



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



ANTELOPE VALLEY DISTRICT OFFICE

335-A East Avenue K-6, Lancaster, CA 93535
Telephone: (661) 524-2390 FAX (661) 524-2399
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. **(Appointments are recommended)**
Plan Checker Days: Monday thru Friday

Prepared By	HNM	OM Initial	Date

Applicants' Signature _____

Plans for a 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 Checker Engineer once all agency approvals have been submitted, request to verify approvals.

ADDITIONAL AGENCY CLEARANCE MAY BE RE 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

900 S. Fremont Ave., 2nd Fl., Alhambra, CA 91803-1331
(626) 300-4600 Mon-Thurs 7:00 - 5:45 pm
<https://dpw.lacounty.gov/avi/airports>

BUILDING AND SAFETY DIVISION

Headquarters M-Th 6:45 a.m. - 5:30 p.m. - (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)
 - Methane Mitigation required in Methane Zone
<https://dpw.lacounty.gov/epd/swims/online/services/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 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 constr.
 - 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**
Glenn Tong - Regional Drainage / Grading Engineer
Antelope Valley Office: Tues. & Thurs. 8:00 -11:00 am
(661) 524-2390 GTONG@dpw.lacounty.gov
<https://dpw.lacounty.gov/building-and-safety/content/publications.aspx>
Approval is required for:
 - 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
- Building Drainage (NPDES/LID COMPLIANCE)**
 - Building Site Drainage Review

**GEOTECHNICAL & MATERIALS ENGINEERING (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

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

ENVIRONMENTAL PROGRAMS DIVISION –
Plan approval is required for most commercial and industrial buildings:
<https://pw.lacounty.gov/epd/cleanla>

INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER

Headquarters (HDQRTS) 900 S. Fremont Ave, Annex 3 rd Fl Alhambra, CA 91803-1331 (626) 458-3517 M-Th. 7:00am-5:00pm	Lancaster Office 335-A E. Avenue K-6 Lancaster, CA 93535 (661) 723-4337 8:00-12:00 noon 1 st Wed
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iw@pw.lacounty.gov Industrial Waste & LID
ust@pw.lacounty.gov Underground Storage Tanks
sw@pw.lacounty.gov Stormwater

- NPDES/LID (Low Impact Development)
Industrial Waste Unit (HDQRTS)**
(626) 458-3517 Mon-Thurs 7:00am-5:00pm
- DUMP AREAS/METHANE MITIGATION/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:
www.LACountyCND Email at CND@pw.LACounty.gov
(626) 458-3517 Mon-Thurs 7:00am -5:00pm

LAND DEVELOPMENT DIVISION
900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331
(626) 458-4921 Mon-Thurs 6:45-5:15 pm
<https://dpw.lacounty.gov/ddd/web/>

- SUBDIVISION PLAN CHECKING 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 "20-0040-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
- PERMIT SECTION**
Road Right-of-Way Permits Section
Permits are required for road excavations, curb breaks and encroachments within County roads and Flood Control easements.
Palmdale Office
38126 N. Sierra Hwy, Palmdale, CA 93550
(661) 947-7173 M-F 7:30 – 4:00 pm

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3129 Mon-Thurs 7:00am-5:00pm
→ 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/>

Approval is required for:

- PRIVATE SEWEGE DISPOSAL SYSTEMS**
Mountain & Rural Program
- WATER SUPPLY APPROVAL FORM**

Lancaster Environmental Health Office
335-A East Avenue K-6, Lancaster, CA 93535
(661) 723-4550 & (661) 723-4549 - Mon-Fri 8:00- 9:00 a.m.

Santa Clarita Environmental Health Office
26415 Carl Boyer Drive Suite 145
(661) 287 -7000 Mon-Thurs 8:00-9:30 a.m.
- 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
- FOOD SERVICE ESTABLISHMENTS**
Lancaster Health Center
335-A East Avenue K-6, Room 23, Lancaster, CA 93535
(661) 723-4551 Mon, Tues & Thurs, Fri 8:00-10:00 am
- 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

REGIONAL PLANNING DEPARTMENT

Lancaster Office:
335-A East Avenue K-6, Lancaster, CA 93535
(213) 974-6411 Mon. - Fri. 7:00 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

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.
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

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

Lancaster
44509 16th St. West, Suite 101
Lancaster, CA 93534
M-F, 8:30 a.m. - 4:30 p.m.
By Appointment Only

STATE AGENCIES

CALTRANS

Permits are required for 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.

6150 Van Nuys Blvd., Suite 405, Van Nuys, CA 91401-3379
(818) 901-5403 **By Appointment only**

320 W. 4th St., RM 850, Los Angeles, CA 90013
(213) 576-7451 **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
(714) 816-6847
<https://www.conservation.ca.gov>

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD DIVISION OF WATER QUALITY AND STORM WATER PERMIT UNIT

Notice of intent required when disturbed area \geq 5 acres.
1001 "I" St., 15th Floor, Sacramento, CA 95814
(916)-341-5538 Mon-Fri 8:00-5:00 pm
[Home Page | California State Water Resources Control Board](https://www.waterboards.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

ANTELOPE VALLEY OFFICE

335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon – Fri 8:00 – 4:30 pm
Plan Check Counter: Mon-Thurs. 8:00-10:30 am
fire-fplancaster@fire.lacounty.gov
fire-fppalmdale@fire.lacounty.gov

FIRE STATION DEVELOPER FEE is required

BUILDING RELEASE is required

STAMPED PLANS are 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
14425 Olive View Dr., Sylmar, CA 91342
(818) 364-7120 Mon-Fri 8:00 to 4:30 pm

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

FIRE SPRINKLER SYSTEMS / ALARMS

335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm
→ 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.)
335-A East Avenue K-6, Lancaster, CA 93535
(661) 949-6319 Mon-Fri 8:00-4:30 pm

FUEL MODIFICATION

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 am-3:30 pm
engineeringcounter@lacsds.org
www.lacsds.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 or go to:

Antelope Valley Union High School Unified School District
44811 N. Sierra Highway, Lancaster, CA 93534
(661)948-7655 Ext. 220 Mon-Fri 7:30-4:00 pm

Acton/ Agua Dulce Unified School District
32248 Crown Valley Rd., Acton, CA 93510
(661)269-2024 Mon-Fri 7:30-4:15 pm

Palmdale Schools District
39139 10th St East, Palmdale, CA 93550
(661) 266-7287 Mon-Thurs 8:30-5:00 pm

Gorman School District
49847 Gorman School Road, Gorman, CA 93243
(661) 248-6816 Mon-Fri 7:00-3:30 pm

Hughes-Elizabeth Lake School District

16633 Elizabeth Lake Rd., Lake Hughes, CA 93532
(661) 724-1231 Tues 8:00-3:00pm

Snowline Joint Unified School District

4075 Nielson Road, Phelan, CA 92371
(760) 868-5817 Mon-Fri 8:00-4:30 pm

Westside Union School District

41910 N. 50th St. West, Quartz Hill, CA 93536
(661) 943-7453 Mon-Fri 8:00-3:30 pm

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
(800) 388 - 2121 Tues - Fri. 7:00-5:30 pm

Antelope Valley Air Quality Management District

43301 N. Division, Suite 206, Lancaster, CA 93535
(661) 723-8070 Mon-Fri 8:00-5:00 pm

UNITED STATES FOREST SERVICE

33708 Crown Valley Rd., Acton, CA 93510
(661) 269-2808 Mon-Fri 8:00-4:30 pm
[Angeles National Forest - Home \(usda.gov\)](https://www.usda.gov)

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://www.lacounty.gov/forms)

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

WATER & SEWER DISTRICT

Golden Valley Municipal Water District
49744-3 Gorman Post Road, Gorman, CA. 93243
(661) 248-8501
Mon- Fri. 8:00-12:00pm & Sat 8:00-10:00 am

WATER QUALITY BOARD

Los Angeles Regional Water Quality Control Board
320 W. 4th St., Suite 200 Los Angeles, CA. 90013-2343
(213) 576-6600 Mon-Fri. 8:00-5:00 pm
[Home Page Los Angeles Regional Water Quality Control Board \(ca.gov\)](https://www.larwqcb.ca.gov)

Lahontan Regional Water Quality Control Board, Victorville Office

15428 Civic Drive, Suite 100, Victorville, CA 92392
(760) 241-6583 Mon-Fri 8:00-5:00 pm

LOCAL CONDITIONS

GROUND SNOW LOAD: _____ PSF

LITTLEROCK AREA A: YES NO

PRE – 1979 LEAD HAZARD: YES NO

PLEASE PROVIDE _____ MORE COPIES OF SOILS REPORT
Minimum testing parameter: Collapsible and Hydro-consolidation

USEFUL WEBSITES LINKS

- [Use our Epic LA website to submit permit applications: https://epicla.lacounty.gov/](https://epicla.lacounty.gov/)
- [Epic LA step-by-step guide: https://epicla.lacounty.gov/help/doc/BSDPermitGeneralGuide.pdf](https://epicla.lacounty.gov/help/doc/BSDPermitGeneralGuide.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](https://dpw.lacounty.gov/landing/onlineappointments.cfm)
- [For Regional Planning and Zoning questions, email info@planning.lacounty.gov or call 213-974-6411](mailto:info@planning.lacounty.gov)

OTHER