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 Flr., Alhambra, CA 91803-1331
Approval for the following sections is required as noted below:

☐ ELECTRICAL SECTION
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331 (626) 458-3180
Approval is required for:
- Energy Plan Check
- Mechanical Code Check
- Green Building Check
- Research Section
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331 (626) 458-3173
- Alternates Materials, Methods, SMRF...
- Drainage and Grading Section
La Puente Office – Regional Drainage and Grading Engineer
Jessica Bunker (626) 961-9611 Wed. 8:00 – 11:00

☐ MECHANICAL SECTION
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331 (626) 458-3182
Approval is required for:
- Energy Plan Check
- Mechanical Code Check
- Green Building Check
- Research Section
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331 (626) 458-3173
- Alternates Materials, Methods, SMRF...
- Drainage and Grading Section
La Puente Office – Regional Drainage and Grading Engineer
Jessica Bunker (626) 961-9611 Wed. 8:00 – 11:00

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

☐ INDUSTRIAL WASTE / UNDERGROUND TANKS
S. Whittier Headquarters
13523 Telegraph Rd. 900 S. Fremont Ave., Annex 3rd Flr
Whittier, CA 90605 (562) 996-8427
Mon-Fri 8:00-9:00 a.m. - Mon-Thurs 6:45-5:30 p.m.

☐ NPDES/SUSMP Approval
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Flr
Alhambra, CA 91803-1331 (626) 458-3517
- DUMP AREAS (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Flr
Alhambra, CA 91803-1331 (626) 458-3517
- SOLID WASTE MANAGEMENT
900 S. Fremont Ave., Annex 3rd Flr
Alhambra, CA 91803-1331 (626) 458-3561

☐ X-Ray Machine Installation
Radiation Management
3530 Wiltshire Blvd., 9th Fl, Los Angeles, CA 90010 (213) 351-7897

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
- Food Service Establishments
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation
- "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.)
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

Permits are required for outdoor signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:

CALTRANS
Permits are 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.

STATE DEPT. OF INDUSTRIAL RELATIONS - CAL/OSHA
Permit is required for the requirements of abandonment of oil wells.

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS
Obtain clearance for the requirements of abandonment of oil wells.

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD

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.

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.

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 OF CERRITOS

CERRITOS 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