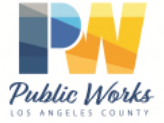




**LOS ANGELES COUNTY PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL**

VHFHSZ	Y / N
Waste	Sewer / Septic
Hwy. Dedication	Y / N _____ ft.
Geology	Fault / Liq / LS
Methane	Y / N
Code 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, 1<sup>st</sup> 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., 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
- 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
  - 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> Floor, 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) 458-3173  
(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](mailto: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 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517  
6:45-5:30 Mon-Thurs

- [iw@pw.lacounty.gov](mailto:iw@pw.lacounty.gov) Industrial Waste & Low Impact Development (LID)
- [ust@pw.lacounty.gov](mailto:ust@pw.lacounty.gov) Underground Storage Tanks
- [sw@pw.lacounty.gov](mailto: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](mailto:Methane@pw.lacounty.gov)  
(626) 570-2810      7:00am -5:00pm Mon-Thurs

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

- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3517      [www.CleanLA.com](http://www.CleanLA.com)      6:45-5:30 Mon-Thurs  
Instructions on how to apply are available at: [www.LACountyCND](http://www.LACountyCND)  
Email at: [CND@pw.LACounty.gov](mailto: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>

<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

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331

**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)

→ 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"**

(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

**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](http://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.

□ **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

□ **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](mailto: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](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.

Paulina Safarian (Email inquiries only)

[paulina.safarian@lacda.org](mailto:paulina.safarian@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](mailto: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](http://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](https://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](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@lacsdsd.org](mailto:engineeringcounter@lacsdsd.org)  
[www.lacsdsd.org](http://www.lacsdsd.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://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

**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](mailto: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://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

**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://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

**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](http://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](mailto:developerfee@lausd.net)

333 S. Beaudry Ave. 27th Fl. 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**