



**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 RESIDENTIAL 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:

- SANTA CLARITA PLANNING DIVISION**
23920 VALENCIA BOULEVARD, SUITE 302
SANTA CLARITA, CA 91355 (CITY HALL)
HOURS: 7:30 AM - 5:30 PM (MON - THU), 8 - 5 (FRI)
PHONE: (661) 255-4330

- SANTA CLARITA DEVELOPMENT SERVICES (Engineering)**
23920 VALENCIA BOULEVARD, SUITE 302
SANTA CLARITA, CA 91355 (CITY HALL)
HOURS: 7:30 AM - 5:30 PM (MON - THU), 8 - 5 (FRI)
PHONE: (661) 255-4942

- SANTA CLARITA DEVELOPMENT SERVICES**
23920 VALENCIA BOULEVARD, SUITE 302
SANTA CLARITA, CA 91355 (CITY HALL)
HOURS: 7:30 AM - 5:30 PM (MON - THU), 8 - 5 (FRI)
PHONE: (661) 255-4942

- SANTA CLARITA ENVIRONMENTAL SERVICES**
TRASH & DEMO
23920 VALENCIA BOULEVARD, SUITE 302
SANTA CLARITA, CA 91355 (CITY HALL)
CONTACT: CASEY BINGHAM @ (661) 286-4039
HOURS: 7:30 AM - 5:30 PM (MON - THU)

- SANTA CLARITA LANDSCAPE MAINTENANCE DISTRICT**
23920 VALENCIA BOULEVARD, SUITE 260
SANTA CLARITA, CA 91355 (CITY HALL)
CONTACT: MELANIE THEISGEN @ (661) 286-4067
HOURS: 8:00 AM - 5:00 PM (MON - FRI)

- SANTA CLARITA BUILDING & SAFETY (Addressing)**
23920 VALENCIA BOULEVARD, SUITE 140
SANTA CLARITA, CA 91355 (CITY HALL)
CONTACT: DEANNA HAMRICK @ (661) 255-4941
HOURS: 8:00 AM - 5:00 PM (MON - TUE), 8:00 AM - 12 PM (WED)

- SANTA CLARITA URBAN FORESTRY/OAK TREES**
25663 AVENUE STANFORD
SANTA CLARITA, CA 91355 (CORPORATE YARD FACILITY)
CONTACT: WAYNE SMITH @ (661) 294-2548

- SANTA CLARITA PARK PLANNING**
23920 VALENCIA BOULEVARD, SUITE 120
SANTA CLARITA, CA 91355 (CITY HALL)
HOURS: 7:30 AM - 5:30 PM (MON - THU)
CONTACT: JEFF MORRISON @ (661) 286-4041

- NEW RESIDENCE ACCESSORY BUILDING
- ADDITIONS OAK TREE PERMIT
- RETAINING WALLS & FENCE/GARDEN WALLS
- CHANGE OF USE
- SWIMMING POOL EXTERIOR EQUIPMENT SUCH AS:
POOL EQUIPMENT, HVAC, ETC
- PLANNING APPROVAL STAMP ON FINAL PLANS REQUIRED

- DRAINAGE / GRADING PLAN APPROVAL (STAMP ON PLANS)
- FLOOD ZONE _____
- SOILS AND GEOLOGY REPORT APPROVAL
- ROUGH GRADING CERTS, COMPACTION REPORTS
- GRADING INSPECTOR'S APPROVAL
- LEGAL LOTS, DEDICATIONS AND IMPROVEMENTS
- SUBSTANTIAL IMPROVEMENT OVER 50% OF VALUE OF (E) STRUCTURE
- DEVELOPMENT SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

- SUSMP REQUIRED IF:**
- 10+ HOUSING UNITS ON / ADJACENT TO E.S.A.
- ON / ADJACENT TO HILLSIDE REDEV. W/ 5,000+ SQ.FT.
- SWPPP REQUIRED IF:**
- 1+ ACRE OF LAND DISTURBANCE
- DEVELOPMENT SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

- CDMMP REQUIRED IF:**
- NEW CONSTRUCTION >\$500,000 VALUATION _____
- REMODEL / TI >\$100,000 VALUATION _____
- ENVIRONMENTAL SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

- TITLE REPORT SHOWS LANDSCAPE EASEMENT EXISTS WITHIN
PROPERTY BOUNDARIES
- ACCESS TO JOB MAY ENCROACH ON ADJACENT LANDSCAPE EASEMENT
- LMD APPROVAL STAMP ON FINAL PLANS REQUIRED

- NEW ADDRESS
- CHANGE OF ADDRESS
- APPROVAL STAMP ON ADDRESSING SITE PLANS REQUIRED

- OAK TREES ON SITE TRIMMING TREE
- NOT SURE IF OAK TREES ON SITE ENCROACHMENT
- PROJECT MAY IMPACT OAKS
- URBAN FORESTRY/OAK TREES APPROVAL STAMP ON FINAL PLANS REQUIRED

- 1ST TIME DEVELOPMENT OF PARCEL(S)
- SUBDIVISION OF 1 OR MORE LOTS
- APARTMENT TO CONDO CONVERSION
- ACCESS TO JOB MAY ENCROACH ON ADJACENT PARK OR TRAIL
- AS REQUIRED IN CONDITIONS OF APPROVAL UNDER MC# _____
- PARK PLANNING APPROVAL STAMP ON FINAL PLANS REQUIRED

SEE OVER FOR ADDITIONAL AGENCIES

AGENCY: (CONTINUED)

CLEARANCE FOR:

L.A. COUNTY FIRE PREVENTION BUREAU
23757 VALENCIA BOULEVARD
SANTA CLARITA, CA 91355
COUNTER HOURS: 8 AM - 10:00 AM (MON - FRI) INSPECTORS
PLAN CHECK - COUNTER HOURS: 8 AM - 10:30 AM
PHONE: (661) 286-8821

- NEW RESIDENCE OR ACCESSORY BUILDING
- ADDITIONS OVER 1,000 S.F.
- LOW FIRE FLOW AREA AND/OR SPRINKLERED BUILDINGS

FIRE DEPARTMENT APPROVAL STAMP ON FINAL PLANS REQUIRED
AND RETURN APPROVAL LETTER TO BUILDING AND SAFETY

WILLIAM S. HART SCHOOL DISTRICT
21515 CENTRE POINTE PARKWAY
SANTA CLARITA, CA 91350
HOURS: 8 AM - 4:30 PM (MON - FRI)
CONTACT: LORNA OR SUE @ (661) 259-0033 EXT. 271

PAYMENT OF SCHOOL DISTRICT FEES REQUIRED FOR:

- NEW RESIDENCE
- ALL ADDITIONS OVER 500 S.F. ACTUAL AREA IS: _____

RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

ELEMENTARY SCHOOL DISTRICT
**DISTRICTS VARY BY LOCATION. CONTACT WILLIAM S. HART SCHOOL DISTRICT FOR INDIVIDUAL INFORMATION*

PAYMENT OF SCHOOL DISTRICT FEES REQUIRED FOR:

- NEW RESIDENCE
- ALL ADDITIONS OVER 500 S.F. ACTUAL AREA IS: _____

RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

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 RESIDENCE
- NEW CONNECTIONS TO SEWER
- BEDROOM ADDITIONS

RETURN CERTIFICATE OF PAYMENT TO BUILDING AND SAFETY

L.A. COUNTY SANITATION DISTRICT
1955 WORKMAN MILL ROAD, ROOM 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 RESIDENCE
- NEW CONNECTIONS TO SEWER

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
- ADDING STRUCTURES TO A PARCEL (Including Pool & Non Habitable Bldgs)
- CHANGING THE USE OF A STRUCTURE
- LOCATION APPROVAL OF POOL/SPA/POND (DUE TO 100% EXPANSION AREAS)

RETURN STAMPED / APPROVED PLAN OF SEWER SYSTEM

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED AND WILL BE DETERMINED DURING THE PLAN REVIEW PROCESS.

OTHER AGENCIES MAY INCLUDE:

AQMD (FOR DEMOLISHING OF STRUCTURES CONTAINING ASBESTOS AND ALL GRADING)

CAL OSHA (FOR EXCAVATIONS AND TRENCHES 5 FEET OR DEEPER AND STRUCTURES 3-STORIES OR HIGHER)

DIVISION OF OIL AND GAS (FOR ABANDONED WELLS)

HOMEOWNER ASSOCIATION APPROVALS AND CC&R'S ARE THE RESPONSIBILITY OF THE PROPERTY OWNER.

SEE ATTACHED FOR COMMENTS TO REVIEWED PLANS SUBMITTED FOR PLAN CHECK