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. 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

### 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 Floor, 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

- **MECHANICAL SECTION**:  
  900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331  
  (626) 458-3182

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
- 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

### ENVIRONMENTAL PROGRAMS DIVISION

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

- **Industrial Waste / Underground Tanks**

Lomita Office  
24320 S. Narbonne Ave.  
Alhambra, CA 91803-1331  
(626) 458-3571

**NDPES/SUOMP 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

- **Solid Waste Management**
  900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331  
  (626) 458-3561

### GEOENGINEERING DIVISION

**Geology/Soils Sections** - Plan approval is required for site stability and geologic hazard.  
(626) 458-4926 M-Th 6:30-5:15 p.m  
Upload documents to:  
https://dpw.lacity.org/apps/ecubmissions/gme/default.aspx

### LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331  
(626) 458-4921

- **Subdivision Plan Check**  
  (626) 458-4921

- **Landscape** (non-residential landscaped area > 2500 square feet)

- **Highway Dedication Form "48-0040-DP"**  
  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.