



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

[Customer Service Survey](#)

VHFHSZ	Y / N
Waste	Sewer / Septic
Hwy. Dedication	Y / N ft.
Geology	Fault / Liq / LS
Methane	Y / N
Code Enforce.	# Y / N
(N) Address	Y / N



CITY OF LA MIRADA
13700 La Mirada Blvd.,
La Mirada, CA 90638
Telephone: (562) 943-0131
Call to obtain Office Hours

Prepared By	HNM	OM Initial	Date
AH			

Applicant's
Signature: _____

Plans for (Grading/ Structure) at _____ (Address) **La Mirada** (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 been 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**
Tejal Gandhi Regional Drainage / Grading Engineer
South Whittier Office: 13523 Telegraph Road Whittier, CA
(626) 458-2189 Wednesday 8:00-11:00 a.m.
 - Grading Plan Check
 - "Rough Grade" approval is required prior to issuance of building permit
 - Drainage Plan Check (NPDES COMPLIANCE)
 - Drainage approval is required

LAND DEVELOPMENT DIVISION – PERMIT SECTION

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

- 11282 S. Garfield Ave., Downey, CA 91802
(562) 869-0218
- PERMIT SECTION**
900 S. Fremont Ave., 8th Fl, Alhambra, CA 91803-1331
(626) 458-3129
- Methane Mitigation**
(structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Flr., Alhambra, CA
91803-1331
Methane@pw.lacounty.gov
(626) 458-3517 6:45am -5:30pm Mon-Thurs

ENVIRONMENTAL PROGRAMS DIVISION

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS/ STORMWATER**

S. Whittier Office 13523 Telegraph Rd. Whittier, CA 90605 (562) 906-8427 Mon-Fri 8:00-9:00 a.m.
Headquarters 900 S. Fremont Ave., Annex 3rd Fl Alhambra, CA 91803-1331 (626) 458-3517 Mon-Thurs 6:45-5:30 p.m.
- 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) 458-3517 6:45-5:30 Mon-Thurs

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GMED)

GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard. (626) 458-4925 M-Th 6:30-5:15 pm

Upload plans, reports, GMED fee receipt, this Agency Referral Sheet to:
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

<input type="checkbox"/>	GMED Referral for:
<input type="checkbox"/>	Seismic Hazard Zone Liquefaction / Seismically Induced Landslide / Fault Study
<input type="checkbox"/>	Slope Stability Over-Steepened Slopes / Landslide / Debris Flow
<input type="checkbox"/>	Retaining Walls or Systems Basement / Tiered / Soldier Piles / Tie-Back / Geo-Grid
<input type="checkbox"/>	Foundation Recommendations Piles / Caissons / Mat / Repairs / Soil-Cement Columns
<input type="checkbox"/>	Temporary Conditions Shoring / Steep Excavations / Slot-Cuts / Tie-Backs

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** (Residential or Non-Residential landscaped area > 500 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 bldgs. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.
(626) 458-4915

OTHER COUNTY DEPARTMENTS

OTHER 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
- 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

5823 Rickenbacher Rd., Commerce, CA 90040
(323) 890-4125

- 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:

Fire Prevention Bureau
Hazardous Materials Section
5825 E. Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4000
- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

850 W. La Habra Blvd, La Habra, CA 90631
(562) 691-9369

PARKS AND RECREATION DEPARTMENT

Approval for building plans is required for construction adjacent to "Designated Trails"
Planning Division, Research & Trails Section
510 S. Vermont Ave. 2nd Floor, Los Angeles, CA 90020
(213) 351-5098 M-Th 7:00 am – 5:30 pm

COUNTY SANITATION DISTRICT

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

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:

100 S. Main Street 2nd Fl.
Los Angeles, CA 90012
(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.

Long Beach District Office
1500 Hughes Way, Suite C-201, Long Beach, CA 90810
(424) 450-2630

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

X CITY OF LA MIRADA

- Planning Division (Required for all plans)
13700 La Mirada Blvd., La Mirada, CA 90638
(562) 943-0131
- Public Works Department
15515 Phoebe Ave. La Mirada, CA 90638
(562) 902-2385

SCHOOL DISTRICT

Development fees 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.

Contact the City of La Mirada Planning Division for issuance of a School Fees Letter and instructions on paying any required school district developer fees to the appropriate school district.

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) 388 - 2121

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)
- Provide a "Will Serve" letter from the water company for all new residential and commercial buildings (including additions that will create new units) prior to permit issuance

ADDRESS REQUIRED

- Contact the City of La Mirada Planning Division for issuance of an "Address Request Letter" and a guide with instructions on submitting the request through EPIC-LA. Planning Division approval is required prior to submitting request through EPIC-LA.

City of La Mirada Planning Division
13700 La Mirada Blvd., La Mirada, CA 90638
(562) 943-0131

OTHER
