

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

https://dpw.lacounty.gov/general/servicelocator/

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

HNM

Prepared By



Date

OM Initial

CALABASAS - MALIBU DISTRICT OFFICE

26600 Agoura Road, # 110, Calabasas, CA 91302 Telephone: (818) 880-4150, FAX: (818) 880-6279 Office Hours: 7:00 a.m. - 4:30 p.m. M-Th, 7:00 a.m. - 3:30 p.m. Fri Applicant's Plan Checker Hours: 7:00 a.m. - 11:00 a.m. Appointments are recommended. Signature:

Plan Check No was submitted on Type of Construction Type of Construction Description of Proposed Work: Type of Construction	Plans for	(Grading/ Structure) at(Address)	(Locality)			
Description of Proposed Work: THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE ASENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVIAL, MILY BE OST DATABLE PRIOR TO PERMIT ISSUANCE Insurant a California Sovernment Code Section Asias and control of the permit application is required by a State agency or Other Agency, as marked below, the applicable time limits for review or the segretary control of the permit application is required by a State agency or Other Agency, as marked below, the applicable time limits for review or the supplication and segretary control of the permit application is required by a State agency or Other Agency, as marked below, the applicable time limits for review or the supplication and supplication and the supplica	Plan Che	ck No.	was submitted on			
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□ Casp Specialist Required □ Permit Viewer go to: http://dpw.lacounty.gov/bsd/bpv/. ELECTRICAL SECTION 900 S. Fremont Ave, 3rd Floor, Alhambra, CA 91803-1331 (626) 458-3180 Approval is required for: □ Energy Plan Check □ Stie pickal accounty, gov, under "Permits" tab to apply for a Roof Mount Non-Residential Solar permit □ Solar for new Commercial / Industrial □ Visit epickal accounty, gov, under "Permits" tab to apply for a Roof Mount Non-Residential Solar permit □ MECHANICAL SECTION 900 S. Fremont Ave, 3rd Floor, Alhambra, CA 91803-1331 (626) 458-317 7.00am -5.00pm Mon-Thurs DUMP AREAS/METHANE MITIGATION/OIL & GAS WELLIS/CONTAMINATED SOIL HAZARDS (structure within 1.00 lt from a large my lacounty, gov (626) 458-3517 7.00am -5.00pm Mon-Thurs NPDES/LOW IMPACT DEVELOPMENT (LID) Approval Industrial Waste & LID ust®pw lacounty, gov Under Torous Industrial Waste & LID us	App	proval for the following sections is required as noted below:		1		
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□ Solar for new SFR or detached ADU → Visit epical acounty, gov, under "Permits" tab to apply for a Roof Mount Residential Solar permit □ Solar for new Commercial / Industrial → Visit epical acounty, gov, under "Permits" tab to apply for a Roof Mount Non-Residential Solar permit □ MECHANICAL SECTION □ 900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331 (626) 458-3182 Approval is required for: □ Energy Plan Check → Visit epical acounty, gov, under "Permits" tab to apply for a Mechanical Permit (Complex) - County □ Plumbing Code Check □ Roof Drainage □ Green Building Check □ Grey Mechanical Permit (Complex) - County □ Plumbing Permit (Complex) - County □ Plumbing Permit (Complex) - County □ RESEARCH SECTION 900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331 (626) 458-3173 (Alternate Materials, Methods of construction, and Approvals) □ GRADING AND DRAINAGE SECTION Regional Drainage and Grading Engineer Calabasas Office: Joshua Lugavere and Joshua Felton jlugavere @dpw.lacounty.gov ifelton @dpw.lacounty.gov Mon & Wed. 7:00-11:00 a.m. (818) 880-4150 https://dpw.lacounty.gov/building-and-safety/content/publications.aspx □ DUMP AREAS/METHANEMITICA/SIA (Hambra) (HDQRTS) Methanae(@pw.lacounty.gov (HDQRTS) CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN 900 S. Fremont Ave., Annex 3 rd Fl., Alhambra, CA 91803-1331 Instructions on how to apply are available at: www.LACounty.Gov (E62) 570-2810 □ CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN 900 S. Fremont Ave., Annex 3 rd Fl., Alhambra, CA 91803-1331 Instructions on how to apply are available at: www.LACounty.Gov (E62) 570-2810 □ CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN 900 S. Fremont Ave., Annex 3 rd Fl., Alhambra, CA 91803-1331 Instructions on how to apply ar			(626) 458-3517 7:00am-5:00pm Mon-Thurs			
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LAND DEVELOPMENT DIVISION

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

https://dpw.lacounty.gov/ldd/web/

SUBDIVISION PLAN CHECK SECTION

→ Visit epicla.lacounty.gov, under "Plans" tab to apply for a Street Plan application

LANDSCAPE (Residential or Non-Residential landscaped area > 500 square feet)

→ Visit epicla.lacounty.gov, under "Plans" tab to apply for a Landscape Water Efficiency Plan application

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. (626) 458-4915

PERMIT SECTION

Encroachment Permit Section

Permits are required for road excavations and encroachments within County roads and Flood Control easements. 900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331 (626) 458-3129

→ Visit epicla.lacounty.gov, under "Permits" tab to apply for a Road Construction or Road Encroachment or Road Excavation

Westchester Office (PO 3) 5530 W. 83rd St., Westchester, CA 90045 (310) 649-6300

MAPPING AND PROPERTY MANAGEMENT

ADDRESS ASSIGNMENT: New address is required for a new П building/pedestal & optional for an accessory dwelling unit. New address must be assigned prior to permit issuance. Address request must be sub-record of Ministerial Plan or Building Permit. JADUs do not receive new addresses. Manual: <u>Address Request Manual</u> New address for new SFD

New address for new ADU w/ electric service meter

New address for new ADU due to a separate driveway or street access from the main house

OTHER COUNTY DEPARTMENTS

LA COUNTY PUBLIC HEALTH

Environmental Health Division

https://publichealth.lacounty.gov/eh/

Approval is required for:

PRIVATE SEWAGE DISPOSAL SYSTEMS (Mountain & Rural Program):

Headquarters

Water & Sewage Program 5050 Commerce Drive Baldwin Park, CA 91706 (626) 430-5380 Mon-Fri 8:00-5:00 p.m.

Calabasas Office

26600 Agoura Rd. #110 Calabasas, CA 91302 (818) 880-3409 Mon-Thurs 7:00-11:00 a.m.

WATER SOURCE APPROVAL LETTER Proof of an "Environmental Health Dept. Approved

Water Source" is required for areas without public water system

FOOD SERVICE ESTABLISHMENTS

(626) 430-5400

PUBLIC SWIMMING POOL- RECREATIONAL HEALTH (626) 430-5380 Mon-Fri 8:00 am -5:00 p.m.

X-RAY MACHINE INSTALLATION - Radiation Management

3530 Wilshire Blvd., 9th Fl., Los Angeles, CA 90010 (213) 351-7897 Mon – Fri 8:00 am – 5:00 pm

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

Approval for building plans is required for construction adjacent to "Designated Trails"

Planning Division, Research & Trails Section 510 S. Vermont Avenue 2nd Fl., Los Angeles, CA 90020 (213) 351-5098 M-Th 7:00am – 5:30pm

ARTS AND CULTURE

Compliance of the Public Art in Private Development Ordinance is required.

Pat Gomez (Phone or email inquiries only) PAPD@arts.lacounty.gov or 213-315-9972 M-Th 9:00am-5:00pm

REGIONAL PLANNING

Calabasas District Office for General Information: 26600 Agoura Road, # 110, Calabasas, CA 91302 Mon-Fri 7:00 a.m.-11:00 a.m. (must sign in before 10:30 a.m.) For Regional Planning and Zoning questions, email ning.lacounty.gov - or call (213) 974-6411 to talk to a planner

Virtual Counseling:

Tues.- Friday 1:00 p.m. to 4:00 p.m.

https://planning.lacounty.gov/online

Please provide the Department of Regional Planning (DRP) RPAP or RPPL case number with an approval. If you have not submitted to DRP, please apply for "DRP- Base Application -Permits & Reviews" on EPIC-LA through the Sub-Records tab on your Building Permit Application.

Please Refer to the Guide to EPIC-LA Sub-Records for more information. Please see link below:

https://epicla.lacounty.gov/help/doc/Guide Sub-Records.pdf

COUNTY DEVELOPMENT AUTHORITY

Recordation of affordable housing land use covenant is required and must be recorded senior to all existing deeds of trust on the property. Payment of monitoring fee is required at time of covenant recordation. Paulina Safarian (Email inquiries only) paulina.safarian@lacda.org

LA COUNTY ASSESSOR OFFICE

Find Los Angeles County residential property records including property owners, sales & transfer history, deeds & titles, property taxes, valuations, land, zoning records & more.

https://assessor.lacounty.gov/contact/officelocations https://portal.assessor.lacounty.gov/

HEADQUARTERS

Kenneth Hahn Hall of Administration 500 W. Temple Street, Room 225 Los Angeles, CA 90012-2770 Phone: (213) 974-3211 (888) 807-2111 toll-free Si necesita asistencia en Español, por favor llame gratis al (888) 807-2111 y oprima "2" al escuchar el mensaje. Office Hours (except County holidays): Monday - Friday 8:00am - 5:00pm Must be in line by 4:45pm

NORTH DISTRICT OFFICE

Sylmar Office 13800 Balboa Boulevard Sylmar, CA 91342 Phone: (818) 833-6000 Office Hours (except County holidays): Monday - Friday 8:00am - 5:00pm

WEST DISTRICT

Culver City Office 6120 Bristol Parkway

Culver City, CA 90230 (310) 665-5300

Office Hours (except County holidays): Monday - Friday 8:00am - 5:00pm

LA COUNTY REGISTRAR-RECORDER/ COUNTY CLERC OFFICE Request a vital record, real estate record, or record a property document. To contact the Recorder/County Clerk please call: (800) 201-8999

Branch Office Locations (lavote.gov)

COVENANTS & AGREEMENTS (must be notarized & recorded)

□ Manufactured Home

Sewage Disposal

□ LID Covenants

Main Office Norwalk 12400 Imperial Hwy. Norwalk, CA

M-F, 8:00 a.m. - 4:30 p.m. By Appointment Only

Branch Office Van Nuys 14340 W. Sylvan Street

Van Nuys, ĆA 91401 M-F, 8:30 a.m. - 4:30 p.m. By Appointment Only

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 https://dot.ca.gov/obtain-permits

CALIFORNIA COASTAL COMMISSION

A Coastal Development permit is required. Prior to application submittal obtain local approval in concept from the Regional Planning Department. 89 So. California St. Ste 200, Ventura, CA 93001-2801

California Coastal Commission (805) 585-1800

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Manufactured Homes & Alterations to Manufactured Homes 3737 Main St, Suite #400, Riverside, CA 92501 (909) 782-4420 M-F 8:00-5:00 pm - (951) 680-6870 20201 Sherman Way, Suite 106 Winnetka, CA 91306 (818) 717-5267 M-F 8:00-5:00 pm

https://www.hcd.ca.gov

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 307, Van Nuys, CA 91401-3379 (818) 901-5403 By Appointment Only

s://www.dir.ca.gov

DEPARTMENT OF CONSERVATION DIVISION OF OIL

Obtain clearance for the requirements of abandonment of oil wells. 5816 Corporate Ave., Ste. 200 Cypress, CA 90630-4731 (714) 816-6847 //www.conservation.ca.gov

OTHER AGENCIES

FIRE PREVENTION BUREAU OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY https://fire.lacounty.gov

- Plan approval is required

CALABASAS OFFICE

26600 Agoura Road, # 110, Calabasas, CA 91302 (818) 880-0341 Mon-Thurs 7 fire-fpcalabasas@fire.lacounty.gov Mon-Thurs 7:00 am-11:00 am

Chatsworth area only:

23757 Valencia Blvd., Santa Clarita, CA 91355-2192 (661) 286-8821 Mon-Fri 8:00 am -4:30 pm fire-fpsantaclarita@fire.lacounty.gov

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 Road, Commerce, CA 90040-3027 (323) 890-4000

→ Visit epicla.lacounty.gov under "Plans" tab to apply for a Fire Engineering application

FIRE SPRINKLER SYSTEMS / ALARMS

5823 E. Rickenbacker Road, Commerce, CA 90040-3027 (323) 890-4125

→ Visit epicla.lacounty.gov under "Plans" tab to apply for a Fire Engineering application

OTHER APPROVALS (Sprinklers <20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.) 26600 Agoura Road, # 110, Calabasas, CA 91302 (310) 317-1351 Mon -Thurs 8:00 a.m. - 12:00 p.m.

FUEL MODIFICATION

Brushing Clearance Office, Fire Station 32 605 N. Angeleno Ave., Azusa, CA 91702 (626) 969-5205

SCHOOL DISTRICT

Development fee must be paid to the Local School 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.

→ Visit https://dpw county.gov/general/servicelocator/ for school district

Obtain "Certification Form" from B&S District Office or go to:

Las Virgenes Unified School District

4111 Las Virgenes Road, Calabasas, CA 91302-1929 (818) 878-5298 Obtain "Certification Form" from Las Virgenes School

Los Angeles Unified School District (LAUSD) In person: 333 S. Beaudry Ave., 26th Floor, Los Angeles, CA 90017-5141 (213) 241-4600 8:00am – 3:00pm M-F By Mail: P.O. Box 513307, Los Angeles, CA 90051
Obtain "Certification Form" from Calabasas B & S Office or go to developerfee@lausd.net

Santa Monica - Malibu Unified School District 1651 16th Street, Santa Monica, CA 90404-3891 (310) 450-8338 Obtain "Certification Form" from Calabasas B & S 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.

www.AQMD.gov

South Coast Air Quality Management District 21865 E. Copley Dr., Diamond Bar, CA 91765-4182 (909) 396-2000 (800) 388 - 2121 (800) 288-7664 Tues - Fri. 7:00-5:30 pm

COUNTY SANITATION DISTRICT

Payment of sewer connection is required 1955 Workman Mill Road, Whittier, CA 90691 (562) 908-4288 ext. 2727 - engineeringcounter@lacsd.org www.lacsd.org

PUBLIC WORKS WATERWORKS DIVISION

Waterworks District 29 23533 W. Civic Center Way, Malibu, CA 90265 (310) 456-6621

https://dpw.lacounty.gov/wwd

Water service requirements, including water system improvements.

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)

FORMS (lacounty.gov)
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

LOCAL WATER COMPANY

→ Visit https://dpw.lacounty.gov/general/servicelocator/ for 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) or go to FORMS (lacounty.gov)

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

LAS VIRGENES MUNICIPAL WATER DISTRICT

A letter is required stating financial arrangements have been made for sewer connections. In commercial buildings, an approval is required for installation of additional plumbing fixtures.
4232 Las Virgenes Road, Calabasas, CA 91302-1994 (818) 251-2100

LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD

320 W. 4th St., Suite 200, Los Angeles, CA 90013 (213) 576-6600

Home Page Los Angeles Regional Water Quality Control Board (ca.gov)

WESTLAKE VILLAGE (CITY OF)

Zoning/Engineering approval is required prior to submitting for Building Plan Check.

Zoning Department Mr. Robert Theobald 31200 Oakcrest Drive Westlake Village, CA 91361 (818) 706-1613 City Engineer John Knipe 374 Poli Street Ventura, CA 93001 (805) 653-6597

USEFUL WEBSITES LINKS

- Los Angeles County Public Works Building & Safety EPIC-LA Help Page https://epicla.lacounty.gov/help/bsd_help.html
- Use our Epic LA website to submit permit applications:

https://epicla.lacounty.gov/

Epic LA step-by-step guide: https://epicla.lacounty.gov/help/doc/BSDPermitGeneralGuide.pdf

For technical assistance or general Epic LA questions, send an email to epiclahelp@lacounty.gov

Virtual appointments:

https://dpw.lacounty.gov/landing/onlineappointments.cfm

For Permit Viewer go to:

http://dpw.lacounty.gov/bsd/bpv/.

For Contractors State License Board go to:

https://www.cslb.ca.go	ov/consumers/kn	now risks of	owner -	builder/
	OTHER			