



**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. Ded.	Y / N _____ ft.
Geology	Fault / Liq / LS
Methane	Y / N
Code Enforce.	# _____ Y / N
(N) Address	Y / N



**SAN GABRIEL VALLEY DISTRICT OFFICE**

125 South Baldwin Avenue, Arcadia, CA 91107  
Telephone: (626) 574-0941, FAX: (626) 446-4425  
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. Mon - Thur.  
**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. 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, 1<sup>st</sup> 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., 3<sup>rd</sup> 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**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180 - Approval is required for:
  - Energy Plan Check       Electrical Code Check
  - Emergency Egress Illumination (O.L. ≥ 100)
  - Methane Mitigation required in Methane Zone  
<https://dpw.lacounty.gov/epd/swims/onlineservices/search-methane-hazards-esri.aspx.aspx>
  - Visit [epicla.lacounty.gov](http://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](http://epicla.lacounty.gov), under "Permits" tab to apply for a Roof Mount Residential Solar permit
  - Solar for new Commercial / Industrial  
→ Visit [epicla.lacounty.gov](http://epicla.lacounty.gov), under "Permits" tab to apply for a Roof Mount Non-Residential Solar permit
- MECHANICAL SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182 - Approval is required for:
  - Energy Plan Check       Mechanical Code Check
  - Visit [epicla.lacounty.gov](http://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 constr.
  - Visit [epicla.lacounty.gov](http://epicla.lacounty.gov), under "Permits" tab to apply for a Plumbing Permit (Complex) – County
- RESEARCH SECTION**  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3170  
(Alternate Materials, Methods of Construction, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Wein Chu - Regional Drainage/Grading Engineer  
San Gabriel Office: Wednesday 7:00-11:00 a.m.  
(626) 574-0941 [wchu@dpw.lacounty.gov](mailto:wchu@dpw.lacounty.gov)

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

- Grading Plan Check (NPDES/LID COMPLIANCE)**
  - "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

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GMED)**  
**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](mailto:GMEDSubmittals@dpw.lacounty.gov)  
Upload *plans, reports, GMED fee receipt, this Agency Referral Sheet* to: <http://epicla.lacounty.gov/SelfService/#/home>

<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

**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**

<b>San Gabriel Office</b> 125 S. Baldwin Avenue Arcadia, CA 91007-2652 (626) 458-3517 8:00-9:30 a.m. Mon-Fri	<b>Headquarters (HDQRTS)</b> 900 S. Fremont Ave., Annex 3 <sup>rd</sup> Fl Alhambra, CA 91803-1331 (626) 458-3517 6:45 a.m.-5:30 p.m. Mon-Thurs
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[iw@pw.lacounty.gov](mailto:iw@pw.lacounty.gov) Industrial Waste / LID  
[ust@pw.lacounty.gov](mailto:ust@pw.lacounty.gov) Underground Storage Tanks  
[sw@pw.lacounty.gov](mailto:sw@pw.lacounty.gov) Stormwater

- NPDES/LOW IMPACT DEVELOPMENT (LID) Approval Industrial Waste Unit (HDQRTS)**  
(626) 458-3517 7:00am-5:00pm Mon-Thurs
- DUMP AREAS/METHANE MITIGATION/OIL & GAS WELLS/CONTAMINATED SOIL HAZARDS** (structure within 1,000 ft from a landfill) (HDQRTS)  
[Methane@pw.lacounty.gov](mailto:Methane@pw.lacounty.gov)  
(626) 570-2810 7:00am -5:00pm Mon-Thurs

- **SOLID WASTE MANAGEMENT (TRASH ENCLOSURES)**  
[TrashEnc@pw.lacounty.gov](mailto:TrashEnc@pw.lacounty.gov) - (HDQRTS)  
(626) 570-2810 7:00am -5:00pm Mon-Thurs

- **CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN – (HDQRTS)**  
(626) 458-3517 [www.CleanLA.com](http://www.CleanLA.com) 6:45-5:30 Mon-Thurs  
Instructions on how to apply are available at:  
[pw.lacounty.gov/epd/cd/](http://pw.lacounty.gov/epd/cd/) - Email at: [CND@pw.LACounty.gov](mailto:CND@pw.LACounty.gov)  
(626) 458-3517 7:00am -5:00pm Mon-Thurs

#### LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra 91803-1331  
(626) 458-4921 Mon - Thurs 6:45 AM to 5:30 PM  
<https://dpw.lacounty.gov/ldd/web/>

- **SUBDIVISION PLAN CHECK SECTION**  
→ Visit [epicla.lacounty.gov](http://epicla.lacounty.gov), under "Plans" tab to apply for a Street Plan application
- **LANDSCAPE** (Residential or Non-Residential landscaped area > 500 square feet or rehab landscape > 2500 sf)  
→ Visit [epicla.lacounty.gov](http://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. May need "ATI" Agreement to Improve at time of permit issuance.  
(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
- **PERMIT SECTION**  
**Road Right-of-Way Permits Section**  
Permits are required for road excavations and encroachments within County roads and Flood Control easements.  
  
**San Gabriel Valley Office**  
14747 E. Ramona Blvd, Baldwin Park, CA 91706  
(626) 338-9509  
  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3129 Mon-Thurs 7:00 a.m.-5:30 p.m.  
→ Visit [epicla.lacounty.gov](http://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

#### LOS ANGELES 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/>

Approval is required for:

- **PRIVATE SEWAGE DISPOSAL**
- **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) 430-5360

- **X-RAY MACHINE INSTALLATION**  
**Radiation Management**  
3530 Wilshire Blvd., 9<sup>th</sup> 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. 2<sup>nd</sup> Fl, Los Angeles, CA 90020  
(213) 351-5098 M-Th 7:00 am – 5:30 pm

#### REGIONAL PLANNING DEPARTMENT

San Gabriel District Office for General Information:  
125 S. Baldwin Ave., Arcadia, CA 91007  
Public Counter: M-F 7:00 am – 11:00 am  
(Must sign in before 10:30 a.m.)  
Call (213) 974-6411 to speak to a planner  
[info@planning.lacounty.gov](mailto:info@planning.lacounty.gov)  
**Virtual Counseling:** Tues.- Thurs. 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](https://epicla.lacounty.gov/help/doc/Guide_Sub-Records.pdf)

#### 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](mailto:PAPD@arts.lacounty.gov) or  
213-315-9972 M-Th 9:00am-5:00pm

#### 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](mailto:landuse@lacda.org)

### STATE AGENCIES

#### CALTRANS

Permits are required for excavation, encroachment (including driveway aprons) and improvements (including grading or structures that affect drainage) on State Highways:  
100 S. Main Street, 2<sup>nd</sup> Fl., Los Angeles, CA 90012  
(213) 897-3631 <https://dot.ca.gov/obtain-permits>

#### 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  
<https://www.hcd.ca.gov>

20201 Sherman Way, Suite 106 Winnetka, CA 91306  
(818) 717-5267 M-F 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.

1906 W. Garvey Ave. S., Ste. 200, West Covina, CA 91790  
(626) 472-0046 <https://www.dir.ca.gov>

#### 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 <https://www.conservation.ca.gov>

#### ANGELES NATIONAL FOREST – Parcels ending in 3XX

701 N. Santa Anita Ave., Arcadia, CA 91006  
(626)574-1613

## OTHER AGENCIES

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

- Plan approval is required
- Building Release 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](https://epicla.lacounty.gov) under "Plans" tab to apply for a Fire Engineering application

- FIRE PROTECTION ENGINEERING**  
5823 E. Rickenbacker Road, Commerce, CA 90040-3027  
(323) 890-4125
  - Azusa, Duarte, Covina, Mt Baldy, West Covina, 231 Mountain View, Glendora, CA 91741  
(626) 963-0067 Tue.-Fri. 7:30am-10:30am  
[fire-fpazusa@fire.lacounty.gov](mailto:fire-fpazusa@fire.lacounty.gov)  
[fire-fpglendor@fire.lacounty.gov](mailto:fire-fpglendor@fire.lacounty.gov)
  - Claremont, La Verne, San Dimas  
560 S. Park Ave, Pomona, CA 91766  
(909) 620-2216 Mon. – Thur. 7:30am-10:30am  
[fire-fpdiamondbar@fire.lacounty.gov](mailto:fire-fpdiamondbar@fire.lacounty.gov)

- OTHER APPROVALS** (Sprinklers <20 Heads, sprinklers: Residential & Remodel, Pool draft Hydrant, Hoods, Restaurants with new cooking, Tanks, and TI < 2500 sq. ft.)

125 S. Baldwin Ave. Arcadia 91007  
(626) 574-0949 - Tue-Fri 8:00 a.m. - 9:30 a.m.

- FUEL MODIFICATION**  
Brushing Clearance Office, Fire Station 32  
605 N. Angeleno Ave., Azusa 91702  
(626) 969-5205  
→ Visit [epicla.lacounty.gov](https://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 [engineeringcounter@lacsds.org](mailto:engineeringcounter@lacsds.org)  
[www.lacsds.org](http://www.lacsds.org)

- La Crescenta / Montrose Area Only:**  
Crescenta Valley Water District  
2700 Foothill Blvd., La Crescenta, CA 91214  
(818) 248-3925

### **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](http://www.AQMD.gov)

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

### **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.

- Obtain "Certification Form" from B&S District Office.  
→ Visit <https://dpw.lacounty.gov/general/servicelocator/> for school district

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

- Los Angeles Unified School District (LAUSD)**  
Obtain "Certification Form" from Santa Clarita B & S Office  
[developerfee@lausd.net](mailto:developerfee@lausd.net)  
333 S. Beaudry Ave. 27th flr Mailing address: LAUSD  
Los Angeles, CA 90017 Developer Fee Program Office  
(213) 743-3670 P.O. Box 513307  
For Boundary Information Los Angeles, CA 90051  
(213) 241-0715

## 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**, available from B&S District Office) completed by the water company serving the site. (Please be advised that fire dept. approval may be required based on the results of the fire flow test.)  
[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

### **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 CLERK 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 \(lavote.gov\)](https://www.lacounty.gov/branch-offices)

### **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**

## 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](mailto:epiclahelp@lacounty.gov)
- Virtual appointments:  
<https://dpw.lacounty.gov/landing/onlineappointments.cfm>
- For Regional Planning and Zoning questions, email [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov) or call 213-974-6411

## OTHER

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