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

CALABASAS - MALIBU DISTRICT OFFICE
26600 Agoura Road, # 110
Calabasas, CA 91302
Telephone: (818) 880-4150, FAX: (818) 880-6270
Office Hours: 7:00 a.m. – 5:30 p.m. Monday – Thursday
Plan Checker Hours: 7:00 a.m. - 11:00 a.m. - Appointments are recommended.

Plans for (Grading/ Structure) at

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<tr>
<th>Prepared By</th>
<th>HNM</th>
<th>OM Initial</th>
<th>Date</th>
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Adviser’s
Signature

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 assist you, we have listed below the information which you will need to contact these agencies.

To obtain all agency approvals have 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-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 Floor, Alhambra, CA 91803-1331

Approval for the following sections is required as noted below:

- **ELECTRICAL SECTION**
  - 900 S. Fremont Ave., 3rd Floor, 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 Floor, Alhambra, CA 91803-1331
  - (626) 458-3182
  - Approval is required for:
    - Energy Plan Check
    - Mechanical Code Check
    - Plumbing Code Check
    - Green Building Check

- **Research Section**
  - 900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331
  - (626) 458-3173
  - (Alternate Materials, Methods, and Approvals...)

- **GRADING AND DRAINAGE SECTION**
  - Rachele Burke - Regional Drainage and Grading Engineer
  - Calabasas Office: Tuesdays & Thursdays 8:00-11:00 a.m.
  - (818) 880-4150

  - Grading Plan Check
    - "Rough Grade" approval is required prior to issuance of building permit

  - Drainage Plan Check (NPDES/LID 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.

- **Road Excavation Permit**
  - Road Maintenance and Construction Division
  - 5350 W. 83rd St., Westchester, CA 90045
  - (310) 649-6300

- **PERMIT SECTION**
  - 900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331
  - (626) 458-3129

#### WATERWORKS DIVISION
Provide a will serve letter completed by the water company serving the site.

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<th>Office Hours:</th>
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<th>Address</th>
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<tr>
<td>Tuesdays &amp; Thursdays 8:00 a.m. - 5:30 p.m.</td>
<td>(626) 458-4921</td>
<td>900 S. Fremont Ave., Annex 3rd Fl Alhambra, CA 91803-1331</td>
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#### ENVIRONMENTAL PROGRAMS DIVISION
Plan approval is required for:

- **INDUSTRIAL WASTE / UNDERGROUND TANKS**
  - Headquarters
  - San Gabriel Office
  - 125 S. Baldwin Ave.
  - Arcadia, CA 91007
  - (626) 458-3517
  - 6:00 – 9:30 a.m. M-F

- **NPDES/SUSMP Approval**
  - Industrial Waste Unit
  - 900 S. Fremont Ave., Annex 3rd Floor
  - Alhambra, CA 91803-1331
  - (626) 458-3517
  - 6:45-5:30 Mon-Thurs

- **SOLID WASTE MANAGEMENT**
  - 900 S. Fremont Ave., Annex 3rd Floor
  - 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

#### GEOENGINEERING 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 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

#### TRAFFIC AND LIGHTING DIVISION
Clearance is required for traffic requirement.

1000 S. Fremont Ave., Bldg A-9E, 4th Floor, Alhambra, CA 91803
(626) 340-4708
Mon-Thurs 7:00-5:30pm

OTHER COUNTY DEPARTMENTS

CALABASAS AGENCY REP REV 11-2015
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

CALIFORNIA COASTAL COMMISSION
A Coastal Development permit is required. Prior to application submit local approval in concept from the Regional Planning Department.
89 So. California St. Suite 200, Ventura, CA 93001-2801
(805) 825-1800

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 307, Van Nuys, CA 91401-3379
(818) 901-5403 By Appointment Only

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

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.
☐ Las Virgenes Unified School District
4111 Las Virgenes Road, Calabasas, CA 91302-1929
(818) 880-9400
Obtain "Certification Form" from Las Virgenes School District

☐ Los Angeles Unified School District
5823 E. Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4125

☐ Other Approvals
Sprinkler Systems: Sprinklers installed in and around building must be approved by the Fire Prevention Bureau.

☐ Other Agencies
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
Applicants for non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building & Safety. If "Yes" 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

LAS VEGAS MUNICIPAL WATER DISTRICT
A letter is required stating financial arrangements have been made for sewer connections. In commercial buildings, an approval is required for installation of additional plumbing fixtures.
4232 Las Virgenes Road, Calabasas, CA 91302-1994
(818) 251-2100

LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD
320 W. 4th St., Suite 200, Los Angeles, CA 90013
(213) 579-6600

WESTLAKE VILLAGE (CITY OF)
Zoning/Engineering approval is required prior to submitting for Building Plan Check.
☐ Zoning Department
Mr. Robert Theobald
31200 Oakcrest Drive
Westlake Village, CA 91361
(818) 706-1613
☐ City Engineer
John Kniepe
374 Poli Street
Ventura, CA 93001
(805) 653-6597

ASSESSOR OFFICE
Culver City Office
6120 Bristol Parkway
Culver City, CA
(310) 665-5300
Sylmar Office
13800 Balboa Blvd.
Sylmar, CA
(818) 833-8100