



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

Customer Service Survey

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



SANTA CLARITA DISTRICT OFFICE

23757 W Valencia Blvd. Valencia CA 91355
Telephone: (661) 222-2940, FAX: (661) 222-2947
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.

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 agency 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, building & safety 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 Flr., 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 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
- ELECTRICAL SECTION**

900 S. Fremont Ave., 3rd 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
 - 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**

900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331
(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 constr.
 - Visit epicla.lacounty.gov, under "Permits" tab to apply for a Plumbing Permit (Complex) – County
- RESEARCH SECTION**

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods of Construction, SMRF...)
- GRADING AND DRAINAGE SECTION**

Carolyn Griffiths - Regional Drainage / Grading Engineer
Santa Clarita Office: Tues & Wed 8:00 a.m. - 11:00 a.m.
(661) 222-2940 CGRIFFIT@dpw.lacounty.gov
<https://dpw.lacounty.gov/building-and-safety/content/publications.aspx>

 - 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

Santa Clarita Office
23757 Valencia Blvd.
Valencia, CA 91355
(661) 222-2953
8:00-9:30 a.m. Mon-Fri

Headquarters (HDQRTS)
900 S. Fremont Ave., Annex 3rd Fl
Alhambra, CA 91803-1331
(626) 458-3517
6:45-5:30 Mon-Thurs

- iw@pw.lacounty.gov Industrial Waste & Low Impact Development (LID)
- ust@pw.lacounty.gov Underground Storage Tanks
- sw@pw.lacounty.gov Stormwater

- NPDES/LID APPROVAL (HDQRTS)**
Industrial Waste Unit
(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
(626) 570-2810 7:00am -5:00pm Mon-Thurs

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

- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 www.CleanLA.com 6:45-5:30 Mon-Thurs
Instructions on how to apply are available at:
pw.lacounty.gov/epd/cd/
Email at: CND@pw.LACounty.gov
(626) 458-3517 7:00am -5:00pm Mon-Thurs

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
<https://dpw.lacounty.gov/gmed/permits>
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 Mon-Thurs 6:45 a.m. - 5:30 p.m.

<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"**
(RD 490) 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" may also be required for commercial, multiple residential buildings and designated tracts. (626) 458-4921
 - 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**
Encroachment Permits 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 permit

Valencia (Santa Clarita) Office (PO 2)
23757 W. Valencia Blvd., Valencia CA 91355
(661) 222-2948

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 -

<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.	Val Verde, Canyon Country Agua Dulce & Saugus only 26415 Carl Boyer Santa Clarita, CA 91350 (661) 287-7000 Mon-Thurs 8-10 a.m.
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- **WATER SOURCE APPROVAL LETTER**
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- **FOOD SERVICE ESTABLISHMENTS**

Lancaster Health Center 335-A E. Ave. K-6 Rm 23 Lancaster, CA 93535 (661) 723-4551 Mon, Wed & Thurs	
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- **PUBLIC SWIMMING POOL- RECREATIONAL HEALTH**
5050 Commerce Dr.
Baldwin Park, CA 91706
(626) 430-5380
Mon-FRI 8:00-5:00 p.m.
- **X-RAY MACHINE INSTALLATION- Radiation Management**
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90020 Mon-Fri 8:00-5:00 p.m.
(213) 351-7897

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 Ave. 2nd Floor, Los Angeles, CA 90020
(213) 351-5098 M-Th 7:00 am – 5:30 pm
- **Landscape District**, 31320 N. Castaic Rd., Castaic 91384
(661) 294-3520

REGIONAL PLANNING

Santa Clarita District Office Counter Hours:
23757 Valencia Blvd., Valencia, CA 91355
Mon.-Thurs. 7:00 a.m. to 11:00 a.m. (must sign in before 10:30 a.m.)
info@planning.lacounty.gov - or call (213) 974-6411 to talk to a planner
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

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

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

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 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
<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 1000 S. Hill Rd., Ste. 116
Cypress, CA 90630-4731 Ventura, CA 93003-4455
(714) 816-6847 (805) 654-4761
<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

- **SANTA CLARITA AREA 3 OFFICE**
23757 W. Valencia Blvd., Valencia 91355
(661) 286-8821
fire-fpsantaclarita@fire.lacounty.gov

Inspector Hours: Mon-Fri 8:00-10:00 a.m.
Plan Check Hours: Tue-Fri 8:00-11:00 a.m.
□ Plan Approval □ Developer Fee Payment

- **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.)
5823 E. Rickenbacker Rd., Commerce, CA 90040
(323) 890-4125

- **FUEL MODIFICATION**
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.
→ 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 - engineeringcounter@lacsdc.org
www.lacsdc.org

PUBLIC WORKS WATERWORKS DIVISION

Waterworks District 21, Lower Kagel Canyon
1000 S. Fremont Ave. Bldg A-9 E., 4th Fl., Alhambra, CA 91803
(626) 300-3355 Mon – Thurs 7:00 a.m. -5:00 p.m.
<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 \(lacounty.gov\)](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

LOCAL WATER COMPANY

→ Visit <https://dpw.lacounty.gov/general/servicelocator/> for local water company

SANTA CLARITA VALLEY WATER AGENCY (SCWD Retail Office)

A certificate of fee payment is required before permit issuance.
26521 Summit Circle, Santa Clarita, CA 91350
Contact: Mona Restivo (661) 964-3988 mrestivo@scvwa.org
Mon-Thurs 8:00 am – 5:00 pm (Appointment Recommended)
<https://yourscvwater.com/index.php/guidelines-for-new-development/>

- 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 \(lacounty.gov\)](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

WATERMASTER – UPPER LOS ANGELES RIVER AREA (ULARA)

A certificate of fee payment requirement before a permit issuance for water wells in Sylmar Basin (i.e.Upper Kagel Canyon / Little Tujunga)
P.O. Box 51111, Room 1450, Los Angeles, CA 90081
(213) 367-0921

- 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 \(lacounty.gov\)](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

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT(SCAQMD)

Applicants of non-residential buildings must fill out "Air Quality Permit Checklist" furnished by Building and Safety. If "Yes" is marked, a written release will be required before occupancy is allowed.
Notification form required for demolition and alteration permits where **ABESTOS** is involved.
21865 E. Copley Dr., Diamond Bar, CA 91765-4182
(909) 396-2000, (800) 288-7664 – www.AQMD.gov

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:

- **Acton-Agua Dulce U.S.D. (Elementary)**
32248 N. Crown Valley Rd, Acton, CA 93510
(661) 269-5999
- **Castaic Union School District (Elementary)**
28131 Livingston Ave., Valencia, CA 91310
(661) 257-4500
- **Los Angeles Unified School District (LAUSD)**
Obtain "Certification Form" from Santa Clarita B & S Office
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
- **Newhall School District (Elementary)**
25375 Orchard Village Rd., Suite 200, Valencia, CA 91355
(661) 291-4000
- **Saugus Union School District (Elementary)**
24930 Avenue Stanford, Santa Clarita, CA 91355
(661) 294-7500
- **Sulphur Springs U.S.D. (Elementary)**
27000 Weyerhaeuser Way, Santa Clarita, CA 91351
(661) 252-5131
- **William S. Hart U.H.S.D. (High School)**
21515 Redview Dr., Santa Clarita, CA 91350
(661) 259-0033

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

13800 Balboa Boulevard
Sylmar, CA 91342
Phone: (818) 833-6000
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 \(lavote.gov\)](https://www.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, CA 91401
M-F, 8:30 a.m. - 4:30 p.m.
By Appointment Only

OTHER
