



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



UNIVERSAL DISTRICT OFFICE

100 Universal City Plaza
Universal City, CA 91608
Telephone: (818) 762-6284
Office Hours: 8:00 a.m. – 10:00 a.m.

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

- 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)
- 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
 - Plumbing Code Check
 - Roof Drainage
 - Green Building Check
- Research Section**
900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3173
(Alternate Materials, Methods, SMRF...)
- GRADING AND DRAINAGE SECTION**
Rachelle Burke - Regional Drainage and Grading Engineer
26600 Agoura Road, # 110
Calabasas, CA 91302
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.

- PERMIT SECTION**
900 S. Fremont Ave., 8th Fl, Alhambra, CA 91803-1331
(626) 458-3129

ENVIRONMENTAL PROGRAMS DIVISION

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

- INDUSTRIAL WASTE / UNDERGROUND TANKS**
Headquarters
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3539 Mon-Thurs 6:45-5:30 p.m.
- NPDES/SUSMP Approval**
Industrial Waste Unit
900 S. Fremont Ave, Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 Mon-Thurs 6:45-5:30 p.m.
- DUMP AREAS (structure within 1,000 ft from a landfill)**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3517 Mon-Thurs 6:45-5:30 p.m.
- SOLID WASTE MANAGEMENT**
900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331
(626) 458-3561 Mon-Thurs 6:45-5:30 p.m.
- 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 (GMED)

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"**
(RD 490) 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 Fl., Alhambra, CA 91803-1331
(626) 300-4708 Mon-Thurs 6:45-5:30 p.m.

OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH – Environmental Health Division

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

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
- Public Swimming Pool- Recreational Health
- X-Ray Machine Installation
Radiation Management
3530 Wilshire Blvd., 9th Fl, Los Angeles, CA 90010
(213) 351-7897

FIRE PREVENTION BUREAU - Plan approval is required

5823 E. Rickenbacher Rd., Commerce 90040-3027
(323) 890-4125

- 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. Rickenbacher Rd., Commerce, CA 90040-3027
(323) 890-4000

- FIRE SPRINKLER SYSTEMS
5823 E. Rickenbacher Rd., Commerce, CA 90040-3027
(323) 890-4125

- OTHER APPROVALS (Sprinklers<20 Heads, Sprinklers: Residential & Remodel, Pool draft Hydrant, Alarms, Hoods, Restaurants with new cooking, Tanks, and TI<2500 sq. ft.)

Area Inspectors:
626 N. Robertson Blvd., West Hollywood, CA
(310) 358-2380 Mon-Fri 8:00-10:00 a.m.

3384 Bob Marley Ave., Universal City, CA 91608
(818) 777-5963 Tues & Thurs 8:00-10:00 a.m.

- FUEL MODIFICATION
Brushing Clearance Office, Fire Station 181
590 S. Park Ave., Pomona CA 91766
(909) 622-8342

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

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 Mon-Thurs

COUNTY SANITATION DISTRICT

Payment of sewer connection is required
1955 Workman Mill Rd., Whittier, CA 90691
(562) 699-7411

UNIVERSAL DESIGN APPROVAL

As owner of the property, Universal must review and approve the plans and details of the proposed construction. Contact: Ed Borrego

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

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.

6150 Van Nuys Blvd., Ste. 405, Van Nuys, CA 91401
(818) 901-5403

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

CITY OF LOS ANGELES - Sewer Permit (Ordinance No. 163565)

201 N. Figueroa St., 4th Fl, Los Angeles, CA 90013
(213) 977-6032

or
14410 Sylvan St., Room 202, Van Nuys, CA 91401
(818) 756-8421

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.

- Los Angeles Unified School District
600 E. Pico Blvd., Los Angeles, CA 90015
(213) 743-3670

For boundaries information
(213) 625-4915

For mailing service only:
Los Angeles Unified School District
Business Service Center
Developer Fee Program Office
P. O. Box 2298 Terminal Annex
Los Angeles, CA 90051

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) 288-7664

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)

OTHER
