



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

Customer Service Survey

VHFHSZ	Y / N
Waste	Sewer / Septic
Hwy. Dedication	Y / N
Geology	_____ ft.
Methane	Fault / Liq / LS
Code Enforce.	Y / N
(N) Address	# _____
	Y / N



**CITY OF INDUSTRY**

15625 Mayor Dave Way  
City of Industry, CA 91744  
Telephone: (626) 333-2211

Office Hours: 8:00 a.m. – 5:00 p.m. Mon – Thurs  
8:00 a.m. – 4:00 p.m. Friday

Plan Checker Hours:  
Mon – Thurs 8:00 a.m. – 11:30 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 \_\_\_\_\_ Proposed Occupancy \_\_\_\_\_ 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**

**CITY OF INDUSTRY**

**COUNTY AGENCIES**

**CITY OF INDUSTRY PLANNING**

15625 Mayor Dave Way., Industry, CA 91744  
(626) 333-2211

Contact the City of Industry Planning Department for zoning, grading, landscaping, construction demolition debris and recycling, and / or other related requirements.

An approval letter signed by Planning will be required prior to Building and Safety submittal for plan review.

**CITY OF INDUSTRY PUBLIC WORKS / ENGINEERING**

15625 Mayor Dave Way., Industry, CA 91744  
(626) 333-2211

Plan approval is required for:

- GRADING AND DRAINAGE
  - Grading Plan Check
 

Rough grade approval is required prior to issuance of building permit.
  - Drainage Plan Check (NPDES / LID COMPLIANCE)
 

Drainage approval is required.
- OTHER APPROVAL
  - Industrial Waste
  - Domestic Wastewater
  - Grease Interceptor
  - Clarifier
- PUBLIC RIGHT-OF-WAY PERMITS
 

Permits are required for road excavations and encroachments within City roads and flood control easements.
- TRAFFIC CONDITIONS
 

Clearance is required for traffic requirements.

**DEPARTMENT OF PUBLIC WORKS**

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Fl., 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., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331

Approval for the following Sections are required as noted below:

- ELECTRICAL SECTION
 

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Submit online via BSOP at <https://dpw.lacounty.gov/bsd/bsop/>

Approval is required for:

  - Energy Plan Check
  - Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
  - Solar for new SFR or detached ADU
- MECHANICAL SECTION
 

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Submit online via BSOP at <https://dpw.lacounty.gov/bsd/bsop/>

Approval is required for:

  - Energy Plan Check
  - Mechanical Code Check
  - Plumbing Code Check
  - Roof Drainage
  - Graywater for new construction
- Research Section
 

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION**

**GEOLOGY/SOILS SECTIONS** - Plan approval is required for site stability and geologic hazard. Review by this Section is for the structure only.  
(626) 458-4925 M-Th 6:30-5:15 pm

Upload plans, reports, GMED fee receipt, this Agency Referral Sheet to:  
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

<b>GMED Referral for:</b>	
<input type="checkbox"/>	<b>Seismic Hazard Zone</b> Liquefaction / Seismically Induced Landslide / Fault Study
<input type="checkbox"/>	<b>Slope Stability</b> Over-Steepened Slopes / Landslide / Debris Flow
<input type="checkbox"/>	<b>Retaining Walls or Systems</b> Basement / Tiered / Soldier Piles / Tie-Back / Geo-Grid
<input type="checkbox"/>	<b>Foundation Recommendations</b> Piles / Caissons / Mat / Repairs / Soil-Cement Columns
<input type="checkbox"/>	<b>Temporary Conditions</b> Shoring / Steep Excavations / Slot-Cuts / Tie-Backs

## STATE AGENCIES

### **ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for tank installation and removal:

- UNDERGROUND TANKS  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl Alhambra, CA 91803-1331  
(626) 458-3517 Mon-Thurs: 7:00am-5:00pm
- METHANE MITIGATION / DUMP AREAS/OIL & GAS WELLS /  
CONTAMINATED SOIL HAZARDS  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl Alhambra, CA 91803-1331  
[Methane@pw.lacounty.gov](mailto:Methane@pw.lacounty.gov)  
(626) 458-3517 Mon-Thurs: 7:00am-5:00pm

## OTHER COUNTY DEPARTMENTS

### **DEPT OF PUBLIC HEALTH – Environmental Health Division**

5050 Commerce Way, Baldwin Park, CA 91706  
(888) 700-9995

Approval is required for:

- Cold storage, walk-in-cooler and freezer
- Private Sewage Disposal Systems
- 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., 9<sup>th</sup> Fl, Los Angeles, CA 90010  
Mon – Fri 8:00 a.m. – 4:30 p.m.  
(213) 351-7897

### **FIRE PREVENTION BUREAU - Plan approval is required:**

- "HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled.  
5200 Irwindale Ave. Suite 210, Irwindale, CA 91760  
(626) 430-3050
- Petroleum Chemical Unit  
Aboveground tanks storing flammable / hazardous materials, liquefied petroleum / natural gas, compressed natural gas  
  
5200 Irwindale Ave. Suite 210, Irwindale, CA 91760  
(626) 430-3050
- Building Plan Review:  
New construction, addition, alteration, change of occupancy, solar photovoltaic system:  
Submit online via EPIC LA at <https://epicla.lacounty.gov>  
  
1061 S. Grand Avenue, Diamond Bar, CA 91765  
(909) 620-2216 Mon – Thurs 8:00 am to 11:00 am
- Fire alarms, Sprinklers > 20 heads:  
5823 E. Rickenbacker Rd, Commerce, CA 90040  
(323) 890-4125
- OTHER APPROVALS  
Sprinklers ≤ 20 Heads, sprinkler plan review, fire alarms, kitchen hoods, fire suppression system, spray booth, spray finishing, powder coating, dip tank, industrial oven, dry cleaning, underground tank, dust collection system, mechanical refrigeration, storage battery system, high pile storage rack, diesel generator  
  
5200 Irwindale Ave. Suite 210, Irwindale, CA 91760  
(626) 430-3050 Mon – Fri 8:00 am to 10:00 am
- Fuel Modification (626) 969-5205  
Brushing Clearance (626) 969-2275  
605 N. Angelino Ave. Azusa, CA 91702

### **COUNTY SANITATION DISTRICT**

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

### **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 St. 2<sup>nd</sup> 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.  
1906 W. Garvey Ave S., Ste 200  
West Covina, CA 91790  
(626) 472-0046 M-Th 8:00-5:00 pm

### **STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES (DOGGR)**

Obtain clearance for the requirements of abandonment of oil wells.  
3780 Kilroy Airport Way, Ste. 400  
Long Beach, CA 90806  
(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.

### **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 (AQMD Rule 1403) required for demolition and alteration permits where ASBESTOS is involved. Apply online: <http://www.aqmd.gov/home/rules-compliance/compliance/asbestos-demolition-removal/r1403-web-app>
- AQMD generator permit (for generator > 50 brake horsepower). Apply online: <https://www.aqmd.gov/home/permits/emergency-generators>

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)
- Provide a "Will Serve" letter from the water company for all new residential and commercial buildings (including additions that will create new units) prior to permit issuance

## OTHER