



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



CALABASAS - MALIBU DISTRICT OFFICE

26600 Agoura Road, # 110
Calabasas, CA 91302
Telephone: (818) 880-4150, FAX: (818) 880-6279
Office Hours: 7:00 a.m. - 5:30 p.m. Monday – Thursday
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 _____ Projected Occupancy _____ Type of Construction _____
Description of proposed work: _____

SAMPLE

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. 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 when all agency approvals have submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES

DEPARTMENT OF PUBLIC WORKS

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.

BUILDING AND SAFETY DIVISION

Headquarters M-Th 6:45 - 5:30 (626) 458-3173
900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331
Approval for the following sections is required as noted below:

- ELECTRICAL SECTION**
900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331
(626) 458-3180
Approval is required for:
 - Energy Plan Check
 - Electrical Code Check
 - Emergency Egress Illumination (O.L. ≥ 100)
- 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
 - Plumbing Code Check
 - Roof Drainage
 - Green Building Check
- Research Section**
900 S. Fremont Ave., 3rd Floor, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, and Approvals...)
- GRADING AND DRAINAGE SECTION**
RaChelle Burke - Regional Drainage and Grading Engineer
Calabasas Office: Tuesdays & Thursdays 8:00-11:00 a.m.
(818) 880-4150
 - Grading Plan Check
 - "Rough Grade" approval is required prior to issuance of building permit
 - Drainage Plan Check (NPDES/LID COMPLIANCE)
 - Drainage approval is required

LAND DEVELOPMENT DIVISION – PERMIT SECTION

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- Road Excavation Permit**
Road Maintenance and Construction Division
5530 W. 83rd St., Westchester, CA 90045
(310) 649-6300
- PERMIT SECTION**
900 S. Fremont Ave., 8th Floor, Alhambra, CA 91803-1331
(626) 458-3129

WATERWORKS DIVISION

Provide a will serve letter completed by the water company serving the site.
Waterworks District 29
23533 W. Civic Center Way, Malibu, CA 90265
(310) 456-6621

ENVIRONMENTAL PROGRAMS DIVISION Plan approval is required for:

- INDUSTRIAL WASTE / UNDERGROUND TANKS**

Headquarters 900 S. Fremont Ave., Annex 3rd Floor Alhambra, CA 91803-1331 (626) 458-3539 6:45-5:30 Mon-Thurs
San Gabriel Office 125 S. Baldwin Ave. Arcadia, CA 91007 (626) 458-3517 8:00 – 9:30 am. M-F
- NPDES/SUSMP Approval**
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Floor Alhambra, CA 91803-1331 (626) 458-3517
- DUMP AREAS** (structure within 1,000 ft from a landfill)
900 S. Fremont Ave., Annex 3rd Floor Alhambra, CA 91803-1331 (626) 458-3517 6:45-5:30 Mon-Thurs
- SOLID WASTE MANAGEMENT**
900 S. Fremont Ave., Annex 3rd Floor Alhambra, CA 91803-1331 (626) 458-3561 6:45-5:30 Mon-Thurs
- CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331 (626) 458-3517 www.888CleanLA.com 6:45-5:30 Mon-Thurs

GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION

GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.
(626) 458-4925 M-Th 6:30-5:15 pm
Upload documents to:
<https://dpw.lacounty.gov/apps/esubmissions/gme/default.aspx>

LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Fl Alhambra, CA 91803-1331 (626) 458-4921 6:45-5:30 Mon-Thurs

- SUBDIVISION PLAN CHECK SECTION**
- LANDSCAPE** (non-residential landscaped area > 2500 square feet)
- 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. (626) 458-4915

TRAFFIC AND LIGHTING DIVISION

Clearance is required for traffic requirement.
1000 S. Fremont Ave., Bldg A-9E, 4th Floor, Alhambra, CA 91803
(626) 300-4708 Mon-Thurs 7:00-5:30pm

OTHER COUNTY DEPARTMENTS

STATE AGENCIES

DEPT OF PUBLIC HEALTH – Environmental Health Division

5050 Commerce Way, Baldwin Park, CA 91706
(626) 430-5380

Approval is required for:

- Private Sewage Disposal Systems (Mountain & Rural Program):

Calabasas Office: 26600 Agoura Rd. # 110
Wynsor Kamamoto Calabasas, CA 91302
Bob Saleh (818) 880-3409
Kathy Goldsberry Mon-Thurs 7:00-11:00 a.m.
- WATER SOURCE APPROVAL LETTER
Proof of an "Environmental Health Dept. Approved Water Source" is required for areas without public water system
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation -Radiation Management
3530 Wilshire Blvd., 9th Fl., Los Angeles, CA 90010
(213) 351-7897 Mon – Fri 8:00 am – 5:00 pm

FIRE PREVENTION BUREAU - Plan approval is required

26600 Agoura Road, # 110, Calabasas, CA 91302
(818) 880-0341 Mon-Thurs 7:00-11:00 a.m.

Chatsworth area only:

23757 Valencia Blvd., Santa Clarita, CA 91355-2192
(661) 286-8821 Mon-Fri 8:00 -4:30

- 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
- FIRE SPRINKLER SYSTEMS
5823 E. Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4125
- OTHER APPROVALS (Sprinkers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)
26600 Agoura Road, # 110, Calabasas, CA 91302
(310) 317-1351 M-Th 8:00 a.m. - 12:00 p.m.
- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702
(626) 969-5205

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 Avenue 2nd Fl., Los Angeles, CA 90020
(213) 351-5098 M-Th 7:00am – 5:30pm

REGIONAL PLANNING DEPARTMENT

320 W. Temple St., 13th Floor (Rm. 1360)
Los Angeles, CA 90012-3282

Public Counter : 1:00 p.m. to 6:00 p.m. M-Th
Telephone Hours: 7:00 a.m. to 12:00 p.m. (213) 974-6411 M-Th

Calabasas District Office for General Information:
26600 Agoura Road, # 110, Calabasas, CA 91302
(818) 880-3799 Mon-Thurs 7:00 a.m.-11:00 a.m.

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

CALIFORNIA COASTAL COMMISSION

A Coastal Development permit is required. Prior to application submittal obtain local approval in concept from the Regional Planning Department.

89 So. California St. Suit 200, Ventura, CA 93001-2801
(805) 585-1800

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

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

OTHER AGENCIES

SCHOOL DISTRICT

Development fee must be paid to the 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.

- Las Virgenes Unified School District
4111 Las Virgenes Road, Calabasas, CA 91302-1929
(818) 880-4000
Obtain "Certification Form" from Las Virgenes School District
- Los Angeles Unified School District
600 East Pico Boulevard, Los Angeles, CA 90015-3116
(213) 743-3670
Obtain "Certification Form" from Calabasas B & S Office
- Santa Monica - Malibu Unified School District
1651 16th Street, Santa Monica, CA 90404-3891
(310) 450-8338
Obtain "Certification Form" from Calabasas B & S Office

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.

21865 E. Copley Dr., Diamond Bar, CA 91765-4182
(909) 396-2000, (800) 388-2121

LAS VIRGENES MUNICIPAL WATER DISTRICT

A letter is required stating financial arrangements have been made for sewer connections. In commercial buildings, an approval is required for installation of additional plumbing fixtures.

4232 Las Virgenes Road, Calabasas, CA 91302-1994
(818) 251-2100

LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD

320 W. 4th St., Suite 200, Los Angeles, CA 90013
(213)576-6600

WESTLAKE VILLAGE (CITY OF)

Zoning/Engineering approval is required prior to submitting for Building Plan Check.

- Zoning Department
Mr. Robert Theobald
31200 Oakcrest Drive
Westlake Village, CA 91361
(818) 706-1613
- City Engineer
John Knipe
374 Poli Street
Ventura, CA 93001
(805) 653-6597

ASSESSOR OFFICE

Culver City Office
6120 Bristol Parkway
Culver City, CA
(310) 665-5300

Sylmar Office
13800 Balboa Blvd.
Sylmar, CA
(818) 833-6100