



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



ANTELOPE VALLEY DISTRICT OFFICE

335-A East Avenue K-6, Lancaster, CA 93535
Telephone: (661) 524-2390 FAX (661) 524-2399
Office Hours: 8:00 a.m. - 4:30 p.m.
Plan Checker Hours: 8:00 a.m. - 11:30 a.m. (Appointments are recommended)
Plan Checker Days: Monday thru Thursday

Prepared By	HNM	OM Initial	Date

Plans for a structure at _____ (Address) _____ (Locality)
 Plan Check No. _____ was submitted on _____
 Land Use Zone _____ Project 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 Checker Engineer when all agency approvals have been submitted and request review.

ADDITIONAL AGENCY CLEARANCE MAY BE RE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES

DEPARTMENT OF PUBLIC WORK

AVIATION DIVISION

900 S. Fremont Ave., 2nd Flr., Alhambra, CA 91803-1331
(626) 300-4600 Mon-Thurs 7:00 - 5:45 pm

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 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 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 and Methods, Welded SMRF Structures)

GRADING AND DRAINAGE SECTION

Hugo Acevedo-Regional Drainage and Grading Engineer
Antelope Valley Office: Tues. & Thurs. 8:00-11:30 AM
(661) 524-2390
Approval is required for:
 Grading Plan Check
 "Rough Grade" approval is required prior to issuance of building permit
 Building Drainage (NPDES COMPLIANCE)
 Building Site Drainage Review
 Disturbed Area ≥ 1 Acre
 Commercial or Industrial
 Hillside Development (i.e. slope ≥ 25%)
 Adjacent to an Environmentally Sensitive Area

LAND DEVELOPMENT DIVISION – PERMIT SECTION

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

PERMIT SECTION

900 S. Fremont Ave., 8th Flr., Alhambra, CA 91803-1331
(626) 458-3129 M-Th 7:00-5:30 pm

Palmdale Office

38126 N. Sierra Hwy, Palmdale, CA 93550
(661) 947-7173 M-F 7:30 – 4:00 pm

COVENANTS & AGREEMENTS (must be notarized & recorded)

Manufactured Home Sewage Disposal

GEOTECHNICAL & MATERIALS ENGINEERING (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>

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

INDUSTRIAL WASTE / UNDERGROUND TANKS

Lancaster Office 335-A E. Avenue K-6 Lancaster, CA 93535 (661) 723-4337 8:00-12 noon 1st Wed	Headquarters 900 S. Fremont Ave., Annex, 3rd Flr Alhambra, CA 91803-1331 (626) 458-3539 6:45-5:30 Mon-Thurs
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NPDES Form (Attachment A)

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 Flr., Alhambra, CA 91803-1331
(626) 458-3517 6:45 -5:30 Mon-Thurs

SOLID WASTE MANAGEMENT

900 S. Fremont Ave., Annex 3rd Flr., Alhambra, CA 91803-1331
(626) 458-3517 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

LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4921 6:45-5:15 pm Mon-Thurs

SUBDIVISION PLAN CHECKING SECTION

900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4921 6:45-5:15 pm Mon-Thurs

LANDSCAPE (non-residential landscaped area > 2500 sq. ft.)

900 S. Fremont Ave., 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4921 M-Th 6:30-5:15 pm

HIGHWAY DEDICATION Form "20-0040-DPW"

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.
900 S. Fremont Ave, 3rd Flr., Alhambra, CA 91803-1331
(626) 458-4915 Mon-Thurs 6:45 -5:30 pm

PROOF OF OWNERSHIP (copy of tax bill, deed, or pink slip)

Lot Manufactured Home

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

OTHER COUNTY DEPARTMENTS

ENVIRONMENTAL HEALTH DIVISION - Approval is required for

- Private Sewage** Disposal Systems: Mountain & Rural Program
- Water Supply** Approval Form

Lancaster Environmental Health Office
335-A East Avenue K-6, Lancaster, CA 93535
(661) 723-4550 & (661) 723-4549 Mon-Fri 8:00- 9:00 a.m.

Santa Clarita Environmental Health Office
26415 Carl Boyer Drive Suite 145
(661) 287 -7000 Mon-Thur 8:00-9:30 a.m.

- Public Swimming Pool**
Recreational Health Program
5050 Commerce Dr., Baldwin Park, CA 91706-1423
(626) 430-5360 Mon – Fri 8:00-5:00 pm
- Food Service Establishments**
Lancaster Health Center
335-A East Avenue K-6, Room 23, Lancaster, CA 93535
(661) 723-4551 Mon, Tues & Thurs, Fri 8:00-10:00 am
- X-Ray Machine Installation**
Radiation Management
3530 Wilshire Blvd., 9th Flr., Los Angeles, CA 90010
(213) 351-7897 Mon-Thurs 7:00-5:30 pm Fri 8:00-4:30 pm

FIRE PREVENTION BUREAU - Plan approval is required
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon – Fri 8:00 – 4:30 pm
Plan check counter Mon-Thurs 8:00-10:30 am

- FIRE STATION DEVELOPER FEE** is required
- BUILDING RELEASE** is required
- STAMPED PLANS** are 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
14425 Olive View Dr., Sylmar, CA 91342
(818) 364-7120 Mon-Fri 8:00 to 4:30 pm
- FIRE SPRINKLER SYSTEMS / ALARMS**
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm
- OTHER APPROVALS** (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TK<2500 sq. ft.)
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm
- FUEL MODIFICATION**
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702-2904
(626) 969-5205 Mon-Fri 8:00-5:00 pm

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
Lancaster Office:
335-A East Avenue K-6, Lancaster, CA 93535
(661) 723-4475 Mon. - Fri. 8:30 to 4:00 pm (closed for lunch)

320 W. Temple St., 13th Flr. (Rm. 1360)
Los Angeles, CA 90012-3282
Public Counter Hours: Mon-Thurs 1:00 pm to 6:00 pm
(213) 974-6411 Phone Hours: Mon-Thurs 7:00 a.m. to 12 noon

COUNTY SANITATION DISTRICT
Payment of sewer connection is required.
1955 Workman Mill Road, Whittier, CA 90691
(562) 699-7411 x 2727 Mon-Thurs 7:30-4:00 pm & Fri 7:00-3:30 pm

STATE AGENCIES

CALTRANS
Permits are required for 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
(951) 782-4420 Mon-Fri 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 405, Van Nuys, CA 91401-3379
(818) 901-5403 By Appointment only

320 W. 4th St., RM 850, Los Angeles, CA 90013
(213) 576-7451 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, Cypress, CA 90630 (714) 816-6847

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD DIVISION OF WATER QUALITY AND STORM WATER PERMIT UNIT
Notice of intent required when disturbed area ≥ 5 acres.
1001 "I" St., 15th Floor, Sacramento, CA 95814
(916)-341-5538 Mon-Fri 8:00-5:00 pm

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.

- Antelope Valley Union High School Unified School District
44811 N. Sierra Highway, Lancaster, CA 93534
(661)948-7655 Ext. 220 Mon-Fri 730-4:00 pm
- Acton/ Agua Dulce Unified School District
32248 Crown Valley Rd., Acton, CA 93510
(661)269-2024 Mon-Fri 7:30-4:15 pm
- Palmdale Schools District
39139 10th St East, Palmdale, CA 93550
(661) 266-7287 Mon-Thurs 8:30-5:00 pm
- Gorman School District
49847 Gorman School Road, Gorman, CA 93243
(661) 248-6816 Mon-Fri 7:00-3:30 pm
- Snowline Joint Unified School District
4075 Nielson Road, Phelan, CA 92371
(760) 868-5817 Mon-Fri 8:00-4:30 pm
- Westside Union School District
41910 N. 50th St. West, Quartz Hill, CA 93536
(661) 943-7453 Mon-Fri 8:00-3:30 pm

AIR QUALITY MANAGEMENT DISTRICT (AQMD)

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.

- South Coast Air Quality Management District**
21865 E. Copley Dr., Diamond Bar, CA 91765-4182
(800) 388 - 2121 Tues - Fri. 7:00-5:30 pm
- Antelope Valley Air Quality Management District**
43301 N. Division, Suite 206, Lancaster, CA 93535
(661) 723-8070 Mon-Fri 8:00-5:00 pm

UNITED STATES FOREST SERVICE

30800 Bouquet Cyn., Saugus, CA 91390
(661) 296-9710 Mon-Fri 8:00-4:30 pm

WATER PRESSURE - Provide a copy of the attached form, completed by the water company serving the site. Form 195/196

WATER & SEWER DISTRICT

Golden Valley Municipal Water District
49744-3 Gorman Post Road, Gorman, CA. 93243
(661) 248-8501 Mon- Fri. 8:00-12:00 pm & Sat 8:00-10:00 am

WATER QUALITY BOARD

- Los Angeles Regional Water Quality Control Board
320 W. 4th St., Suite 200 Los Angeles, CA. 90013-2343
(213) 576-6600 Mon-Fri. 8:00-5:00 pm
- Lahontan Regional Water Quality Control Board, Victorville Office
15428 Civic Drive, Suite 100, Victorville, CA 92392
(760) 241-6583 Mon-Fri 8:00-5:00 pm

LOCAL CONDITIONS

GROUND SNOW LOAD: _____ PSF

COLLAPSIBLE SOILS FOOTINGS: YES NO

VHFHSZ ZONE YES NO

LITTLE ROCK AREA A: YES NO

LIQUEFACTION AREA: YES NO

LANDSLIDE AREA: YES NO

APEFZ-FAULT ZONE AREA: YES NO

PRE – 1979 LEAD HAZARD: YES NO

PLEASE PROVIDE _____ MORE COPIES OF SOILS REPORT
Minimum testing parameter: Collapsible and Hydro-consolidation

OTHER

CORRECTIONS
