You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to the 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.

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

**COUNTY AGENCIES**

**EAST LOS ANGELES DISTRICT OFFICE**

4801 East 3rd Street
Los Angeles, CA 90022-1601
Telephone: (323) 881-7030, FAX (323) 264-7917
Office Hours 8:00 a.m. – 4:30 p.m. M - F
Plan Checker Hours: 8:00 a.m. – 11:00 a.m. Appointments are recommended.

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. #9 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 Fl, 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
  - 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**
  - Lisa Naslund – Regional Grading and Grading Engineer
  - Wednesday 8:00 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

**LAND DEVELOPMENT DIVISION – PERMIT SECTION**

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- 11282 S. Garfield Ave, Downey, CA 90241
  - (562) 869-0218

- **PERMIT SECTION**
  - 900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
  - (626) 458-3129

**ENVIRONMENTAL PROGRAMS DIVISION**

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

- **INDUSTRIAL WASTE / UNDERGROUND TANKS**
  - East Los Angeles Office
  - 4801 East 3rd Street
  - Los Angeles, CA 90022
  - (323) 881-7030
  - (626) 458-3539
  - 8:00-9:30 a.m. Mon-Fri
  - 6:45-5:30 Mon-Thurs

- **NPDES/SUSSMP 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 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 Floor
  - Alhambra, CA 91803-1331
  - (626) 458-3517
  - www.L88CleanLA.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:

**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-B040-DPW”**
  - (RD 490) 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
DEPT OF PUBLIC HEALTH – Environmental Health Division
5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380

Approval is required for:
- Private Sewage Disposal Systems
- Food Service Establishments
(626) 430-5400
- Public Swimming Pool- Recreational Health
(626) 430-5360
- X-Ray Machine Installation
- Radiation Management
3650 Wilshire Blvd., 5th Fl, Los Angeles, CA 90010
Mon – Fri 8:00 a.m. – 5:00 p.m.
(213) 351-7897

FIRE PREVENTION BUREAU - Plan approval is required
5823 E. Rickenbacker Rd, Commerce 90040-3027
(323) 890-4125
- 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
5823 E. Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4000

FIRE SPRINKLER SYSTEMS
Fire Prevention Division Area 6 Fire Station 64
6301 Santa Fe Ave, Huntington Park 90255
(213) 585-3554
- OTHER APPROVALS (Sprinklers>20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and T=2500 sq. ft.)
5823 E. Rickenbacker Rd., Commerce, CA 90040
(323) 890-4125
- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 181
590 S. Park Ave., Pomona, CA 91766
(909) 622-6342

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.
Planning Division, Research & Trails Section
510 S. Vermont Ave, 2nd Floor, Los Angeles, CA 90020
(213) 351-5098
M-Th 7:00 am – 5:30 pm

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
East LA County Hall for General Information:
4801 E. 3rd St, Los Angeles, CA 90022
Public Counter: M-Th 8:00 am – 11:30 am
Phone: (323) 861-7057

COUNTY SANITATION DISTRICT
Payment of sewer connection is required
1955 Workman mill Rd., Whittier 90691
(562) 699-7411

TRAFFIC AND LIGHTING DIVISION
Clearance is required for traffic requirements.
1000 S. Fremont Ave., Bldg A-9E,4th Fl, Alhambra, CA 91803
(626) 300-4708
Mon-Thurs 7:00-5:30pm

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)

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, Rm. 670, Los Angeles, CA 90013
(213) 576-7451

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.

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