



**CITY OF IRWINDALE
BUILDING AND SAFETY DEPARTMENT
16102 ARROW HWY, IRWINDALE, CA 91706
(626) 430-2205
8:00AM – 6:00PM (MON-THURS)
AGENCY REFERRAL**

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

[Customer Service Survey](#)

Applicant's Name:
Applicant's Signature:
Date of 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

Submit all agency approvals 48 hours prior to permit issuance

BUILDING&SAFETY/PLANNING/ENGINEERING DEPTS

16102 Arrow Hwy, Irwindale, CA 91706 PHONE (626)430-2205

- Building & Safety (County Plan Checker) – 2 sets of plans, 1 architectural set
- Engineering Department – 1 set of plans - HARD COPY
- Planning Department – 1 set of plans -HARD COPY 626 430 2207

LOS ANGELES COUNTY FIRE DEPARTMENT

Submittal: epicla.lacounty.gov

- Local Fire Prevention Office
231 Mountain View Ave, Glendora, CA 91741
(626) 963-5564 Tue-Fri: 7:30am-10:30am
Building Plans for all NEW construction, Groups A,B,E,F,H,I,M,R-1/2/4 & S Occupancies, all NEW & EXISTING fire sprinkler systems >20 Heads, ALL new hazard systems (FM 200, CO2, Inergen, Novec, etc)
- Local Fire Prevention Office
605 N. Angelino Ave, Azusa CA 91702
(626) 969-7876
Tenant changes to existing high-piled storage facility, modifications to existing fire sprinkler system <20 heads, Residential fire sprinkler system & Remodel, Hoods, Restaurants with new cooking, underground tanks of flammable or combustible liquids, aboveground tanks LPG/LNG/CNG/Hydrogen < 1200 gal, TI<2500 sq. ft
- Hazardous Materials Section
5825 E. Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4000
"HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled.
- Fuel Modification Unit (626) 969-5205
Brushing Clearance (626) 969-2275
605 N. Angelino Ave. Azusa, CA 91702

LOS ANGELES COUNTY PUBLIC WORKS

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331

(626) 458-3173 Mon-Thurs: 6:45am-5:30pm

Approval from the following Sections are required as noted below:

- ELECTRICAL SECTION
(626) 458-3180
 - Energy Plan Check
 - Electrical Code Check
 - Emergency Egress Illumination (O.L. ≥ 100)
 - Visit <https://dpw.lacounty.gov/bsd/bsop/> to apply for an Electrical Permit (**Complex**)
 - Solar for new SFR or detached ADU
 - Visit <https://dpw.lacounty.gov/bsd/bsop/> to apply for a Roof Mount Residential Solar permit
- MECHANICAL SECTION
(626) 458-3182
 - Energy Plan Check Mechanical Code Check
 - Visit <https://dpw.lacounty.gov/bsd/bsop/> to apply for a Mechanical Permit (**Complex**)
 - Plumbing Code Check Roof Drainage
 - Green Building Check Graywater for new constr
 - Visit <https://dpw.lacounty.gov/bsd/bsop/> to apply for a Plumbing Permit (**Complex**)
- RESEARCH SECTION
(626) 458-3173
(Alternate Materials, Methods, SMRF, _____)
- GRADING AND DRAINAGE SECTION
Edward Aguirre - Regional Drainage / Grading Engineer
 - Grading Plan Check
 - Drainage Plan Check (NPDES/LID COMPLIANCE)
 - Drainage approval is required

“Rough Grade” and Drainage Approval is required prior to issuance of building permit

- GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION
GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard. (626) 458-4925

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

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

LOS ANGELES COUNTY ENVIRONMENTAL PROGRAMS DIVISION

900 S. Fremont Ave, Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3517 Mon-Thurs: 8:00am-4:00pm

Plan approval is required for most commercial and industrial buildings for:

- INDUSTRIAL WASTE / STORMWATER
Inquiries and submittal: iw@pw.lacounty.gov
- UNDERGROUND STORAGE TANK (UST)
Inquiries and submittal: ust@pw.lacounty.gov
- METHANE MITIGATION/DUMP AREAS/OIL & GAS WELLS/
CONTAMINATED SOIL HAZARDS
methane@pw.lacounty.gov
- **SOLID WASTE MANAGEMENT (TRASH ENCLOSURES)**
TrashEnc@pw.lacounty.gov

LOS ANGELES COUNTY HEALTH DEPARTMENT

5050 Commerce Drive
Baldwin Park, CA 91706
(626)430-5560
(626) 813-3021 fax

- Private Sewage Disposal Systems – 2 sets of plans
- Food Service Establishments – 3 sets of plans
Food Establishments **MUST** submit plans and receive approval with Health Dept prior to submitting to Building & Safety Dept. If you would like to submit plans at the same time as the Health Dept, then your plan check will be **AT-RISK**.
- Water Source Approval Letter – 2 sets of plans
- Public Swimming Pool- Recreational Health – 2 sets of plans
- X-Ray Machine Installation – 2 sets of plans
Radiation Management
3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
(213) 351-7897 Mon-Fri: 8:00am-5:00pm

LOS ANGELES COUNTY SANITATION DISTRICT

Payment of Sanitation District Fees
1955 Workman Mill Road, Whittier, CA 90691
(562) 699-7411

***email service available – send application with site plan & floor plans to: connectionfee@lacsdc.org

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

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.

LOCAL WATER COMPANY

- Provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site.
- 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

EXCLUSIVE REFUSE HAULER

- Athens (commercial, industrial, & residential hauler)
(626)336-3636 Customer Service Line
- Waste Diversion Plan & Deposit
Form available on City of Irwindale website
Must be submitted 3 days prior to permit issuance

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.

800 Royal Oaks Drive, Suite 105, Monrovia, CA 91016
(626) 239-0369

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 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

LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-4921 Mon-Th: 6:45am-5:30pm

SUBDIVISION PLAN CHECK SECTION

- LANDSCAPE (Residential or Non-Residential landscaped area > 500 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 bldgs. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.
(626) 458-4915

- 3 or more residential units on a single lot (SFR and duplex). ADUs excluded.
- New commercial buildings
- Additions to commercial buildings that increase total area by 50% or more
- New multi-family residential buildings
- Additions to multi-family residential buildings that increase total area by 50% or more
- Additions to SFR or new detached buildings used for daycare, when total building area is increased by 50% or more

OTHER
