



**CITY OF SANTA CLARITA  
BUILDING AND SAFETY DIVISION  
23920 VALENCIA BOULEVARD, SUITE 140  
SANTA CLARITA, CA 91355  
(661) 255-4935 FAX (661) 291-1559**

**AGENCY REFERRAL LIST FOR COMMERCIAL PROJECTS**

PROJECT ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_ PC # BLD09- \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_ PLAN REVIEW BY: \_\_\_\_\_

**THE APPLICANT IS REQUIRED TO OBTAIN THE APPROVAL OR CLEARANCE FROM THE AGENCIES CHECKED BELOW PRIOR TO  
ISSUANCE OF A BUILDING PERMIT. PLEASE HAVE AGENCY APPROVAL STAMPS ON THE SAME FINAL TWO SETS OF PLANS.**

**AGENCY:**

**CLEARANCE FOR:**

<input type="checkbox"/> <b>SANTA CLARITA PLANNING DIVISION</b> <b>23920 VALENCIA BOULEVARD, SUITE 302</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> HOURS: 7:30 AM - 5:30 PM (MON - THU), 8 - 5 (FRI) PHONE: (661) 255-4330	<input type="checkbox"/> NEW BUILDINGS <input type="checkbox"/> TENANT IMPROVEMENT <input type="checkbox"/> RETAINING WALLS & FENCE/GARDEN WALLS <input type="checkbox"/> ADDITIONS <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> SIGNAGE <input type="checkbox"/> STRUCTURE 1' ABOVE GROUND <input type="checkbox"/> POOL/SPA/PATIO PLANNING APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA DEVELOPMENT SERVICES (Engineering)</b> <b>23920 VALENCIA BOULEVARD, SUITE 302</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> HOURS: 7:30 AM - 5:30 PM (MON - THU), 8 - 5 (FRI) PHONE: (661) 255-4942	<input type="checkbox"/> NEW BUILDINGS <input type="checkbox"/> FLOOD ZONE _____ <input type="checkbox"/> GRADING INSPECTOR'S APPROVAL <input type="checkbox"/> SOILS AND GEOLOGY REPORT APPROVAL <input type="checkbox"/> DRAINAGE / GRADING PLAN GRADING CERTS, COMPACTION REPORTS <input type="checkbox"/> LEGAL LOTS, DEDICATIONS AND IMPROVEMENTS <input type="checkbox"/> SUBSTANTIAL IMPROVEMENT OVER 50% VALUE OF (E) STRUCTURE DEVELOPMENT SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA DEVELOPMENT SERVICES</b> <b>23920 VALENCIA BOULEVARD, SUITE 302</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> HOURS: 7:30 AM - 5:30 PM (MON - THUR), 8 - 5 (FRI) PHONE: (661) 255-4942	<b>SUSMP REQUIRED IF:</b> <input type="checkbox"/> RESTAURANT <input type="checkbox"/> 1+ ACRE IMPERVIOUS SURFACE <input type="checkbox"/> PARKING LOT 5,000+ SQ.FT. <input type="checkbox"/> AUTO SERVICE FACILITY <input type="checkbox"/> ON / ADJACENT TO E.S.A. <input type="checkbox"/> RETAIL GAS OUTLET <input type="checkbox"/> REDEV. W/5,000+ SQ.FT. <b>SWPPP REQUIRED IF:</b> <input type="checkbox"/> 1+ ACRE OF LAND DISTURBANCE DEVELOPMENT SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA ENVIRONMENTAL SERVICES (TRASH &amp; DEMO)</b> <b>23920 VALENCIA BOULEVARD, SUITE 302</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> CONTACT: CASEY BINGHAM @ (661) 286-4039 HOURS: 7:30 AM - 5:30 PM (MON - THU)	<b>CDMMP REQUIRED IF:</b> <input type="checkbox"/> NEW CONSTRUCTION >\$500,000 VALUATION _____ <input type="checkbox"/> REMODEL / TI >\$100,000 VALUATION _____ ENVIRONMENTAL SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA BUILDING &amp; SAFETY (Addressing)</b> <b>23920 VALENCIA BOULEVARD, SUITE 140</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> CONTACT: DEANNA HAMRICK @ (661) 255-4941 HOURS: 8:00 AM - 5:00 PM (MON - TUE), 8:00 AM - 12 PM (WED)	<input type="checkbox"/> NEW ADDRESS <input type="checkbox"/> CHANGE OF ADDRESS APPROVAL STAMP ON ADDRESSING SITE PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA URBAN FORESTRY/OAK TREES</b> <b>25663 AVENUE STANFORD</b> <b>SANTA CLARITA, CA 91355 (CORPORATE YARD FACILITY)</b> CONTACT: WAYNE SMITH @ (661) 294-2548	<input type="checkbox"/> OAK TREES ON SITE <input type="checkbox"/> TREE TRIMMING <input type="checkbox"/> NOT SURE IF OAK TREES ON SITE <input type="checkbox"/> ENCROACHMENT <input type="checkbox"/> PROJECT MAY IMPACT OAKS URBAN FORESTRY/OAK TREES APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>SANTA CLARITA LANDSCAPE MAINTENANCE DISTRICT</b> <b>23920 VALENCIA BOULEVARD, SUITE 260</b> <b>SANTA CLARITA, CA 91355 (CITY HALL)</b> CONTACT: MELANIE THEISGEN @ (661) 286-4067 HOURS: 8:00 AM - 5:00 PM (MON - FRI)	<input type="checkbox"/> TITLE REPORT SHOWS LANDSCAPE EASEMENT EXISTS WITHIN PROPERTY BOUNDARIES <input type="checkbox"/> ACCESS TO JOB MAY ENCROACH ON ADJACENT LANDSCAPE EASEMENT LANDSCAPE MAINTENANCE DISTRICT APPROVAL STAMP ON FINAL PLANS REQUIRED
<input type="checkbox"/> <b>L.A. COUNTY FIRE PREVENTION BUREAU</b> <b>23757 VALENCIA BOULEVARD</b> <b>SANTA CLARITA, CA 91355</b> INSPECTOR COUNTER HOURS: 8 AM - 10:00 AM (MON - FRI) PLAN CHECK - COUNTER HOURS: 8 AM - 10:30 AM PHONE: (661) 286-8821	<input type="checkbox"/> NEW BUILDINGS <input type="checkbox"/> TENANT IMPROVEMENT (ALL) <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> ADDITIONS FIRE DEPARTMENT APPROVAL STAMP ON FINAL PLANS REQUIRED AND RETURN APPROVAL LETTER TO BUILDING AND SAFETY
<input type="checkbox"/> <b>WILLIAM S. HART SCHOOL DISTRICT</b> <b>21515 CENTRE POINTE PARKWAY</b> <b>SANTA CLARITA, CA 91350</b> HOURS: 8 AM - 4:30 PM (MON - FRI) CONTACT: LORNA OR SUE @ (661) 259-0033 EXT. 271	PAYMENT OF SCHOOL DISTRICT FEES REQUIRED FOR: <input type="checkbox"/> NEW BUILDINGS FLOOR AREA IS: _____ <input type="checkbox"/> ALL ADDITIONS FLOOR AREA IS: _____ RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY
<input type="checkbox"/> <b>ELEMENTARY SCHOOL DISTRICT</b> <b>*DISTRICTS VARY BY LOCATION. CONTACT WILLIAM S. HART</b> <b>DISTRICT FOR INDIVIDUAL INFORMATION.</b>	PAYMENT OF SCHOOL DISTRICT FEES REQUIRED FOR : <input type="checkbox"/> NEW BUILDINGS FLOOR AREA IS: _____ <input type="checkbox"/> ALL ADDITIONS FLOOR AREA IS: _____ RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

SEE OVER FOR ADDITIONAL AGENCIES

**AGENCY:** (CONTINUED)

**CLEARANCE FOR:**

**CASTAIC LAKE WATER AGENCY**  
27234 BOUQUET CANYON ROAD  
SANTA CLARITA, CA 91350  
HOURS: 8 AM - 5 PM (MON - THU) (CALL FOR APPT.)  
CONTACT: JOANN BURKMAN @ (661) 297-1600 EXT. 233

PAYMENT OF WATER DISTRICT FEES REQUIRED FOR:  
 NEW BUILDINGS FLOOR AREA IS: \_\_\_\_\_  
 ADDITION FLOOR AREA IS: \_\_\_\_\_  
 TENANT IMPROVEMENT WITH A CHANGE OF USE  
RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

**L.A. COUNTY SANITATION DISTRICT**  
1955 WORKMAN MILL ROAD, SUITE 104  
WHITTIER, CA 90607  
HOURS: 7:30 AM - 3:45 PM (MON - THU), 7:30 - 2:45 (FRI)  
PHONE: (562) 699-7411 EXT. 2727

PAYMENT OF SANITATION FEES REQUIRED FOR:  
 NEW BUILDINGS  WATER SOFTENERS  
 CHANGING THE USE OF A STRUCTURE (E.G. STORE TO RESTAURANT)  
 ADDING TO EXISTING BUILDINGS  
 EXPANDING A COMMERCIAL OR INDUSTRIAL STRUCTURE  
RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

**L.A. COUNTY HEALTH SERVICES: (SEPTIC)**  
WATER, SEWERAGE AND SUBDIVISION CONTROL  
26600 AGOURA ROAD, SUITE 110  
CALABASAS, CA 91302  
HOURS: 8 AM - 10 AM (TUE - FRI) (CALL FOR APPT.)  
CONTACT: WYNSOR KAWAMOTO @ (818) 880-3411

CONNECTING TO AN ON-SITE SEWER SYSTEM (SEPTIC TANK)  
 ADDING NEW UNITS TO AN EXISTING SEPTIC SYSTEM  
 EXPANDING A COMMERCIAL OR INDUSTRIAL STRUCTURE  
 ADDING STRUCTURES TO A PARCEL (Including Pools & Non Habitable Bldgs)  
 CHANGING THE USE OF A STRUCTURE (E.G. STORE TO RESTAURANT)  
RETURN STAMPED / APPROVED PLAN OF SEWER SYSTEM

**L.A. COUNTY ENVIRONMENTAL HEALTH SERVICES**  
6851 LENNOX AVENUE, SUITE 310  
VAN NUYS, CA 91405  
HOURS: 8 AM - 10 AM (MON - FRI) (CALL FOR APPT.)  
CONTACT: MINA WOSK @ (818) 902-4490

ALL RESTAURANTS AND FOOD SERVICE  
FOR ANY NEW BUILDINGS, TENANT IMPROVEMENTS, OR BUILDING IMPROVEMENTS.  
FOOD SERVICES INCLUDE ANY FOOD OR BEVERAGE (EVEN PRE-PACKAGED), CANDY,  
VITAMINS, SODA, WATER (BOTTLED). DOES NOT INCLUDE VENDING MACHINES.  
APPROVAL STAMP ON FINAL PLANS REQUIRED

**L.A. COUNTY RECREATIONAL HEALTH PROGRAMS**  
5050 COMMERCE DRIVE  
BALDWIN PARK, CA 91706  
HOURS: 8 AM - 9 AM (MON - THU)  
CONTACT: TOM CLARK @ (626) 430-5360

PUBLIC/COMMERCIAL POOLS & RECREATION EQUIPMENT  
FOR POOLS, SPAS (SLIDES, ETC.)

**L.A. COUNTY ENVIRONMENTAL PROGRAMS (IND. WASTE)**  
23757 VALENCIA BOULEVARD  
SANTA CLARITA, CA 91355  
HOURS: 8 AM - 9:30 AM (MON - FRI)  
CONTACT: MARK KHAL OR TOM CUSTARD @ (661) 222-2953

APPROVAL STAMP ON FINAL PLANS REQUIRED  
 NEW BUILDINGS FLOOR AREA IS: \_\_\_\_\_  MITIGATION OF OIL & GAS WELLS  
 ADDITION FLOOR AREA IS: \_\_\_\_\_  CHANGE OF USE  
 GAS STATIONS OR REMOVAL OF TANKS  ANY USE WITH NON DOMESTIC WASTE

**L.A. COUNTY HEALTH SERVICES**  
RADIATION MANAGEMENT DIVISION  
3530 WILSHIRE BOULEVARD, 9TH FLOOR  
LOS ANGELES, CA 90010  
HOURS: 8:00 AM - 5:00 PM (MON - FRI)  
CONTACT: KATHLEEN KAUFMAN, DIRECTOR @ (213) 351-7897  
[www.lapublichealth.org/eg/progs/envirp/ehrad.htm](http://www.lapublichealth.org/eg/progs/envirp/ehrad.htm)

INDUSTRIAL WASTE APPROVAL STAMP ON FINAL PLANS REQUIRED  
PAYMENT OF RADIATION MANAGEMENT FEES FOR:  
 NEW CONSTRUCTION AND TENANT IMPROVEMENTS  
CONTAINING X-RAY FACILITIES  
 INSTALLING X-RAY UNITS OR EQUIPMENT  
RETURN LETTER OF APPROVAL AND STAMP ON FINAL PLANS REQUIRED (ALLOW 15 DAYS)

**AIR QUALITY MANAGEMENT DIVISION**  
21865 COPLEY DRIVE  
DIAMOND BAR, CA 91765-4182  
HOURS: 7:30 AM - 5:30 PM (TUE - FRI)  
CONTACT: (909) 396-3529

PERMIT MAY BE REQUIRED AS DESCRIBED IN THE AIR QUALITY PERMIT CHECK LIST  
(FOR USES SUCH AS: CHARBROILERS, DRYCLEANERS, SPRAY BOOTHS,  
AUTO BODY SHOPS, SERVICE STATIONS, PARTS COATING, GENERATION OF DUST,  
SMOKE, OR FUMES, ETC.)  
 ASBESTOS REMOVAL OR DEMO WORK WHERE ASBESTOS IS PRESENT  
RETURN AQMD NOTIFICATION FORM (FOR ASBESTOS REMOVAL) OR CLEARANCE LETTER  
(WHEN PERMITS ARE REQUIRED)

**CAL / OSHA**  
6150 VAN NUYS BOULEVARD, SUITE 405  
VAN NUYS, CA 91401  
HOURS: 9 - 11 AM & 1:30 - 3:30PM (WED - THU)  
PHONE: (818) 901-5403 (CALL FOR APPT.)

PERMIT FROM CAL/OSHA REQUIRED FOR:  
 EXCAVATIONS AND TRENCHES 5 FEET OR DEEPER AND  
INTO WHICH A PERSON IS REQUIRED TO DESCEND.  
 THE CONSTRUCTION, DEMOLITION, OR THE DISMANTLING  
OF ANY BUILDING STRUCTURE, SCAFFOLDING OR FALSEWORK  
MORE THAN 36 FEET IN HEIGHT.  
RETURN COPY OF OSHA PERMIT TO BUILDING AND SAFETY

**DEPARTMENT OF CONSERVATION**  
DIVISION OF OIL, GAS, AND GEOTHERMAL RESOURCES  
1000 S. HILL ROAD, SUITE 116  
VENTURA, CA 93003-4458  
HOURS: 8:30 AM - 4:30 PM (MON - FRI)  
CONTACT: STEVE FIELDS @ (805) 654-4761 (CALL FOR APPT.)

ABANDONED OIL WELLS  
 ABANDONED GAS WELLS  
 ABANDONED EXPLORATORY WELLS  
RETURN AGENCY STAMPED/APPROVED SITE PLAN TO BUILDING & SAFETY

**L.A. COUNTY FIRE DEPARTMENT**  
PETROLEUM CHEMICAL UNIT  
23757 VALENCIA BOULEVARD  
SANTA CLARITA, CA 91355  
INSPECTOR COUNTER HOURS: 8 AM - 10:00 AM (MON - FRI)  
PLAN CHECK - COUNTER HOURS: 8 AM - 10:30 AM  
PHONE: (661) 286-8821

ABANDONED WELLS, ACTIVE WELLS  
 ABOVE GROUND TANKS OVER 100 GALLONS  
 LPG TANKS OVER 1200 GALLONS  
 HAZARDOUS MATERIALS STORAGE  
FIRE DEPARTMENT APPROVAL STAMP ON FINAL PLANS REQUIRED  
AND RETURN APPROVAL LETTER TO BUILDING & SAFETY

SEE ATTACHED FOR COMMENTS TO REVIEWED PLANS SUBMITTED FOR PLAN CHECK