



**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. **SAMPLE** \_\_\_\_\_ 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, 1<sup>st</sup> 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

**CONSTRUCTION DIVISION**

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 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331 (626) 458-3546 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.

Clay Masters - Regional Geologist  
Yoshiya Morisaku - Regional Soils Engineer  
Calabasas Office: First & Third Tuesday 9:00 - 10:30am  
(818) 880-4150

Headquarters: Land Development Division Public Counter  
900 S. Fremont Ave., Alhambra, CA 91803  
(626) 458-4925

All submittals must be made at the District Office public counter or the Land Development Division public counter. (See below)

**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

### **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., 9<sup>th</sup> 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 (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 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.

7400 E. Imperial Highway, Downey, CA 90242  
(562) 940-8430 M-F 8:00 - 5:00

### **PARKS AND RECREATION DEPARTMENT**

Approval for building plans is required for construction adjacent to a "General Plan Designated Trail."

433 S. Vermont Avenue, Los Angeles, CA 90020-1975  
(213) 738-2118

### **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.

## 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:

120 S. Spring Street, Room 112, Los Angeles, CA 90012-3606  
(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 Sylmar Office  
6120 Bristol Parkway 13800 Balboa Blvd.  
Culver City, CA Sylmar, CA  
(310) 665-5300 (818) 833-6100