



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

<https://dpw.lacounty.gov/general/servicelocator/>

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



**SOUTHWEST DISTRICT OFFICE**

1320 W. Imperial Hwy., Los Angeles, CA 90044  
Telephone: (323) 820-6500, FAX (323) 756-0780  
Office Hours: 7:00 a.m. – 5:45 p.m. 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 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 and 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 Mon-Thurs 6:45 am - 5:30 pm - (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) 458-3173  
(Alternate Materials, Methods of construction, SMRF...)
- GRADING AND DRAINAGE SECTION**  
Jason Zhang - Regional Drainage and Grading Engineer  
Southwest Office: Thursday Monday 7:00 a.m.-11:00 a.m.  
Telephone: (626) 458-3982 [JZHANG@dpw.lacounty.gov](mailto:JZHANG@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:  
<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

**ENVIRONMENTAL PROGRAMS DIVISION**

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER**
- Lomita Office**  
24320 S. Narbonne Avenue  
Lomita, CA 90717  
(626) 458-3517  
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 & 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 ENCLOSURE) (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**  
(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) (HDQRTS)  
(626) 458-3517 7:00am -5:00pm Mon-Thurs

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
 (626) 458-4921 Mon-Thurs 6:45-5:30  
<https://dpw.lacounty.gov/idd/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
  - **PERMIT SECTION**  
**Road Right-of-Way Permits Section**  
Permits are required for road excavations and encroachments within County roads and Flood Control easements.  
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
- Westchester Office**  
5530 W. 83<sup>rd</sup> St, Westchester, CA 90045  
(310) 649-6300 Mon-Fri 7:30 a.m. – 3:30 p.m.

**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 SEWAGE DISPOSAL SYSTEMS**
- **UNDERGROUND CISTERNS**
- **FOOD SERVICE ESTABLISHMENTS**  
(626) 430-5400
- **PUBLIC SWIMMING POOLS- 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

**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> Floor, Los Angeles, CA 90020  
 (213) 351-5098 M-Th 7:00 am – 5:30 pm

**BEACHES AND HARBOR DEPARTMENT**

13837 Fiji Way, Trailer 3, Marina Del Rey, CA 90292  
**By Appointment ONLY**  
 (310) 305-9530

**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.

**REGIONAL PLANNING DEPARTMENT**

Southwest District Office for General Information:

1320 W. Imperial Hwy, Los Angeles, CA 90044  
 Public Counter: Mon – Fri 7:00 a.m.– 11:00 a.m.

(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)

**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*

**SOUTH DISTRICT****Lomita Office**

1401 E. Willow Street

Signal Hill, CA 90755

(562) 256-1701

Office Hours (except County holidays):

Monday - Friday 7:30am - 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 \(lavote.gov\)](#)

**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****LAX/Courthouse**

11701 S. La Cienega Blvd., 6<sup>th</sup> floor

Los Angeles, CA 90045

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, 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

**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.

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

320 W. 4<sup>th</sup> St., Room 850, Los Angeles, CA 90013

(213) 576-7451

1 Centerpointe Dr., Suite 150 – Consultation Only

La Palma, CA 90623 - (714) 562-5525

**DEPARTMENT OF CONSERVATION DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES (DOGGR)**

Obtain clearance for the requirements of abandonment of oil wells.

## OTHER AGENCIES

### **FIRE PREVENTION BUREAU OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY**

<https://fire.lacounty.gov>

- Plan approval is required:

- **HAWTHORNE OFFICE**  
4475 W. El Segundo Blvd. Hawthorne, CA 90250  
(310) 263-2732 Mon-Thurs 7:30-10:30 a.m.  
[fire-fphawthorne@fire.lacounty.gov](mailto:fire-fphawthorne@fire.lacounty.gov)
- **"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 Rd, 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 Rd, Commerce, CA 90040-3027  
(323) 890-4125  
→ Visit [epicla.lacounty.gov](http://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, Commerce 90040-3027  
(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](http://epicla.lacounty.gov) under "Plans" tab to apply for a Fire Engineering application

- **PETROLEUM CHEMICAL UNIT**

15660 Stafford St., Industry, CA 91744  
(626) 336-6950

### **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

### **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

### **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)  
[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

### **COUNTY SANITATION DISTRICT**

Payment of sewer connection fee is required  
1955 Workman Mill Rd, Whittier, CA 90691  
(562) 908-4288 ext. 2727 - [engineeringcounter@lacsd.org](mailto:engineeringcounter@lacsd.org)

### **MARINA DEL REY AND THE ANETA ZONE SEWER CONNECTION**

- Land Development Division (confirmation of adequate sewer capacity) (626) 458-4910
- City of Los Angeles (for payment of sewer connection charges)  
West Los Angeles Engineering District Office  
1828 Sawtelle Boulevard, 3rd Floor  
Los Angeles, CA 90025-5516 - (310) 575-8384

### **U.S. ARMY CORPS OF ENGINEERS (L.A. DISTRICT) REGULATORY DIVISION, CESPL-RG**

915 Wilshire Blvd., Suite 930, Los Angeles, CA 90017-3401  
(213) 452-3414

## 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
- For Permit Viewer go to:  
<http://dpw.lacounty.gov/bsd/bpv/>.

## OTHER

---

---

---

---