



**CITY OF IRWINDALE  
BUILDING AND SAFETY**  
16102 ARROW HWY, IRWINDALE, CA 91706  
(626)430-2205  
8:00AM – 6:00PM (MON-THURS)  
**AGENCY REFERRAL**

|                 |                    |
|-----------------|--------------------|
| VHFHSZ          | Y / N              |
| Waste           | Sewer / Septic     |
| Hwy. Dedication | Y / N<br>_____ ft. |
| Geology         | Fault / Liq / LS   |
| Methane         | Y / N              |
| Code Enforce.   | Y / N<br># _____   |
| (N) Address     | Y / N              |

Applicant's Name:  
Applicant's Signature:  
Date of 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**

**Submit all agency approvals 48 hours prior to permit issuance**

**BUILDING & SAFETY / PLANNING / ENGINEERING DEPTS**

16102 Arrow Hwy, Irwindale, CA 91706  
(626)430-2205 Mon-Thurs: 8:00am-5:30pm

- Building & Safety (County Plan Checker) – 2 sets of plans, 1 architectural set
- Engineering Department – 1 set of plans - HARD COPY
- Planning Department – 1 set of plans -HARD COPY 626 430 2207

**LOS ANGELES COUNTY FIRE DEPARTMENT**

Submittal: [epicla.lacounty.gov](http://epicla.lacounty.gov)

- Local Fire Prevention Office  
231 Mountain View Ave, Glendora, CA 91741  
(626) 963-5564 Tue-Fri: 7:30am-10:30am  
Building Plans for all NEW construction, Groups A,B,E,F,H,I,M,R-1/2/4 & S Occupancies, all NEW & EXISTING fire sprinkler systems >20 Heads, ALL new hazard systems (FM 200, CO2, Inergen, Novec, etc)
- Local Fire Prevention Office  
605 N. Angelino Ave, Azusa CA 91702  
(626) 969-7876  
Tenant changes to existing high-piled storage facility, modifications to existing fire sprinkler system <20 heads, Residential fire sprinkler system & Remodel, Hoods, Restaurants with new cooking, underground tanks of flammable or combustible liquids, aboveground tanks LPG/LNG/CNG/Hydrogen < 1200 gal, TI<2500 sq. ft
- Hazardous Materials Section  
5825 E. Rickenbacker Road, Commerce, CA 90040-3027  
(323) 890-4000  
"HAZMAT" form must be submitted to and approved by the Fire Department for non-residential occupancies if hazardous materials are being handled.
- Fuel Modification Unit (626) 969-5205  
Brushing Clearance (626) 969-2275  
605 N. Angelino Ave. Azusa, CA 91702

**TRANSTECH ENGINEERS**

(909) 595-8599 ext. 150

Approval from the following Sections are required as noted below:

- ELECTRICAL SECTION  
(909) 595-8599 ext. 150  
→ Visit <https://gopost-transtech.eplanssoftreview.com/#/login?portal=TR6> to apply for an Electrical Permit
  - Solar for new SFR or detached ADU
- Visit <https://irwindale.cts.city> to apply for a Roof Mount Residential Solar permit
- MECHANICAL SECTION  
(909) 595-8599 ext. 150  
→ Visit <https://gopost-transtech.eplanssoftreview.com/#/login?portal=TR6> to apply for a Mechanical Permit
- PLUMBING SECTION  
(909) 595-8599 ext. 150  
→ Visit <https://gopost-transtech.eplanssoftreview.com/#/login?portal=TR6> to apply for a Plumbing Permit
- RESEARCH SECTION  
(626) 430-2205  
(Alternate Materials, Methods, SMRF, \_\_\_\_\_)
- GRADING AND DRAINAGE  
→ Visit <https://gopost-transtech.eplanssoftreview.com/#/login?portal=TR6> to apply
  - Grading Plan Check
  - Drainage Plan Check (NPDES/LID COMPLIANCE)
  - Drainage approval is required

**“Rough Grade” and Drainage Approval is required prior to issuance of building permit**

□ **BUILDING & SAFETY / PLANNING / ENGINEERING DEPTS**

- Plan approval is required for site stability and geologic hazard.  
(626) 430-2205

Upload plans, reports to: <https://irwindale.cts.city>

|                          |   |
|--------------------------|---|
| Referral for:            |   |
| <input type="checkbox"/> | Seismic Hazard Zone<br>Liquefaction / Seismically Induced Landslide / Fault Study     |
| <input type="checkbox"/> | Slope Stability<br>Over-Steepened Slopes / Landslide / Debris Flow                    |
| <input type="checkbox"/> | Retaining Walls or Systems<br>Basement / Tiered / Soldier Piles / Tie-Back / Geo-Grid |
| <input type="checkbox"/> | Foundation Recommendations<br>Piles / Caissons / Mat / Repairs / Soil-Cement Columns  |
| <input type="checkbox"/> | Temporary Conditions<br>Shoring / Steep Excavations / Slot-Cuts / Tie-Backs           |

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

- INDUSTRIAL WASTE / STORMWATER  
Inquiries and submittal: <https://irwindale.cts.city>
- UNDERGROUND STORAGE TANK (UST)  
Inquiries and submittal: <https://irwindale.cts.city>
- METHANE MITIGATION/DUMP AREAS/OIL & GAS WELLS/  
CONTAMINATED SOIL HAZARDS  
<https://irwindale.cts.city>
- SOLID WASTE MANAGEMENT (TRASH ENCLOSURES)  
<https://irwindale.cts.city>

**LOS ANGELES COUNTY HEALTH DEPARTMENT**

5050 Commerce Drive  
Baldwin Park, CA 91706  
(626)430-5560  
(626) 813-3021 fax

- Private Sewage Disposal Systems – 2 sets of plans
- Food Service Establishments – 3 sets of plans  
Food Establishments **MUST** submit plans and receive approval with Health Dept prior to submitting to Building & Safety Dept. If you would like to submit plans at the same time as the Health Dept, then your plan check will be **AT-RISK**.
- Water Source Approval Letter – 2 sets of plans
- Public Swimming Pool- Recreational Health – 2 sets of plans
- X-Ray Machine Installation – 2 sets of plans  
Radiation Management  
3530 Wilshire Blvd., 9<sup>th</sup> Fl, Los Angeles, CA 90010  
(213) 351-7897              Mon–Fri: 8:00am-5:00pm

**LOS ANGELES COUNTY SANITATION DISTRICT**

Payment of Sanitation District Fees  
1955 Workman Mill Road, Whittier, CA 90691  
(562) 699-7411

\*\*\*email service available – send application with site plan & floor plans to: [connectionfee@lacsdc.org](mailto:connectionfee@lacsdc.org)

**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

**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.

**LOCAL WATER COMPANY**

- Provide a copy of the Fire Flow Availability letter (Form 195/196) completed by the water company serving the site.
- 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

**EXCLUSIVE REFUSE HAULER**

- Athens (commercial, industrial, & residential hauler)  
(626)336-3636 Customer Service Line
- Waste Diversion Plan & Deposit  
Form available on City of Irwindale website  
**\*Must be submitted 3 days prior to permit issuance\***

**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.  
800 Royal Oaks Drive, Suite 105, Monrovia, CA 91016  
(626) 239-0369

**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 2<sup>nd</sup> Fl., Los Angeles, CA 90012  
(213) 897-3631

**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

**CITY OF IRWINDALE PUBLIC WORKS / ENGINEERING DEPTS**

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- SUBDIVISION PLAN CHECK SECTION  
→ Visit <https://irwindale.cts.city> to apply
- LANDSCAPE (Residential or Non-Residential landscaped area > 500 square feet)  
→ Visit <https://irwindale.cts.city> to apply

**OTHER**