

EXAMPLE MIXED USE 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	Y / N
Enforce.	# _____
(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-BLDM2400101000001 was submitted on 01/01/24
 Land Use Zone _____ Proposed Occupancy R-2 / B Type of Construction III-B
 Description of Proposed Work: New mixed use building

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, 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 Floor, 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 Floor, 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 Floor, 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 Floor, Alhambra, CA 91803-1331
 (626) 458-3173
 (Alternate Materials, Methods of construction, and Approvals...)

GRADING AND DRAINAGE SECTION

Regional Drainage and Grading Engineer
 Calabasas Office:
 Joshua Lugavere and Joshua Felton
jlugavere@dpw.lacounty.gov jfelton@dpw.lacounty.gov
 Mon & Wed. 7:30-11:00 a.m.
 (818) 880-4150
<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

ENVIRONMENTAL PROGRAMS DIVISION Plan approval is required for:

INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER

Headquarters (HDQRTS) 900 S. Fremont Ave., Annex 3rd Floor Alhambra, CA 91803-1331 (626) 458-3517 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
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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) (HDQRTS)
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 3rd Fl, Alhambra, CA 91803-1331
 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

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
<https://dpw.lacounty.gov/gmed/permits>

Upload plans, reports, GMED fee receipt, this Agency Referral Sheet to:
<https://epicla.lacounty.gov/SelfService/#/home>

<input type="checkbox"/>	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



LAND DEVELOPMENT DIVISION

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

- SUBDIVISION PLAN CHECK SECTION**
→ Visit 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, 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. (626) 458-4915

- PERMIT SECTION**
Encroachment Permit 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, under "Permits" tab to apply for a Road Construction or Road Encroachment or Road Excavation permit

Westchester Office (PO 3)
5530 W. 83rd St., Westchester, CA 90045
(310) 649-6300

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.
- 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

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.	Calabasas Office 26600 Agoura Rd. #110 Calabasas, CA 91302 (818) 880-3409 Mon-Thurs 7:00–11:00 a.m.
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- 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) 430-5380 Mon-Fri 8:00 am -5:00 p.m.
- 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



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



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



REGIONAL PLANNING

Calabasas District Office for General Information:
26600 Agoura Road, # 110, Calabasas, CA 91302
Mon-Thurs 7:00 a.m.-11:00 a.m. (must sign in before 10:30 a.m.)
For Regional Planning and Zoning questions, email info@planning.lacounty.gov - or call (213) 974-6411 to talk to a planner
Virtual Counseling:
Tues.- Friday 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

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

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
Sylmar Office
13800 Balboa Boulevard
Sylmar, CA 91342
Phone: (818) 833-6000
Office Hours (except County holidays):
Monday - Friday 8:00am - 5:00pm

WEST DISTRICT
Culver City Office
6120 Bristol Parkway
Culver City, CA 90230
(310) 665-5300
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 \(lavote.gov\)](#)

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

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>

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. Ste 200, Ventura, CA 93001-2801
(805) 585-1800 [California Coastal Commission](#)

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
Cypress, CA 90630-4731
(714) 816-6847
<https://www.conservation.ca.gov>

OTHER AGENCIES

X FIRE PREVENTION BUREAU OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY
<https://fire.lacounty.gov>
- Plan approval is required

X CALABASAS OFFICE
26600 Agoura Road, # 110, Calabasas, CA 91302
(818) 880-0341 Mon-Thurs 7:00 am-11:00 am
fire-fpcalabasas@fire.lacounty.gov

Chatsworth area only:

23757 Valencia Blvd., Santa Clarita, CA 91355-2192
(661) 286-8821 Mon-Fri 8:00 am -4:30 pm
fire-fpsantaclarita@fire.lacounty.gov

- 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 under "Plans" tab to apply for a Fire Engineering application

X FIRE SPRINKLER SYSTEMS / ALARMS
5823 E. Rickenbacker Road, Commerce, CA 90040-3027
(323) 890-4125
→ Visit 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.)
26600 Agoura Road, # 110, Calabasas, CA 91302
(310) 317-1351 Mon -Thurs 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

X 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:

- Las Virgenes Unified School District**
4111 Las Virgenes Road, Calabasas, CA 91302-1929
(818) 878-5298
Obtain "Certification Form" from Las Virgenes School District

X Los Angeles Unified School District (LAUSD)
333 S. Beaudry Ave., 26th Floor, Los Angeles, CA 90017-5141
(213) 241-4600
Obtain "Certification Form" from Calabasas B & S Office or go to developerfee@lausd.net

- 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

X 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

X COUNTY SANITATION DISTRICT

Payment of sewer connection is required
1955 Workman Mill Road, Whittier, CA 90691
(562) 908-4288 ext. 2727 - engineeringcounter@lacsds.org
www.lacsds.org

PUBLIC WORKS WATERWORKS DIVISION

Waterworks District 29
23533 W. Civic Center Way, Malibu, CA 90265
(310) 456-6621
<https://dpw.lacounty.gov/www>

- 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 \(lacounty.gov\)](http://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

X 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) or go to [FORMS \(lacounty.gov\)](http://FORMS.lacounty.gov)

X 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

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

[Home Page Los Angeles Regional Water Quality Control Board \(ca.gov\)](http://Home Page Los Angeles Regional Water Quality Control Board (ca.gov))

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

USEFUL WEBSITES LINKS

- *Los Angeles County Public Works Building & Safety EPIC-LA Help Page*
https://epicla.lacounty.gov/help/bsd_help.html
- *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 Permit Viewer go to:*
<http://dpw.lacounty.gov/bsd/bpv/>
- *For Contractors State License Board go to:*
https://www.cslb.ca.gov/consumers/know_risks_of_owner_-_builder/

OTHER