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
Yoshiya Morisaku - Regional Drainage / Grading Engineer
13523 Telegraph Road Whittier, CA 90605
(562) 906-8427
Wed-Mon 8:00-9:00 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 90241
(562) 869-0218

☐ 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
S. Whittier Office
13523 Telegraph Rd.
Whittier, CA 90605
(626) 458-3539

☐ DUMP AREAS (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3517

☐ SOLID WASTE MANAGEMENT
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3561

GDOTECOIAL AND MATERIALS ENGINEERING DIVISION (GMD)
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

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 (non-residential landscaped area > 2500 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 3E, 4th Fl, Alhambra, CA 91803
(626) 300-4708
Mon-Thurs 7:00-5:30pm
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
5823 Rickenbacker 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.)
  19030 Pioneer Blvd., Cerritos 90703
  (562) 861-8014

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.
1906 W. Garvey Ave S, 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) 816-6847

OTHER AGENCIES

CITY OF LA MIRADA
Planning Department (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
(714) 522-6821
□ Community Services Department (Parks)
13710 La Mirada Blvd., La Mirada, CA 90638
(562) 943-7277

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.
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd. Norwalk, CA 90638
(562) 868-0431
• School fees apply as follows:
  o Residential additions ≥ 500 sq. ft.
  o All commercial and industrial additions

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)

OTHER