



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



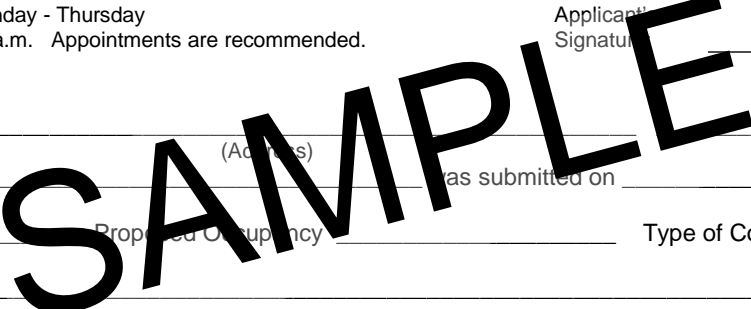
**CARSON DISTRICT OFFICE**

701 East Carson Street  
Carson, CA 90745  
Telephone: (310) 952-1766, FAX: (310) 549-0652  
Office Hours: 7:00 a.m. - 6:00 p.m. Monday - Thursday  
Plan Checker Hours: 8:00 a.m. - 11:30 a.m. Appointments are recommended.

Prepared By	HNM	OM Initial	Date

Applicant Signature \_\_\_\_\_

Plans for (Grading/ Structure) at \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)  
 Plan Check No. \_\_\_\_\_ as 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 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**

**COUNTY AGENCIES**

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Fl., 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 Floor, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> 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., 3<sup>rd</sup> 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 Floor, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Lisa Eckert - Regional Drainage and Grading Engineer  
Lomita/Lennox Office  
24320 S. Narbonne Avenue, Lomita 90717  
(310) 534-3760
  - 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.

- 5530 W. 83rd St., Westchester, CA 90045  
(310) 649-6300
- PERMIT SECTION**  
900 S. Fremont Ave., 8<sup>th</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3129
- 11282 S. Garfield Ave. Downey, CA 90242  
(562) 869-0218 (323) 773-4834

**ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**  
  

Lomita Office 24320 S. Narbonne Ave. Lomita, CA 90717 (310) 534-4863 8:00 –9:30 a.m. Mon-Fri	Headquarters 900 S. Fremont Ave., Annex 3 <sup>rd</sup> Fl Alhambra, CA 91803-1331 (626) 458-3539 6:45 a.m.-5:30 p.m. Mon-Thurs
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- NPDES/SUSMP Approval**  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517
- DUMP AREAS** (structure within 1,000 ft from a landfill)  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl., Alhambra, CA 91803-1331  
(626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT**  
900 S. Fremont Ave., Annex 3<sup>rd</sup> 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 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3517 www.888CleanLA.com 6:45-5:30 Mon-Thurs

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GMED)**

**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 Floor, Alhambra, CA 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION** (626) 458-4921
- 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 Fl., 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:

- Food Service Establishments  
122 W. 8<sup>th</sup> St., Room 20-A, San Pedro, CA 90731  
(310) 519-6081 8:00-10:00 a.m.
- Public Swimming Pool- Recreational Health  
5050 Commerce Way., Baldwin Park, CA 91706  
(616) 430-5360
- X-Ray Machine Installation  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl., Los Angeles, CA 90010  
(213) 351-7897

**FIRE PREVENTION BUREAU - Plan approval is required**

- FIRE STATION DEVELOPER FEE is required  
590 S. Park Ave., Pomona, CA 91766
- "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 Rd., Commerce, CA 90040-3027  
(323) 890-4000

- Fire Prevention Bureau  
4475 W. El Segundo Blvd., Hawthorne, CA 90250  
(310) 263-2732
- FIRE SPRINKLER SYSTEMS  
5823 E. Rickenbacker Rd., Commerce, CA 90040-3027  
(323) 890-4125
- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)  
701 E. Carson St. (Basement), Carson, CA 90745  
(310) 830-9596 Mon-Thurs 8:00-9:30 a.m.
- FUEL MODIFICATION  
Brushing Clearance Office, Fire Station 181  
590 S. Park Ave., Pomona, CA 91766  
(909) 622-8342

**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.

7400 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"

510 S. Vermont Avenue 2<sup>nd</sup> Fl. Los Angeles, CA 90020  
(213) 351-5098 M-Th 7:00am – 5:30pm

**REGIONAL PLANNING DEPARTMENT**

320 W. Temple St., 13th Floor (Rm. 1360)  
Los Angeles, CA 90012-3282  
Public Counter : 1:00 p.m. to 6:00 p.m. M-Th  
Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 M-Th

**COUNTY SANITATION DISTRICT**

Payment of sewer connection is required.  
1955 Workman Mill Road, Whittier, CA 90691  
(562) 699-7411

**OTHER**

**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 2<sup>nd</sup> 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.

9459 E. Slauson Ave., Pico Rivera, CA 90660  
(562) 949-7827 By Appointment only Tue, Wed & Thurs

680 Knox Street Suite 100, Torrance, CA 90502  
(310) 516-3734

**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.

- Obtain "Certification Form" from B&S District Office.

For boundaries information: (213) 625-4915

**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) 288-2121

**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)

- Dominguez Water Co. 21718 S. Alameda St. Long Beach, CA 90810 (310) 830-8637
- Southern California Water 17140 S. Avalon Blvd. Carson, CA 90745 (310) 538-2970

**ASSESSOR OFFICE** - Provide floor plan and elevation for all new condominium and multi-unit apartment projects.

500 W. Temple St., Room 290  
Los Angeles 90012-2770  
Attn: Nancy Walter, Permit Section

**CITY OF CARSON APPROVALS**

**CITY OF CARSON ENGINEERING SERVICES**

701 E. Carson St., Carson, CA 90745  
(310) 952-1795

**CITY OF CARSON PLANNING DEPARTMENT**

701 E. Carson St., Carson, CA 90745  
(310) 952-1761