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

SANTA CLARITA DISTRICT OFFICE
23757 W Valencia Blvd. Valencia 91355
Valencia 91355
Telephone: (661) 222-2940, FAX: (661) 222-2947
Office Hours: 8:00 a.m. - 4:30 p.m. M - F
Plan Checker Hours: 8:00 a.m. - 11:30 a.m. Appointments are recommended.

Planned for (Grading/ Structure) at ____________________________________________________________________________

Plan Check No. __________________________ (Locality) ___________ proposed occupancy __________________________

Land Use Zone __________________________ Proposed Use __________________________

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

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 M-Th 6:45 - 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
900 S. Fremont Ave., 3rd Flr., 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 ☐ Roof Drainage
☐ Green Building Check

☐ Research Section
900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF,...)

☐ GRADING AND DRAINAGE SECTION
Amy Milanes - Regional Drainage / Grading Engineer
Santa Clarita Office: Tue & Thurs 8:00-11:30 a.m.
(661) 222-2940

☐ 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
Road Right-of-Way Permits Section
Permits are required for road excavations and encroachments within County roads and Flood Control easements.
Santa Clarita Office
23757 W. Valencia Blvd., Valencia 91355
(661) 222-2948

WATERWORKS AND SEWER MAINTENANCE DIVISION
Waterworks District 21, Lower Kagel Canyon
1000 S. Fremont Ave., Bldg A-9 E., 4th Flr., Alhambra, CA 91803
(626) 300-3355
Mon – Thurs 7:00-5:00p.m.

☐ Water service requirements, including water system improvements.

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

☐ INDUSTRIAL WASTE / UNDERGROUND TANKS
Santa Clarita Office
23757 Valencia Blvd.
Valencia 91355
(661) 222-2953
8:00-9:30 a.m. Mon-Fri
6:45-5:30 Mon-Thurs

☐ NPDES/SUIMP 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 Floor
Alhambra, CA 91803-1331
(626) 458-3517
6:45-5:30 Mon-Thurs

☐ SOLID WASTE MANAGEMENT
900 S. Fremont Ave., Annex 3rd 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 3rd Flr., 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://dw.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

☐ SUBDIVISION PLAN CHECK SECTION
☐ LANDSCAPE (non-residential landscaped area > 2500 square feet)

☐ HIGHWAY DEDICATION Form “48-0040-DPW” (RD 490) 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.
(626) 458-4915

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

CALTRANS
Permits are required for outdoor signs, excavation, encroachment (including driveway approaches) and improvements (including grading or structures that affect drainage) on State Highways:

100 S. Main Street 2nd Fl.
Los Angeles, CA 90012

(213) 997-3631

DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT
Alterations to Manufactured Homes
3737 Main St. Suite #400, Riverside, CA 92501

(909) 781-1000 Ext. 6:00 p.m.

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 or 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
100 S. Hill Rd., Ste. 116
Cypress, CA 90630-4731
Ventura, CA 93003-4455

(714) 816-6847

(805) 654-4761

OTHER AGENCIES

CASTIAC WATER AGENCY – A certificate of fee payment is required before a permit issuance.

27234 Bouquet Cyn Rd., Santa Clarita, CA 91335

(661) 297-1600

Call for appointment

WATERMASTER – UPPER LOS ANGELES RIVER AREA (ULARA)
A certificate of fee payment requirement before a permit issuance for water wells in Sylmar Basin (i.e. Upper Kagel Canyon / Little Tujunga)
P.O. Box 51111, Room 1450, Los Angeles, CA 90081

(213) 367-0921

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)
Applicants for non-residential buildings must fill out “A Quality Permit Checklist” furnished by Building and Safety. If “Yes” is marked, a written release will be required before occupancy is allowed. Notification form required for demolition and alteration permits where ABESTOS is involved.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182

(909) 396-2000, (800) 288-7664

SCHOOL DISTRICT
Development fee must be paid to the District for residential and commercial construction. A “Certificate of Payment of Development Fee” must be submitted to Building and Safety prior to obtaining a building permit.

Acton-Agua Dulce U.S.D. (Elementary)
32248 N. Crown Valley Rd, Acton, CA 93510

(661) 269-5999

Castaic Union School District (Elementary)
28131 Livingston Ave., Valencia, CA 91310

(661) 257-4500

Saugus Union School District (Elementary)
5380 Orchard Village Rd., Santa Clarita, CA 91355

(661) 294-4500

Sulpur Springs U.S.D. (Elementary)
13629 Mulholland Ave., Agua Dulce, CA 91390

(661) 330-4500

Newhall Union School District (Elementary)
25375 Orchard Village Rd., Suite 200, Valencia, CA 91355

(661) 291-4000

Glendora Unified School District
17866 Sierra Hwy., Acton, CA 91330

(661) 252-5131

William S. Hart U.H.S.D. (High School)
21515 Redview Dr., Santa Clarita, CA 91350

(661) 259-0033

OTHER

OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division
Approval is required for:

- Private Sewage Disposal Systems (Mountain & Rural Programs):
  - Headquarters: Val Verde, Canyon Country
  - Water & Sewage Program: Agua Dulce & Saugus only
  - 5250 Commerce Drive
  - Baldwin Park, CA 91706
  - Santa Clarita, CA 91350
  - (626) 430-5360 Mon-Fri 8:00-5:00 p.m.
  - (661) 287-7000 Mon-Thur 8-10 a.m.

- Approval is required for:
  - Building plans are required for construction adjacent to designated trails

- Payment of Library Facilities Mitigation Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library.

- 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

- Landscape District, 31230 N. Castaic Rd., Castaic 91384
  - (661) 294-3520

- APPROVAL FOR PLAN CHECK

- NORTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

- 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

- Landscape District, 31230 N. Castaic Rd., Castaic 91384
  - (661) 294-3520

- REGIONAL PLANNING DEPARTMENT

- 320 W. Temple St., 13th Floor (Rm. 1360)
  - Los Angeles, CA 90012-3282

- Public Counter: 7:00 a.m. to 6:00 p.m. M-Th
  - Telephone Hours: 7:00 a.m. to 6:00 p.m. (213) 974-6411 M-Th

San Gabriel Valley Transit

- COUNTY SANITATION DISTRICT

Payment of sewer connection is required

1955 Workman Mill Road, Whittier, CA 90691

(562) 699-7411