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

Prepared By: HNM  OM Initial: CM Date: 2/23/2016

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ATTACHED AGENCY REFERRAL SHEET

Planes for a structure at

Plan Check No. ____________

Land Use Zone ____________

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 building 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 been submitted and request review.

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

COUNTRY AGENCIES

DEPARTMENT OF PUBLIC WORK

AVIATION DIVISION
900 S. Fremont Ave., 2nd Flr., Alhambra, CA 91803-1331
(626) 309-4600

BUILDING AND SAFETY DIVISION
Headquarters Mon-Thurs 8:45 - 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
☐ MECHANICAL SECTION
☐ RESEARCH SECTION

☐ ENERGY Plan Check
☐ Electrical Code Check
☐ Energy Plan Check
☐ Mechanical Code Check
☐ Plumbing Code Check
☐ Root drainage

☐ Building Drainage (NPDES COMPLIANCE)
☐ Building Site Drainage Review
☐ Disturbed Area ≥ 1 Acre
☐ Commercial or Industrial
☐ Hillside Development (i.e. slope ≥ 25%)
☐ Adjacent to an Environmentally Sensitive Area

LAND DEVELOPMENT DIVISION – PERMIT SECTION
Permits are required for road excavations, curb breaks and encroachments within County roads and Flood Control easements.

☐ PERMIT SECTION
900 S. Fremont Ave., 8th Flr., Alhambra, CA 91803-1331
(626) 458-3129 M-Th 7:00-5:30 pm

☐ Palmdale Office
38120 N. Sierra Hwy, Palmdale, CA 93550
(661) 947-1717 M-F 7:30-4:00 pm

☐ COVENANTS & AGREEMENTS (must be notarized & recorded)
☐ Manufactured Home
☐ Sewage Disposal

☐ GEOTECHNICAL & MATERIALS ENGINEERING (GMED)
GEOLOGY/SOILS SECTIONS: Plan approval is required for site stability and geologic hazard.
(626) 458-4025 M-Th 6:30-5:15 pm
Upload documents to:

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

☐ INDUSTRIAL WASTE / UNDERGROUND TANKS
Lancaster Office
335-A E. Avenue K-6
Lancaster, CA 93535
(661) 723-4337 8:00-12 noon 1st Wed

☐ INDUSTRIAL WASTE / UNDERGROUND TANKS
Lancaster Office
3517 S. Sierra Hwy, Lancaster, CA 93535
(626) 458-3517 8:45-10 am

☐ DUMP AREAS (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex, 3rd Flr., Alhambra, CA 91803-1331
(626) 458-3517 8:45-10 am

☐ SOLID WASTE MANAGEMENT
900 S. Fremont Ave., Annex, 3rd Flr., Alhambra, CA 91803-1331
(626) 458-3517 8:45-10 am

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

☐ LAND DEVELOPMENT DIVISION
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4281 6:45-5:15 pm Mon-Thurs

☐ SUBDIVISION PLAN CHECKING SECTION
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4291 6:45-5:15 pm Mon-Thurs

☐ LANDSCAPE (non-residential landscaped area ≥ 250 sq ft.)
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4915 Mon-Thurs 6:45-5:30 pm

☐ HIGHWAY DEDICATION Form "20-0040-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. 900 S. Fremont Ave, 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4915 Mon-Thurs 6:45-5:30 pm

☐ PROOF OF OWNERSHIP (copy of tax bill, deed, or pink slip)
☐ Lot
☐ Manufactured Home

☐ TRAFFIC AND LIGHTING DIVISION
Clearance is required for traffic requirement, 1000 S. Fremont Ave., Bldg A #3 4th Flr., Alhambra, CA 91803
(626) 300-4708 Mon-Thurs 7:00-5:30

☐ OTHER COUNTY DEPARTMENTS

☐ ENVIRONMENTAL HEALTH DIVISION: Approval is required for:
☐ Private Sewage Disposal Systems: Mountain & Rural Program

☐ Water Supply Approval Form
Lancaster Environmental Health Office
335-A East Avenue K-6, Lancaster, CA 93535
(661) 723-4550 & (661) 723-4549 Mon-Fri 8:00-9:00 a.m.
Santa Clarita Environmental Health Office
26415 Carl Boyer Drive Suite 145
(661) 287-7000 Mon-Thur 8:00-9:30 a.m.

Antelope Valley Agency Ref Rev 11-2015
□ Public Swimming Pool
Recreational Health Program
5050 Commerce Dr., Baldwin Park, CA 91706-1423
(626) 403-5360 Mon. – Fri. 8:00-5:00 pm

□ Food Service Establishments
Lancaster Health Center
335-A East Avenue K-6, Room 23, Lancaster, CA 93535
(661) 723-4551 Mon., Tues. & Thurs, Fri. 8:00-10:00 am

□ X-Ray Machine Installation
Radiation Management
3530 Winkler Blvd., 8th Flr., Los Angeles, CA 90010
(213) 351-7897 Mon-Thurs 7:30-5:30 pm Fri 8:00-4:30 pm

□ FIRE PREVENTION BUREAU : Plan approval is required
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon. – Fri 8:00 – 4:30 pm
Plan check counter Mon-Thurs 8:10-10:30 am

□ FIRE STATION DEVELOPER FEE is required

□ BUILDING RELEASE is required

□ STAMPED PLANS are required

□ “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
14425 Olive View Dr., Sylmar, CA 91342
(818) 364-7120 Mon-Fri 8:00 to 4:30 pm

□ FIRE SPRINKLER SYSTEMS / ALARMS
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm

□ OTHER APPROVALS (Sprinklers-20 Heads, Sprinklers-
Residential & Remodel, Pool draft Hydrant, Hoses, Restau-
Rants with new cooking, Tanks, and Ti-2500 sq. ft.)
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm

□ FUEL MODIFICATION
Brushing Clearances Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702-2904
(626) 969-5205 Mon-Fri 8:00-5:00 pm

□ COUNTY PUBLIC LIBRARY
Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library, Bring Plan Check Fee Receipt from Building and Safety
4700 E. Imperial Highway, Downey, CA 90242
(562) 940-8430 M-Th 7:30 am – 5:30 pm

□ PARKS AND RECREATION DEPARTMENT
Approval for building plans is required for construction adjacent to "Designated Trails"
Planning Division, Research & Trails Section
510 S. Vernon Ave. 2nd Floor, Los Angeles, CA 90020
(213) 351-5098 M-Th 7:00 am – 5:30 pm

□ REGIONAL PLANNING DEPARTMENT
Lancaster Office:
335-A East Avenue K-6, Lancaster, CA 93535
(661) 723-4475 Mon. – Fri. 8:30 to 4:00 pm (closed for lunch)
320 W. Temple St., 13th Flr. (Rm. 1360)
Los Angeles, CA 90012-3282
Public Counter Hours: Mon-Thurs 8:00 am to 12 noon
(213) 974-6411 Phone Hours: Mon-Thurs 7:00 a.m. to 12 noon

□ COUNTY SANITATION DISTRICT
Payment of sewer connection is required
1955 Wohman Mill Road, Whittier, CA 90660
(562) 699-7411 x 2272 Mon-Thurs 7:30-4:00 pm & Fri 7:00-3:30 pm

□ STATE AGENCIES

□ CALTRANS
Permits are required for signs, excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways
100 S. Main Stree 2nd Fl., Los Angeles, CA 90012
(213) 897-3631

□ DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT
Alterations to Manufactured Homes
3737 Main St., Suite #400, Riverside, CA 92501
(951) 782-4420 Mon-Fri 8:00-5:00 pm

□ 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.
6150 Van Nuys Blvd., Suite 405, Van Nuys, CA 91401-3379
(818) 901-5403 By Appointment only
320 W. 4th St., RM 850, Los Angeles, CA 90013
(213) 576-7451 By Appointment only

□ DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS
Obtain clearance for the requirements of abandonment of oil wells.
5146 Corporate Ave., Ste 200, Cypress, CA 90630 (714) 816-6647

□ CALIFORNIA STATE WATER RESOURCES CONTROL BOARD
DIVISION OF WATER QUALITY AND STORM WATER PERMIT UNIT
Notice of intent to require when developed area ≥ 5 acres.
101 Y St., 15th Floor, Sacramento, CA 95814
(916) 341-5538 Mon-Fri 8:00-5:00 pm

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.

□ Antelope Valley Union High School Unified District
44811 N. Sierra Highway, Lancaster, CA 93534
(661) 348-7655 Ext. 220 Mon-Fri 7:30-4:00 pm

□ Acton-Agua Dulce Unified School District
32448 Crow Valley Rd., Acton, CA 93510
(661) 269-2024 Mon-Thurs 7:30-5:00 pm

□ Palmdale Schools District
39139 10th St East, Palmdale, CA 93550
(661) 286-7287 Mon-Thurs 8:30-5:00 pm

□ Gorman School District
49847 Gorman School Road, Gorman, CA 93243
(661) 248-6816 Mon-Thur 7:00-3:30 pm

□ Snowline Joint Unified School District
4075 Nelson Road, Phelan, CA 92371
(760) 868-5817 Mon-Fri 8:00-4:30 pm

□ Westside Union School District
41910 N. 5th St. West, Quartz Hill, CA 93536
(661) 943-7433 Mon-Fri 8:30-3:30 pm

AIR QUALITY MANAGEMENT DISTRICT (AQMD)
Applicants for 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.

□ South Coast Air Quality Management District
21865 E. Copley Dr., Diamond Bar, CA 91765-4182
(800) 388-2123 Tues. – Fri. 7:00-5:30 pm

□ Antelope Valley Air Quality Management District
43201 N. Division, Suite 206, Lancaster, CA 93535
(661) 723-8070 Mon-Fri 8:00-5:00 pm

UNITED STATES FOREST SERVICE
30800 Bouquet Cyn., Saugus, CA 91390
(661) 236-9770 Mon-Fri 8:00-4:30 pm

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

WATER & SEWER DISTRICT
Golden Valley Municipal Water District
49744 E. Monroe Rd., Acton, CA 93510
(661) 248-8501 Mon. – Fri. 8:00-12:00 pm & Sat 8:00-10:00 am

WATER QUALITY BOARD
□ Los Angeles Regional Water Quality Control Board
320 W. 4th St., Suite 200 Los Angeles, CA 90013-2343
(213) 576-6600 Mon-Fri 8:00-5:00 pm

□ Lahontan Regional Water Quality Control Board, Victorville Office
15479 Civic Drive, Suite 100, Victorville, CA 92394
(760) 241-6583 Mon-Fri 8:00-5:00 pm

LOCAL CONDITIONS
GROUND SNOW LOAD: PSF
COLLAPSIBLE SOILS FOOTINGS: YES NO
VH/HSZ ZONE: YES NO
LITTLEROCK AREA A: YES NO
LIQUEFACTION AREA: YES NO
LANDSLIDE AREA: YES NO
APEFZ-FAULT ZONE AREA: YES NO
PRE – 1978 LEAD HAZARD: YES NO
PLEASE PROVIDE MORE COPIES OF SOILS REPORT
Minimum testing parameter: Collapsible and Hydro-consolidation

OTHER

CORRECTIONS