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 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) 458-3180
  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
  - 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
  Rachelle Burke - Regional Draining and Grading Engineer
  26600 Aguosa Road, #110
  Calabasas, CA 91302
  Tuesdays & Thursdays 8:00-11:00 a.m.
  (818) 880-4150
  - 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 Fl, Alhambra, CA 91803-1331
  (626) 458-3129

COUNTY AGENCIES

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

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

- NPDES/SUSMP Approval
  900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
  (626) 458-3517 Mon-Thurs 6:45-5:30 p.m.

- DUMP AREAS (structure within 1,000 ft from a landfill)
  900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
  (626) 458-3517 Mon-Thurs 6:45-5:30 p.m.

- SOLID WASTE MANAGEMENT
  900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
  (626) 458-3561 Mon-Thurs 6:45-5:30 p.m.

- 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

GEOENGINEERING DIVISION (GMD)
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 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 91803-1331
(626) 300-4708 Mon-Thurs 6:45-5:30 p.m.
OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division
5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380
Approval is required for:
- Private Sewage Disposal
- WATER SOURCE APPROVAL LETTER
  Proof of an “Environmental Health Dept. Approved
  Water Source” is required for areas without public water system
- Food Service Establishments
- Public Swimming Pool - Recreational Health
- X-Ray Machine Installation
  Radiation Management
  3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
  (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
- "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 Rd., Commerce, CA 90040-3027
  (323) 890-4000
- FIRE SPRINKLER SYSTEMS
  5833 E. Rickenbacker Rd., Commerce, CA 90040-3027
  (323) 890-4125
- OTHER APPROVALS (Sprinklers-20 Heads, Sprinklers:
  Residential & Remodel, Pool draft Hydrant, Hoods,
  Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

Area Inspectors:
626 N. Robertson Blvd., West Hollywood, CA
(310) 358-6266, Mon-Fri 8:00-10:00 a.m.
590 S. Park Ave., Pomona CA 91766
(909) 622-8342
- FUEL MODIFICATION
  Brushing Clearance Office, Fire Station 181
  (818) 777-5963
- FUEL MODIFICATION
  Tues & Thurs 8:00-10:00 a.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
- 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 Mon-Thurs

COUNTY SANITATION DISTRICT
Payment of sewer connection is required
1955 Workman Mill Rd., 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

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., Ste. 405, Van Nuys, CA 91401
  (818) 901-5403

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

CITY OF LOS ANGELES - Sewer Permit (Ordinance No. 163565)
201 N. Figueroa St., 4th Fl, Los Angeles, CA 90013
(213) 977-6032
- 14410 Sylvan St., Room 202, Van Nuys, CA 91401
  (818) 756-8421

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.
- Los Angeles Unified School District
  600 E. Pico Blvd., Los Angeles, CA 90015
  (213) 743-3670
  For boundaries information
  (213) 625-4915
  For mailing service only:
  Los Angeles Unified School District
  Business Service Center
  Developer Fee Program Office
  P. O. Box 2298 Terminal Annex
  Los Angeles, CA 90051

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)

OTHER

UNIVERSAL DESIGN APPROVAL
As owner of the property, Universal must review and approve the plans and details of the proposed construction. Contact: Ed Borrego