



**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
Geology	Fault / Liq / LS
Methane	Y / N
Code Enforce.	# Y / N
(N) Address	Y / N



UNIVERSAL DISTRICT OFFICE

100 Universal City Plaza
Universal City, CA 91608
Telephone: (818) 762-6284
Office Hours: 8:00 a.m. – 10:00 a.m.
Counter Hours: 8:00 a.m. – 10:00 a.m. Wed

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

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. Pursuant to California Government Code Section 65913.3, if review of the permit application is required by a State Agency or Other Agency, as marked below, the applicable time limits for review of the application are tolled until the applicant provides Building and Safety with a copy of the Agency approval. Issuance of this referral sheet shall serve as formal notice of tolling. 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)
 - Methane Mitigation required in Methane Zone
- 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
 - Methane Mitigation required in Methane Zone
- 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 and Grading Engineer
26600 Agoura Road, # 110
Calabasas, CA 91302
By appointment only
(626) 458-2189 tgandhi@dpw.lacounty.gov

LAND DEVELOPMENT DIVISION – PERMIT SECTION

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

- PERMIT SECTION**
900 S. Fremont Ave., 8th Fl, Alhambra, CA 91803-1331
(626) 458-3129

ENVIRONMENTAL PROGRAMS DIVISION

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER**

Headquarters
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 Mon-Thurs 6:45-5:30 p.m.

iw@pw.lacounty.gov Industrial Waste
ust@pw.lacounty.gov Underground Storage Tanks
sw@pw.lacounty.gov Stormwater

- NPDES/SUSMP Approval**
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 7:00am-5:00pm Mon-Thurs
- DUMP AREAS/METHANE MITIGATION/OIL & GAS WELLS/CONTAMINATED SOIL HAZARDS** (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Fl Alhambra, CA 91803-1331
Methane@pw.lacounty.gov
(626) 570-2810 7:00am -5:00pm Mon-Thurs
- SOLID WASTE MANAGEMENT**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
TrashEnc@pw.lacounty.gov
(626) 570-2810 7:00am -5:00pm Mon-Thurs.
- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 www.CleanLA.com 6:45-5:30 Mon-Thurs
Instructions on how to apply are available at:
pw.lacounty.gov/epd/cd/
Email at CND@pw.LACounty.gov
(626) 458-3517 7:00am -5:00pm 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://epicla.lacounty.gov/SelfService/#/home>

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)

6150 Van Nuys Blvd., Ste. 405, Van Nuys, CA 91401
(818) 901-5403

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

FIRE PREVENTION BUREAU OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

- Plan approval is required
5823 E. Rickenbacher Rd., Commerce 90040-3027
(323) 890-4125
fire-fpuniversal@fire.lacounty.gov

- "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. Rickenbacher Rd., Commerce, CA 90040-3027
(323) 890-4000

- FIRE SPRINKLER SYSTEMS
5823 E. Rickenbacher 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.)

Area Inspectors:
626 N. Robertson Blvd., West Hollywood, CA
(310) 358-2380 Mon-Fri 8:00-10:00 a.m.

3384 Bob Marley Ave., Universal City, CA 91608
(818) 777-5963 Tues & Thurs 8:00-10:00 a.m.

- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 181
590 S. Park Ave., Pomona CA 91766
(909) 622-8342

COUNTY SANITATION DISTRICT

Payment of sewer connection is required
1955 Workman Mill Rd., Whittier, CA 90691
(562) 908-4288 ext. 2727

CITY OF LOS ANGELES - Sewer Permit (Ordinance No. 163565)

201 N. Figueroa St., 4th Fl, Los Angeles, CA 90013
(213) 977-6032

or

14410 Sylvan St., Room 202, Van Nuys, CA 91401
(818) 756-8421

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.

333 S. Beaudry Ave. 27th flr
Los Angeles, CA 90017
(213) 743-3670
For Boundary Information
(213) 241-0715

Mailing address: LAUSD
Developer Fee Program Office
P.O. Box 513307
Los Angeles, CA 90051

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)
- 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

OTHER

- HIGHWAY DEDICATION Form "48-0040-DPW" (RD 490) 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
 - 3 or more residential units on a single lot (SFR and duplex). ADUs excluded.
 - New commercial buildings
 - Additions to commercial buildings that increase total area by 50% or more
 - New multi-family residential buildings
 - Additions to multi-family residential buildings that increase total area by 50% or more
 - Additions to SFR or new detached buildings used for daycare, when total building area is increased by 50% or more

MAPPING AND PROPERTY MANAGEMENT

- **ADDRESS REQUEST:**
Manual: [Address Request Manual](#)

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

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. Bring Plan Check Fee Receipt from Building and Safety.

7400 E. Imperial Highway, Downey, CA 90242
(562) 940-8430 M-Th 7:30 am - 5:30 pm

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

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 Mon-Thurs

UNIVERSAL DESIGN APPROVAL

As owner of the property, Universal must review and approve the plans and details of the proposed construction. Contact: Ed Borrego

DEPARTMENT OF ARTS AND CULTURE

Compliance of the Public Art in Private Development Ordinance is required.
Pat Gomez (Phone or email inquiries only) PAPD@arts.lacounty.gov
or 213-315-9972 M-Th 9:00am-5:00pm

LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

Recordation of affordable housing land use covenant is required and must be recorded senior to all existing deeds of trust on the property. Payment of monitoring fee is required at time of covenant recordation.
landuse@lacda.org

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.

