



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

<https://dpw.lacounty.gov/general/servicelocator/>
[Customer Service Survey](#)

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



LA PUENTE DISTRICT OFFICE

16005 E. Central Avenue
La Puente, CA 91744

Telephone: (626) 961-9611

Office Hours: 7:00 a.m. - 4:30 p.m. M-Th, 7:00 a.m. - 3:30 p.m. Fri

Plan Checker Hours: 7:00 a.m.–11:00 a.m M-F **Appointments are recommended**

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: _____

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

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. Pursuant to California Government Code Section 65913.3, if review of the permit application is required by a State Agency or Other Agency, as marked below, the applicable time limits for review of the application are tolled until the applicant provides Building and Safety with a copy of the Agency approval. Issuance of this referral sheet shall serve as formal notice of tolling. 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 once all agency approvals have been submitted, request to verify approvals.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

Submit all agency approvals 48 hours prior to permit issuance

LOS ANGELES COUNTY DEPARTMENTS

PUBLIC WORKS DIVISIONS

AVIATION DIVISION

1000 S. Fremont Ave., Bldg. A9 East, 1st Fl., Alhambra, CA 91803
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

<https://dpw.lacounty.gov/avi/airports>

BUILDING AND SAFETY DIVISION

Headquarters M-Th 6:45 - 5:30 - (626) 458-3173
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331

<https://dpw.lacounty.gov/building-and-safety/>

Approval for the following sections is required as noted below:

BUILDING SECTION

- Casp Specialist Required
- Permit Viewer go to:

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

ELECTRICAL SECTION

(626) 458-3180

Approval is required for:

- Energy Plan Check
- Electrical Code Check
- Emergency Egress Illumination (O.L. ≥ 100)
- Solar for new SFR or detached ADU
- Methane Mitigation required in Methane Zone

<https://dpw.lacounty.gov/epd/swims/onlineservices/search-methane-hazards-esri.aspx.aspx>

→ Visit epicla.lacounty.gov, under "Permits" tab to apply for an Electrical Permit (Complex) – County

- Solar for new SFR or detached ADU
- Visit epicla.lacounty.gov, under "Permits" tab to apply for a Roof Mount Residential Solar permit

- Solar for new Commercial / Industrial

→ Visit epicla.lacounty.gov, under "Permits" tab to apply for a Roof Mount Non-Residential Solar permit

MECHANICAL SECTION

(626) 458-3182

Approval is required for:

- Energy Plan Check
- Mechanical Code Check
- Visit epicla.lacounty.gov, under "Permits" tab to apply For a Mechanical Permit (Complex) - County
- Plumbing Code Check
- Roof Drainage
- Green Building Check
- Graywater for new const.

→ Visit epicla.lacounty.gov, under "Permits" tab to apply for a Plumbing Permit (Complex) – County

RESEARCH SECTION

(626) 458-3173

(Alternate Materials, Methods of Construction, SMRF...)

GRADING AND DRAINAGE SECTION

Edward Aguirre - Regional Drainage / Grading Engineer

La Puente Office: Tuesday 7:00 a.m.-11:00 a.m.

(626) 961-9611 EAGUIRRE@dpw.lacounty.gov

<https://dpw.lacounty.gov/building-and-safety/content/publications.aspx>

Approval is required for:

Grading Plan Check

- "Rough Grade" approval is required prior to issuance of building permit

- Disturbed Area ≥ 1 Acre
- Commercial or Industrial Development
- Hillside Development (i.e. slope ≥ 25%)
- Adjacent to an Environmentally Sensitive Area
- Drainage Plan Check (NPDES/LID COMPLIANCE)**
- Drainage approval is required

ENVIRONMENTAL PROGRAMS DIVISION

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

<https://pw.lacounty.gov/epd/cleanla>

INDUSTRIAL WASTE / UNDERGROUND TANKS/ STORMWATER

Headquarters (HDQRTS)

900 S. Fremont Ave., Annex 3rd Fl

Alhambra, CA 91803-1331

(626) 458-3517

Mon-Thurs: 7:00am-5:00pm

iw@pw.lacounty.gov Industrial Waste / LID

ust@pw.lacounty.gov Underground Storage Tanks

sw@pw.lacounty.gov Stormwater

NPDES/LID (Low Impact Development) APPROVAL (HDQRTS)

(626) 458-3517

Mon-Thurs: 7:00am-5:00pm

METHANE MITIGATION/DUMP AREAS/OIL & GAS WELLS/ CONTAMINATED SOIL HAZARDS (structure within 1,000 ft from a landfill) (HDQRTS)

Methane@pw.lacounty.gov

(626) 570-2810

Mon-Thurs: 7:00am-5:00pm

SOLID WASTE MANAGEMENT (TRASH ENCLOSURES)

TrashEnc@pw.lacounty.gov (HDQRTS)

(626) 570-2810

Mon-Thurs: 7:00am-5:00pm

CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN (HDQRTS)

Instructions on how to apply are available at:

pw.lacounty.gov/epd/cd/

Email at CND@pw.LACounty.gov

(626) 458-3517

Mon–Thurs: 7:00am -5:00pm

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION

GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard. (626) 458-4925 - M-Th 6:30-5:15 pm

Email: GMEDSubmittals@dpw.lacounty.gov

Upload plans, reports, GMED fee receipt, this Agency Referral Sheet to: <https://epicla.lacounty.gov/SelfService/#/home>

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

LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-4921 6:45-5:30 Mon-Thurs
<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 bldgs. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.
(626) 458-4915 Mon-Thurs 6:45 -5:30 pm
 - 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
- **PERMIT SECTION - Road Right-of-Way Permits Section**
Permits are required for road excavations and encroachments within County roads and Flood Control easements.

Baldwin Park Office
14747 E. Ramona Blvd., Baldwin Park, CA
(626) 338-9515 M-F 8:00 am – 4:00 pm

900 S. Fremont Ave., 8th Fl, Alhambra, CA 91803-1331
(626) 458-3129 Mon-Thurs 7:00 am – 5:00 pm
→ Visit epicla.lacounty.gov, under "Permits" tab to apply for a Road Construction or Road Encroachment or Road Excavation permit

MAPPING AND PROPERTY MANAGEMENT

- **ADDRESS ASSIGNMENT:** New address is required for a new 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: [Address Request Manual](#)
- 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

5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380 Mon-Fri 8:00 a.m. -5:00 p.m.
<https://publichealth.lacounty.gov/eh/>
(888) 700-9995
Approval is required for:

- **PRIVATE SEWAGE DISPOSAL SYSTEMS**
- **FOOD SERVICE ESTABLISHMENTS**
- **PUBLIC SWIMMING POOL- RECREATIONAL HEALTH**
Recreational Health Program
5050 Commerce Dr., Baldwin Park, CA 91706-1423
(626) 430-5360 Mon – Fri 8:00-5:00 pm
- **X-RAY MACHINE INSTALLATION - Radiation Management**
3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
(213) 351-7897-Mon-Thurs 7:00-5:30 pm- Fri 8:00-4:30pm

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

DEPARTMENT OF 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

LOS ANGELES 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.
landuse@lacda.org

REGIONAL PLANNING DEPARTMENT

La Puente District Office for General Information:
16005 E. Central Ave., La Puente, CA 91744

Public Counter: M-F 7:00 am to 11:00 am
(Must sign in before 10:30 a.m.)

Call (213) 974-6411 to speak to a planner
info@planning.lacounty.gov

Virtual Counseling: Tues.- Thurs. 1:00 p.m. to 4:00 p.m.

<https://planning.lacounty.gov/online>

PROPERTY ZONING LOOKUP:

<https://lacounty.maps.arcgis.com/apps/webappviewer/index.html?id=7700eea9d54d46b18efb615f86cba25c.html>

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

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

East District Office

1190 Durfee Avenue

South El Monte, CA 91733

Phone: (626) 258-6001

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 or notarize 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

East Los Angeles

4716 E. Cesar Chavez Blvd., Bldg. B

Los Angeles, CA 90022

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>

DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT

Manufactured Homes & Alterations to Manufactured Homes

3737 Main St, Suite #400, Riverside, CA 92501

(951) 782-4420 Mon-Fri 8:00-5:00 pm - (951) 680-6870

20201 Sherman Way, Suite 106 Winnetka, CA 91306

(818) 717-5267 Mon-Fri 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.

1906 West Garvey Ave. Suite 200, West Covina, CA 91790

(626) 472-0046

By Appointment only

<https://www.dir.ca.gov>

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 <https://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

- "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 & safety and submit to:

**FIRE PREVENTION BUREAU
Hazardous Materials Section**

5825 E. Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4000 Mon-Fri 8:00 to 4:30 pm
fire-fpcommerce@fire.lacounty.gov

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

□ **FIRE PROTECTION ENGINEERING**

- Building Plans and Sprinklers >20 Heads for Irwindale, Charter Oak, Padua Hills, West Covina, & Puddingstone:
Glendora Fire Prevention office
231 Mountain View Ave, Glendora, CA 91741,
626-963-0067 Tue-Fri 7:30 am – 10:30 am

- Building Plans for Industry, Bassett, Hacienda Heights, Rowland Heights, Valinda, Walnut & La Puente:
Diamond Bar Fire Prevention office
1061 S. Grand Ave. Diamond Bar, CA 91765
909-620-2216 Mon-Thurs 7:30 am – 10:30 am

- Fire alarms, Sprinklers >20 heads for Industry, Bassett, Hacienda Heights, Rowland Heights, & Valinda, and other:
5823 E. Rickenbacker Rd, Commerce, CA 90040
(323) 890-4125 Mon-Fri 8:00 to 4:30 pm

□ **OTHER APPROVALS** (Sprinklers <20 Heads,

sprinklers:

Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

5200 Irwindale Ave. Suite 210, Irwindale, CA 91760
(626) 430-3050

- **FUEL MODIFICATION** (626) 969-2275
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702-2904
(626) 969-5205 Mon-Fri 8:00-5:00 pm
→ Visit epicla.lacounty.gov under "Plans" tab to apply for a Fire Engineering application

COUNTY SANITATION DISTRICT

Payment of sewer connection is required
1955 Workman Mill Road, Whittier, CA 90691
(562) 908-4288 ext. 2727 Mon-Thurs 7:30-4:00 pm & Fri 7:00-3:30 pm
engineeringcounter@lacsdc.org
www.lacsdc.org

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.lacounty.gov/general/servicelocator/> for school district

- Obtain "Certification Form" from B&S District Office.

□ **Los Angeles Unified School District (LAUSD)**

In Person: 333 S. Beaudry Ave., 27th Floor, Los Angeles, CA 90017 (213) 241-4600 *:00am – 3:00pm M-F
By Mail: P.O. Box 513307, Los Angeles, CA 90051

Obtain "Certification Form" from developerfee@lausd.net

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) 288-7664, Tues - Fri. 7:00-5:30 pm

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 \(lacounty.gov\)](https://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

USEFUL WEBSITES LINKS

- 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/BSDPPermitGeneralGuide.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 Regional Planning and Zoning questions, email info@planning.lacounty.gov or call 213-974-6411

OTHER
