OVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL,

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.

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 are 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 Mon-Thurs 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) 458-3160
  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
  - 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
  Yoshiya Morisaku - Regional Drainage and Grading Engineer
  1320 W. Imperial Hwy, Los Angeles, CA 90044
  Telephone: (233) 820-6500
  Tuesdays 7:30 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.

- PERMIT SECTION
  900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331
  (626) 458-3129

- Westchester Office
  5530 W. 83rd St, Westchester, CA 90045
  (310) 648-6900 7:30 a.m. – 3:30 p.m. Mon-Fri

COMMUNITY DEVELOPMENT COMMISSION
700 W. Main St., Alhambra, CA 91801
(626) 262-4511

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS
  Lomita Office
  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 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

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.lacity.org/apps/esubmissions/gmed/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" 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.

TRAFFIC AND LIGHTING DIVISION
Clearance is required for traffic requirement.
1000 S. Fremont Ave., Bldg A-9E, 4th Floor
Alhambra, CA 91803
(626) 300-4708
Mon-Thurs 7:00 a.m.-5:30 p.m.
BEACHES AND HARBOR DEPARTMENT 13837 Fiji Way, Trailer 3, Marina Del Rey, CA 90292 By Appointment ONLY (310) 305-9530

DEPT OF PUBLIC HEALTH – Environmental Health Division 5550 Commerce Drive, Baldwin Park, CA 91706 (626) 430-5560 Approval is required for:
- Private Sewage Disposal
- Underground Cisterns
- Food Service Establishments
- Public Swimming Pool - Recreational Health
- X-Ray Machine Installation
- Radiation Management

SOUTHWEST DISTRICT OFFICE
3530 Wilshire Blvd., 9th FL, Los Angeles, CA 90010 (213) 351-7897

FIRE PREVENTION BUREAU - Plan approval is required 4475 W. El Segundo Blvd. Hawthorne, CA 90250 (310) 263-2732 Mon-Thurs 7:30-10:30 a.m.

- FIRE STATION DEVELOPER FEE is required 4475 W. El Segundo Blvd. Hawthorne, CA 90250
- "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 Rd. Commerce, CA 90040-3027 (323) 890-4000

- FIRE SPRINKLER SYSTEMS 5823 E. Rickenbacker Rd. Commerce, CA 90040-3027 (323) 890-4125

- OTHER APPROVALS (Sprinklers-CIO Heads, Sprinklers: Residential & Remodel, Pool draft hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and Ti=2500 sq. ft.) 5823 E. Rickenbacher, Commerce 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.

- PETROLEUM CHEMICAL UNIT 15660 Stafford St., Industry, CA 91744 (626) 336-6950

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) 351-5089 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. Mon-Thurs Telephone Hours: 7:00 a.m. to 12:00 p.m. (p.m. (213) 974-6411 Mon-Thurs Southwest District Office for General Information: 1320 W. Imperial Hwy, Los Angeles, CA 90044 (323) 820-6500 Mon – Thurs 7:30 a.m. – 11:30 a.m. (must sign in by 11:00 a.m.)

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

MARINA DEL REY AND THE ANETA ZONE SEWER CONNECTION
- Land Development Division (confirmation of adequate sewer capacity) (626) 458-4910
- City of Los Angeles (for payment of sewer connection charges) West Los Angeles Engineering District Office 1828 Sawtelle Boulevard, 3rd Floor Los Angeles, CA 90025-5516 (310) 575-8384

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., Room 650 Los Angeles, CA 90013 (213) 576-7451 1 Centerpointe Dr., Suite 150 – Consultation Only La Palma, CA 90623 (714) 562-5255

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES (DOGGR) Obtain clearance for the requirements of abandonment of oil wells. 5816 Corporate Ave, Ste 100, 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.

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) 286-7664

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)

U.S. ARMY CORPS OF ENGINEERS (L.A. DISTRICT) REGULATORY DIVISION, CESPL-RG 915 Wilshire Blvd., Suite 930, Los Angeles, CA 90017-3401 (213) 452-3414

OTHER