

EXAMPLE DUPLEX AGENCY REFERRAL FORM



LOS ANGELES COUNTY PUBLIC WORKS
BUILDING AND SAFETY DIVISION
AGENCY REFERRAL

https://dpw.lacounty.gov/general/servicelocator/

Table with 2 columns: VHFHSZ, Waste, Hwy. Ded., Geology, Methane, Code, Enforce., (N) Address. Values include Y/N, Sewer/Septic, ft., Fault/Liq/LS, #.



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.

Table with 4 columns: Prepared By, HNM, OM Initial, Date.

Applicant's Signature: _____

Plans for (Grading/ Structure) at 123 Example St (Address) ExampleTown (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: Addition to existing SFD to create duplex

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.

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 Mon-Thurs 6:45 am - 5:30 pm - (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
MECHANICAL SECTION: 900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331 (626) 458-3182
RESEARCH SECTION: 900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331 (626) 458-3173

GRADING AND DRAINAGE SECTION

Jason Zhang - Regional Drainage and Grading Engineer
Southwest Office: Thursday Monday 1:00 p.m.-4:00 p.m.
Telephone: (626) 458-3982 JZHANG@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:
https://epicla.lacounty.gov/SelfService/#/home

Table with 2 columns: GMED Referral for: Seismic Hazard Zone, Slope Stability, Retaining Walls or Systems, Foundation Recommendations, Temporary Conditions.

ENVIRONMENTAL PROGRAMS DIVISION

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

INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER

Lomita Office: 24320 S. Narbonne Avenue, Lomita, CA 90717
Headquarters (HDQRTS): 900 S. Fremont Ave., Annex 3rd Fl, Alhambra, CA 91803-1331

Industrial Waste & LID: iw@pw.lacounty.gov
Underground Storage Tanks: ust@pw.lacounty.gov
Stormwater: sw@pw.lacounty.gov

- NPDES/LOW IMPACT DEVELOPMENT (LID) Approval Industrial Waste Unit (HDQRTS)
DUMP AREAS/METHANE MITIGATION/OIL & GAS WELLS/CONTAMINATED SOIL HAZARDS (structure within 1,000 ft from a landfill) (HDQRTS)
SOLID WASTE MANAGEMENT (TRASH ENCLOSURE) (HDQRTS)

CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN
(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 (HDQRTS) (626) 458-3517 7:00am -5:00pm Mon-Thurs

LAND DEVELOPMENT DIVISION

900 S. Fremont Ave., 3rd Fl, Alhambra, CA 91803-1331
(626) 458-4921 Mon-Thurs 6:45-5:30
<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 or rehab landscape > 2500 sf)
→ 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. May need "ATI" Agreement to Improve at time of permit issuance.
(626) 458-4915
- **PERMIT SECTION**
Road Right-of-Way Permits Section
Permits are required for road excavations and encroachments within County roads and Flood Control easements.
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

Westchester Office

5530 W. 83rd St, Westchester, CA 90045
(310) 649-6300 Mon-Fri 7:30 a.m. – 3:30 p.m.

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

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 SYSTEMS**
- **UNDERGROUND CISTERNS**
- **FOOD SERVICE ESTABLISHMENTS**
(626) 430-5400
- **PUBLIC SWIMMING POOLS- 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

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

BEACHES AND HARBOR DEPARTMENT

13837 Fiji Way, Trailer 3, Marina Del Rey, CA 90292
By Appointment ONLY
(310) 305-9530

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

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



REGIONAL PLANNING DEPARTMENT

Southwest District Office for General Information:
1320 W. Imperial Hwy, Los Angeles, CA 90044
Public Counter: Mon – Thurs 7:30 a.m.– 11:30 a.m.
(Must sign in before 11:00 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>

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

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

SOUTH DISTRICT

Lomita Office

1401 E. Willow Street

Signal Hill, CA 90755

(562) 256-1701

Office Hours (except County holidays):

Monday - Friday 7:30am - 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

LAX/Courthouse

11701 S. La Cienega Blvd., 6th floor

Los Angeles, CA 90045

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>

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

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.

<https://www.dir.ca.gov>

320 W. 4th St., Room 850, Los Angeles, CA 90013

(213) 576-7451

1 Centerpointe Dr., Suite 150 – Consultation Only

La Palma, CA 90623 - (714) 562-5525



DEPARTMENT OF CONSERVATION DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES (DOGGR)
Obtain clearance for the requirements of abandonment of oil wells.
5816 Corporate Ave, Ste 100, Cypress, CA 90630-4731
(714) 816-6847 <https://www.conservation.ca.gov>

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

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

HAWTHORNE OFFICE

4475 W. El Segundo Blvd. Hawthorne, CA 90250
(310) 263-2732 Mon-Thurs 7:30-10:30 a.m.
fire-fphawthorne@fire.lacounty.gov

- "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 Rd, Commerce, CA 90040-3027
(323) 890-4000
→ Visit epicla.lacounty.gov under "Plans" tab to apply for a Fire Engineering application

- **FIRE SPRINKLER SYSTEMS / ALARMS**

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

- **FUEL MODIFICATION**

Brushing Clearance Office, Fire Station 32
605 N. Angeleno Ave., Azusa, CA 91702
(626) 969-5205 Mon-Fri 8:00-5:00 p.m.
→ Visit epicla.lacounty.gov under "Plans" tab to apply for a Fire Engineering application

- **PETROLEUM CHEMICAL UNIT**

15660 Stafford St., Industry, CA 91744
(626) 336-6950

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.

- X 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:

X

Los Angeles Unified School District (LAUSD)

Obtain "Certification Form" from Santa Clarita B & S Office
developerfee@lausd.net

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

LOCAL WATER COMPANY

→ Visit <https://dpw.lacounty.gov/general/servicelocator/> for local water company

X

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 \(lacounty.gov\)](https://www.lacounty.gov/forms)

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

X

COUNTY SANITATION DISTRICT

MARINA DEL REY AND THE ANETA ZONE SEWER CONNECTION

- Land Development Division (confirmation of adequate sewer capacity) (626) 458-4910
- City of Los Angeles (for payment of sewer connection charges)
West Los Angeles Engineering District Office
1828 Sawtelle Boulevard, 3rd Floor
Los Angeles, CA 90025-5516 - (310) 575-8384

U.S. ARMY CORPS OF ENGINEERS (L.A. DISTRICT) REGULATORY DIVISION, CESPL-RG

915 Wilshire Blvd., Suite 930, Los Angeles, CA 90017-3401
(213) 452-3414

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
- For Permit Viewer go to:
<http://dpw.lacounty.gov/bsd/bpv/>.

OTHER
