30 p.m. 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.
(626) 458-4925

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 91803-1331
(626) 458-4921 Mon - Thurs 6:45 AM to 5:30 PM

□ 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

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
- □ 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., 9th Fl, Los Angeles, CA 90010
  (213) 351-7897

____ **FIRE PREVENTION BUREAU -** Plan approval is required

- □ Building Release 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 Road
  Commerce, CA 90040-3027
  (323) 890-4000
- □ FIRE PROTECTION ENGINEERING
  5823 E. Rickenbacker Road, Commerce, CA 90040-3027
  (323) 890-4125
- □ OTHER APPROVALS (Sprinklers <20 Heads, sprinklers: Residential & Remodel, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

  125 S. Baldwin Ave. Arcadia 91007
  (626) 574-0949 Tue-Fri 8:00 a.m. - 9:30 a.m.
- □ FUEL MODIFICATION
  Brushing Clearance Office, Fire Station 32
  605 N. Angeleno Ave., Azusa 91702
  (626) 969-5205

____ **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 – 4:30

____ **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) 738-3305

____ **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. M-Th
Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 M-Th
Approval is required for:

San Gabriel District Office for General Information:
125 S. Baldwin Ave., Arcadia, CA 91007
Mon. & Wed. 8:00 – 11:30 AM, 1:00 – 4:30 PM
Thursday 8:00 - 11:30 AM

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

- □ La Crescenta / Montrose Area Only:
  Crescenta Valley Water District
  2700 Foothill Blvd., La Crescenta, CA 91214
  (818) 248-3925

STATE AGENCIES

____ **CALTRANS**
Permits are required for 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.

1906 W. Garvey Ave. S., Ste. 200, West Covina, CA 91790
(626) 472-0046

____ **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.

- □ 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 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. (Obtain form from B&S District Office)

____ **CITY PLANNING DEPARTMENT**

- □ Duarte City Hall
  1600 Huntington Dr., Duarte, CA 91010
  (626) 357-7931
- □ La Canada Flintridge City Hall
  1327 Foothill Blvd., La Canada Flintridge, CA 91011
  (818) 790-8880
- □ Temple City Hall
  9701 Las Tunas Dr., Temple City, CA 91780
  (626) 285-0488 Mon-Thurs 8:00-12:00 noon

OTHER

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