

EXAMPLE TOWNHOME AGENCY REFERRAL FORM



**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 Enforce.	Y / N # _____
(N) Address	Y / N



NOTE: This sample document is not intended to be an exhaustive list. Additional or fewer agency approvals may be required and will depend on individual site location and conditions.

Prepared By	HNM	OM Initial	Date

Applicant's Signature: _____

Plans for (Grading/ Structure) at 123 Example St ExampleTown
(Address) (Locality)
Plan Check No. UNC-BLDR2400101000001 was submitted on 01/01/24
Land Use Zone _____ Proposed Occupancy R-3 Type of Construction V-B
Description of Proposed Work: New townhomes

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, 1st 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., 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**
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 Fl, 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) 458-3170
(Alternate Materials, Methods of Construction, SMRF...)

- GRADING AND DRAINAGE SECTION**
Wein Chu - Regional Drainage/Grading Engineer
San Gabriel Office: Monday 8:00-11:00 a.m.
(626) 574-0941 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
Upload *plans, reports, GMED fee receipt, this Agency Referral Sheet* to: <http://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 for: <https://pw.lacounty.gov/epd/cleanla>

- INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER**

San Gabriel Office
125 S. Baldwin Avenue
Arcadia, CA 91007-2652
(626) 458-3517
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 a.m.-5:30 p.m. Mon-Thurs

- iw@pw.lacounty.gov Industrial Waste / LID
- ust@pw.lacounty.gov Underground Storage Tanks
- 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
(626) 570-2810 7:00am -5:00pm Mon-Thurs

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

7400 E. Imperial Highway, Downey, CA 90242
(562) 940-8430 M-Th 7:30 am - 5:30 pm

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

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

LAND DEVELOPMENT DIVISION

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

REGIONAL PLANNING DEPARTMENT

San Gabriel District Office for General Information:

125 S. Baldwin Ave., Arcadia, CA 91007
Public Counter: M-Th 8:00 am – 11:30 am
(Must sign in before 11:30 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>

- **SUBDIVISION PLAN CHECK SECTION**

→ Visit epicla.lacounty.gov, under "Plans" tab to apply for a Street Plan application

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

- X **LANDSCAPE** (Residential or Non-Residential landscaped area > 500 square feet or rehab landscape > 2500 sf)
→ Visit epicla.lacounty.gov, under "Plans" tab to apply for a Landscape Water Efficiency Plan application

- X **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

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

- **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., 3rd Fl, Alhambra, CA 91803-1331

(626) 458-3129 Mon–Thurs 7:00 a.m.-5:30 p.m.

→ Visit epicla.lacounty.gov, under "Permits" tab to apply for a Road Construction or Road Encroachment or Road Excavation permit

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

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, 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

<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:

MAPPING AND PROPERTY MANAGEMENT

- X **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.

- 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
Manual: [Address Request Manual](#)

- **PROOF OF OWNERSHIP (copy of tax bill, deed, or pink slip)**

- Lot
- Manufactured Home

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., 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.

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 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
fire-fpglendora@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

□ **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 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@lacsod.org
www.lacsod.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

- **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

600 E. Pico Boulevard Los Angeles, CA 90015-3116 (213) 743-3670 For Boundary Information (213) 241-0715	Mailing address: LAUSD Business Service Center Developer Fee Program Office P.O. Box 512298 Terminal Annex Los Angeles, CA 90051
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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://epicla.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://epicla.lacounty.gov/branch-office-locations)

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

OTHER