CITY OF LAWNDALE
14717 S. Burin Ave.
Lawndale, CA 90260
Telephone: (310) 973-3200, FAX (310) 970-2183
Office Hours: 7:00 a.m. – 6:00 p.m. Monday - Thursday
Plan Checker Hours: 7:30 a.m. – 11:30 a.m. Tuesdays Only

Plans for (Grading/ Structure) at ____________________

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. You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed 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 been submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES

AVIATION DIVISION
1000 S. Fremont Ave., Bldg. A9 East, 1st Flr., Alhambra, CA 91803
(626) 300-4600 Mon-Thu 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 as noted below:

□ ELECTRICAL SECTION
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3160
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
Yoshia Morisaku - Regional Drainage and Grading Engineer
1330 W. Imperial Hwy, Los Angeles, CA 90044
Telephone: (232) 820-6500
Tuesday 7:30 a.m.-11:30 a.m.
□ Grading Plan Check
□ “Rough Grade” approval is required prior to issuance of building permit
□ Drainage Plan Check (NPDES/LID COMPLIANCE) □ Drainage approval is required

COMMUNITY DEVELOPMENT COMMISSION
700 W. Main St., Alhambra, CA 91801
(626) 262-4511

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

□ INDUSTRIAL WASTE / UNDERGROUND TANKS
Lomita Office
24320 S. Narbonne Avenue
Lomita, CA 90717
(310) 534-4682
8:00-9:30 a.m. Mon, Fri
6:45-5:30 Mon-Thurs

□ NPDES/SUSBMP 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

□ CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 www.888CleanLA.com 6:45-5:30 Mon-Thurs

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GME)
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.laounty.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 buildings. “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.
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.
320 W. 4th St, Room 850
Los Angeles, CA 90013
(213) 576-7451
1 Centerpointe Dr., Suite 150 – Consultation Only
La Palma, CA 90623
(714) 562-5525

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES (DOGGR)
Obtain clearance for the requirements of abandonment of oil wells.
5816 Corporate Ave, Ste 100, Cypress, CA 90630-4731
(714) 816-6847

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.
Centinela Valley Union High School District
14901 Inglewood Ave., Lawndale, CA 90260
(310) 263-3228

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)

OTHER

CITY OF LAWNDALE

LAWNDALE COMMUNITY DEVELOPMENT DEPT. (PLANNING)

14717 S. Burin Ave.
Lawndale, CA 90260
(310) 973-3230

- Final planning review and approval

LAWNDALE PUBLIC WORKS DEPARTMENT

4722 Manhattan Beach Blvd.
Lawndale, CA 90260
(310) 973-3260

- Construction and Demolition Debris Recycling
- Public right of way encroachments (new driveways, curbs, sidewalks, excavations, etc.)