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

LA CANADIAN FLINTRIDGE CITY OFFICE
1327 Foothill Boulevard
La Canada Flintridge, CA 91011
Telephone: (818) 790-8851, FAX: (818) 790-7536
Office Hours: 8:00 a.m. - 10:30 a.m.

Plans for (Grading/Structure) at
(Altitude) ____________  (Locality) ____________________

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

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
(Aftermath Materials, Methods, SMRF...)

☐ GRADING AND DRAINAGE SECTION
Amy Milanes - Regional Drainage/Grading Engineer
Santa Clarita Office: Tue & Thurs 8:00-11:00 a.m.
(661) 222-2940
☐ Grading Plan Check
☐ “Rough Grade” approval is required prior to issuance of building permit
☐ Drainage Plan Check (NPDES/LID COMPLIANCE)
☐ Drainage approval is required

ENVIRONMENTAL PROGRAMS DIVISION

☐ INDUSTRIAL WASTE / UNDERGROUND TANKS
San Gabriel Office  Headsquards
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  6:45 a.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  6:45 a.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

☐ GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION

☐ GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.
(626) 458-4925  M-Th 6:30-5:15 p.m
Upload documents to: https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx

☐ LAND DEVELOPMENT DIVISION
900 S. Fremont Ave., 3rd Fl, Alhambra 91803-1331
(626) 458-4921  6:45-5:30 Mon-Thurs

☐ SUBDIVISION PLAN CHECK SECTION
☐ LANDSCAPE (non-residential landscaped area > 2900 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

☐ 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.
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.  
□ Plan Check Unit  
5823 E. Rickenbacker Road  
Commerce, CA 90040-3027  
(323) 890-4125  
□ Water Availability Letter  
Provide a copy of the attached form, completed by the water company serving the site (see OTHER AGENCIES), and give to LA County Fire Department when submitting at Plan Check Unit  
□ “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 SPRINKLER SYSTEMS  
5823 E. Rickenbacker Road,  
Commerce, CA 90040-3027  
(323) 890-4125  
□ FUEL MODIFICATION  
Brushing Clearance Office, Fire Station 32  
605 N. Angeles Ave., Azusa, CA 91702  
(626) 969-5205  
Mon-Fri 8:00-5:00 p.m.

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.  
1906 W. Garvey Ave., 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) 816-6947

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.  
□ Glendale Unified School District, Room 301  
223 N. Jackson Street, Glendale, CA 91206  
(818) 241-3111 Ext. 359  
□ La Canada Unified School District fees are collected at permit issuance.

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 DISTRICTS – Provide a copy of the attached form, completed by the water company serving the site, and give to LA County Fire Department when submitting at Plan Check Unit.  
□ La Cañada Irrigation  
1443 Foothill Blvd, La Cañada Flintridge, CA 91011  
(818) 790-6749  
□ Crescenta Valley Water  
2700 Foothill Blvd, La Crescenta, CA 91214  
(818) 248-3925  
□ Valley Water Company  
4524 Hampton Road, La Cañada Flintridge, CA 91011  
(818) 790-3516  
□ Mesa Crest Water District  
4532 Rinetti Lane, Unit C, La Cañada Flintridge, CA 91011  
(818) 790-2071

CITY OF LA CANADA PLANNING DEPARTMENT  
La Canada Flintridge City Hall  
1327 Foothill Blvd., La Canada Flintridge, CA 91011  
(818) 790-8881  
Mon-Thu 7:00 a.m. – 5:00 p.m. & Fri 8:00 a.m. – 5:00 p.m.

CITY OF LA CANADA FLINTRIDGE PUBLIC WORKS  
1327 Foothill Blvd., La Canada Flintridge, CA 91011  
(818) 790-8882  
Mon-Thu 7:00 a.m. – 5:00 p.m. & Fri 8:00 a.m. – 5:00 p.m.

□ Construction Division - Work in the public Right-of-Way such as sidewalks, gutters, curb drains, driveway approaches, temporary construction fences, or other structures require pre-approval by La Cañada Flintridge Public Works and a permit from LA County Public Works.  
□ Sewer - Sewer service fee may be required.  
□ Road Maintenance  
□ Construction and Demolition (C&D) Debris Management - A Building Debris Management Report and performance security, calculated at the lesser of 3% of the total project cost or $10,000 is required for construction, demolition, and renovation projects that are 1,000 square feet or greater.

OTHER