



**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. - 11:00 a.m. Appointments are recommended.

| | | | |
|-------------|-----|------------|------|
| Prepared By | HNM | OM Initial | Date |
| | | | |

Applicant's Signature _____

Plans for (Grading/ Structure) at _____ (Address) _____ (Locality)

Plan Check No. _____ was submitted on _____

Land Use Zone _____ Property Occupancy _____ Type of Construction _____

Description of proposed work: _____

SAMPLE

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, 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 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 Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**
Amy Milanec - Regional Drainage / Grading Engineer
Santa Clarita Office: Tue & Thurs 8:00-11:00 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 Fl., 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

Headquarters
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3539
6:45-5:30 Mon-Thurs

- NPDES/SUSMP 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 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 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 report.

1000 S. Fremont Ave., Bldg A-9E, 4th Fl, Alhambra, CA 91803
(626) 300-4708 Mon-Thurs 7:00-5:30pm

OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division

Approval is required for:

- Private Sewage Disposal Systems (Mountain & Rural Program):

| | |
|---|--|
| Headquarters Water & Sewage Program 5050 Commerce Drive Baldwin Park, CA 91706 (626) 430-5380 Mon-Fri 8:00-5:00 p.m. | Val Verde, Canyon Country Agua Dulce & Saugus only 26415 Carl Boyer Santa Clarita, CA 91350 (661) 287-7000 Mon-Thur 8-10 a.m. |
|---|--|
- WATER SOURCE APPROVAL LETTER
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- Food Service Establishments

Lancaster Health Center
335-A E. Ave. K-6 Rm 23
Lancaster, CA 93535
(661) 723-4551
Mon, Wed & Thurs
- Public Swimming Pool- Recreational Health
5050 Commerce Dr.
Baldwin Park, CA 91706
(626) 430-5380
Mon-FRI 8:00-5:00 p.m.
- X-Ray Machine Installation
Radiation Management
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90020 Mon-Fri 8:00-5:00 p.m.
(213) 351-7897

FIRE PREVENTION BUREAU - Plan approval is required

- Santa Clarita Area 3 Office
23757 W. Valencia Blvd., Valencia 91355
(661) 286-8821 Mon-Fri 8:00-10:00 a.m.
 - Plan Approval
 - Developer Fee Payment
- "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 Road, Commerce, CA 90040-3027
(323) 890-4000
- FIRE SPRINKLER SYSTEMS
5823 E. Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4125
- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.

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
- Landscape District, 31320 N. Castiac Rd., Castiac 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

Santa Clarita District Office Counter Hours:
Mon.-Thurs. 8:00 a.m. to 11:30 a.m.
Todd Clark (661)222-2570

COUNTY SANITATION DISTRICT

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

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

DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT

Alterations to Manufactured Homes
3737 Main St, Suite #400, Riverside, CA 92501
(909) 782-4420 M-F 8:00-5:00 pm

20201 Sherman Way, Suite 106 Winnetka, CA 91306
(818) 717-5267 M-F 8:00-5:00 pm

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.
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 1000 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 91355
(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 non-residential buildings must fill out "Air 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 Developer 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
- Castiac Union School District (Elementary)
28131 Livingston Ave., Valencia, CA 91310
(661) 257-4500
- Los Angeles Unified School District
Obtain "Certification Form" from Santa Clarita B & S Office
For mailing service only:
600 E. Pico Boulevard Los Angeles Unified School District
Los Angeles, CA 90015-3116 Business Service Center
(213) 743-3670 Developer Fee Program Office
For Boundary Information P.O. Box 512298 Terminal Annex
(213) 625-5437 Los Angeles, CA 90051
- Newhall School District (Elementary)
25375 Orchard Village Rd., Suite 200, Valencia, CA 91355
(661) 291-4000
- Saugus Union School District (Elementary)
24930 Avenue Stanford, Santa Clarita, CA 91355
(661) 294-7500
- Sulphur Springs U.S.D. (Elementary)
17866 Sierra Hwy., Canyon Country, CA 91351
(661) 252-5131
- William S. Hart U.H.S.D. (High School)
21515 Redview Dr., Santa Clarita, CA 91350
(661) 259-0033

OTHER