



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



CITY OF ARTESIA

18747 Clarkdale Avenue
Artesia, CA 90701
Telephone: (562) 865-6263, FAX (562) 865-6240
Office Hours: 8:00 a.m. - 4:30 p.m.
Plan Checker Hours: 8:00 a.m. - 11:30 a.m.

Prepared By	HNM	OM Initial	Date

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: _____

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 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...)
- Drainage and Grading Section**
Regional Drainage and Grading Engineer
Jessica Bunker
San Gabriel Office: Tue & Thurs 8:00-11:30 a.m.
(626) 574-0941

ENVIRONMENTAL PROGRAMS DIVISION

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS**
 - 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) 458-3539
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) 458-3561 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 documents to:
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

OTHER COUNTY DEPARTMENTS

ENVIRONMENTAL HEALTH DIVISION - Approval is required for:

5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380

- 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 (Sprinkers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

19030 Pioneer Blvd., Cerritos 90703
(562) 860-8014

COUNTY SANITATION DISTRICT

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

STATE AGENCIES

OTHER

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.
680 Knox St, Suite 100, Torrance, CA 90502
(310) 516-3734

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS

Obtain clearance for the requirements of abandonment of oil wells.

5816 Corporate Ave., Ste. 200 1000 S. Hill Rd., Ste. 116
Cypress, CA 90630-4731 Ventura, CA 93003-4455
(714) 816-6847 (805) 654-4761

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD

320 w. 4TH St., Suite 200, Los Angeles, CA 90013
(213) 576-6600

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.

ABC Unified School District
16700 Norwalk Blvd., Cerritos, CA 90703
(562) 926-5566

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

WATER AVAILABILITY LETTER - provide a copy of the attached form, completed by the water company serving the site. Form 195/196

CITY OF ARTESIA

CITY OF ARTESIA

18747 Clarkdale Ave, Artesia, CA 90701
(562) 865-6263

- DEPARTMENT OF PLANNING
(Required for all projects)
- SEWER RECONSTRUCITON FEE
Engineering Division
(Required for all projects involving parcel & tract maps, grading, drainage and all off-site work)

ARTESIA PUBLIC WORKS

- Plot Plan, showing elevations / contours.
(Grading plan check & permit may be required.)
- Grading Permit Required
(Submit grading plans and soils report)
- Drainage Approval
 - Submit site drainage plan
 - Submit hydrology study