



**CITY OF SANTA CLARITA
BUILDING & SAFETY DIVISION
23920 Valencia Boulevard, Suite 140
Santa Clarita CA 91355 (661) 255-4935**

Agency Referral List for COMMERCIAL Projects

Project Address: _____ Date: _____ PC#: **BLD**

Description: _____ Plan Review By: _____

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN THE APPROVAL/CLEARANCE FROM THE AGENCIES CHECKED BELOW PRIOR TO ISSUANCE OF A BUILDING PERMIT. PLEASE CONTACT EACH AGENCY FOR APPLICABLE FEES, TIMEFRAME, AND THE INFORMATION THEY MAY REQUIRE IN ORDER TO PROVIDE APPROVAL/CLEARANCE.

CITY PLANNING

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
HRS: 7:30 AM – 5:30 PM (M-TH), 8 AM – 5 PM (F) PHONE: (661)255-4330

NEW BUILDINGS/ADDITIONS TENANT IMPROVEMENT
 PV-COMM & GROUND MNT STRUCTURE 1' ABOVE GROUND
 CHANGE OF USE SIGNAGE
 POOL / SPA / PATIO WALLS: BLOCK/RETAINING/FENCE

PLANNING APPROVAL STAMP ON FINAL PLANS REQUIRED

CITY ENGINEERING SERVICES

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
HRS: 7:30 AM – 5:30 PM (M-TH), 8 AM – 5 PM (F) PHONE: (661)286-4060

NEW BUILDING DEDICATIONS
 ADDITIONS NEW POOL/SPA
 RETAINING WALL WORK IN FEMA FLOOD PLAIN
 WORK IN EXIST. EASEMENTS LAND DISTURBANCE > 1.0 ACRE
 WORK IN PUBLIC RIGHT OF WAY GEOTECHNICAL REPORT
 SITE IMPROVEMENTS AFFECTING DRAINAGE OR GRADING
 FILLING IN A POOL/SPA OR SEPTIC TANK/SEEPAGE PIT, ETC
 IMPERVIOUS SURFACE ALTERED > 5,000 SF (EX. PARKING LOT)

ENGINEERING SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

CITY ENVIRONMENTAL SERVICES (DIVERSION/RECYCLING)

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CALL TO SCHEDULE APPOINTMENT: PHONE: (661)286-4098
PLEASE VISIT CITY.SC/CDMMP FOR MORE INFORMATION.

CDMMP AND REFUNDABLE DEPOSIT REQUIRED IF:

DEMOLITION ONLY PERMIT (VALUATION: _____)
 NEW DETACHED BUILDING (VALUATION: _____)
 BUILDING ADDITIONS > 1000 SF (VALUATION: _____)
 TI/ALTERATIONS/ADDITIONS > \$200,000 (VALUATION: _____)

ALL ON SITE TRASH ENCLOSURES MUST BE REVIEWED AND APPROVED BEFORE CLEARANCE IS PROVIDED.

ENVIRONMENTAL SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

CITY LANDSCAPE MAINT. DISTRICT (LMD)

CONTACT: KEITH MILLER PHONE: (661)290-2207
HRS: 8 AM-5 PM (M-F)
EMAIL: KMILLER@SANTAACLARITA.GOV

LANDSCAPE EASEMENT EXISTS ADJACENT TO PROPOSED WORK
 ACCESS TO WORK REQUIRES DISTURBANCE/CROSSING OF LMD AREAS
 WORK INCL. RELOCATION/REMOVAL OF EXIST. FENCE BOUNDARIES

LMD APPROVAL STAMP ON FINAL PLANS REQUIRED

CITY URBAN FORESTRY / OAK TREES

CONTACT: URBAN FORESTRY PHONE: (661)294-2567
EMAIL: URBANFORESTRY@SANTAACLARITA.GOV

TREE TRIMMING OAK TREES ARE/MAY BE ON SITE
 PROJECT MAY IMPACT OAKS ENCROACHMENT ONTO OAK TREES

URBAN FORESTRY / OAK TREES APPROVAL STAMP ON FINAL PLANS REQUIRED

CITY ADDRESSING (BUILDING & SAFETY)

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355
CONTACT: JERIANNE DEEMS PHONE: (661)284-1416
EMAIL: JDEEMS@SANTAACLARITA.GOV

NEW OR CHANGE OF ADDRESS ADDRESS OR SUITE VERIFICATION

APPROVED ADDRESS ASSIGNMENT/VERIFICATION REQUIRED

CITY PARK PLANNING

CONTACT: KATIE KNYBEL PHONE: (661)290-2235
EMAIL: KKNYBEL@SANTAACLARITA.GOV

RESIDENTIAL OCCUPANCY ASSOCIATED WITH A COMMERCIAL USE (EX. CARETAKER'S RESIDENCE, LIVE-IN MANAGER UNIT, ETC.)

PARK PLANNING APPROVAL ON FINAL PLANS REQUIRED

CITY TRAFFIC & TRANSPORTATION PLANNING

BRIDGE & THOROUGHFARE (B&T) DISTRICT FEES
CONTACT: IAN PARI PHONE: (661)284-1402
EMAIL: IPARI@SANTAACLARITA.GOV

NEW BUILDINGS
 ADDITIONS (ADDED SQ. FT.)

PROVIDE PROOF OF PAYMENT TO BUILDING & SAFETY WHEN REQUIRED

CITY TRANSIT

CONTACT: CORIE ZAMORA PHONE: (661)295-6306
EMAIL: CZAMORA@SANTAACLARITA.GOV

RESIDENTIAL OCCUPANCY (>2000 sf) ASSOC. W/ A COMMERCIAL USE (EX. CARETAKER'S RESIDENCE, LIVE-IN MANAGER, ETC.)

PROVIDE APPROVAL FROM CITY TRANSIT

COUNTY OF L.A. FIRE PREVENTION BUREAU

23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355
SCHEDULE AN APPOINTMENT: Immanuel.Chiong@FIRE.LACOUNTY.GOV
OFFICE PHONE: (661)286-8821 EPICLA PHONE: (323)890-4125
SUBMIT PLANS THRU: EPICLA.LACOUNTY.GOV

NEW BUILDINGS
 ADDITIONS (INCREASING BUILDING AREA)
 CHANGE OF OCCUPANCY (EXCEPT CHANGES TO/FROM B/M/F/S)
 SITE IMPROVEMENT AFFECTING FIRE ACCESS
 ROOF MOUNTED PHOTOVOLTAIC SYSTEMS
 HIGH-PILED STORAGE (TOP OF PRODUCT IS => 12' ABOVE FF)
 TENANT IMPROVEMENT (INTERIOR) EXCEPT B/M/F/S OCCUPANCIES
 KITCHEN HOOD / SPRAY BOOTH / HAZARDOUS MATERIAL STORAGE
 UNDERGROUND TANKS W/ HAZARDOUS MATERIAL
 ABOVEGROUND TANKS W/ LPG/LNG/CNG LESS THAN 1200 GALLONS
 SPECIALTY EQUIP (I.E. SPRAY FINISH, POWDER COATING, FLOW COATING, DIP TANKS, INDUSTRIAL OVENS, DRY CLEANING, DUST COLLECTION, MECH. REFRIGERATION, STORAGE BATTERY SYSTEMS)

FIRE APPROVAL STAMP ON FINAL PLANS REQUIRED

WILLIAM S. HART HIGH SCHOOL/ELEM. SCHOOL DISTRICTS

21380 CENTRE POINTE PARKWAY, SANTA CLARITA, CA 91350
HRS: 8 AM – 4:30 PM (M-F) PHONE: (661)259-0033 (EXT 286)
CONTACT: MARC BRADLEY AT MBRADLEY@HARTDISTRICT.ORG
(EMAIL PREFERRED)

NEW BUILDINGS (FLOOR AREA: _____)
 ALL ADDITIONS (FLOOR AREA: _____)

CONTACT WILLIAM S. HART DISTRICT FOR MORE INFORMATION. RETURN CERTIFICATE OF PAYMENT FROM EACH DISTRICT TO BUILDING & SAFETY.

SANTA CLARITA VALLEY WATER (SCVW RETAIL OFFICE)

26521 SUMMIT CIRCLE, SANTA CLARITA, CA 91350
CONTACT: MONA RESTIVO PHONE: (661)964-3988
HRS: 8 AM - 5 PM (M-TH) (APPT REQUIRED) EMAIL: MRESTIVO@SCVWA.ORG
<http://yourscvwater.com/index.php/guidelines-for-new-development/>

- NEW BUILDINGS (FLOOR AREA: _____)
- PROVIDE CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

COUNTY OF L.A. ENVIRONMENTAL HEALTH SERVICES

14500 ROSCOE BOULEVARD, 5TH FLOOR, PANORAMA CITY, CA 91402
CONTACT: AHN SON NGUYEN PHONE: (661)287-7003
EMAIL: AHNNGUYEN@PH.LACOUNTY.GOV

- HRS: 8 AM - 10 AM (M-F) (CALL FOR APPOINTMENT)
- NEW RESTAURANTS AND FOOD SERVICE (FOR ANY NEW BLDGS, TENANT IMPROV, OR BLDG IMPROV. FOOD SERVICES INCL ANY FOOD OR BEVERAGE (INCL PRE-PACKAGED), CANDY, VITAMINS, SODA, WATER (BOTTLED), ETC. DOES NOT INCL VENDING MACHINES.)
- ENVIRONMENTAL HEALTH APPROVAL STAMP ON FINAL PLANS REQUIRED

SANITATION DISTRICTS OF L.A. COUNTY

1955 WORKMAN MILL ROAD, SUITE 104, WHITTIER, CA 90607
HRS: 7:30 AM - 3:45 PM (M-TH), 7:30 AM - 2:45 PM (F)
PHONE: (562)699-7411 x2727

- NEW BUILDINGS
 - WATER SOFTENERS
 - ADDING TO EXISTING BLDGS.
 - POOL/SPA W/ PERMANENT DRAIN
 - CHANGING THE USE OF A STRUCTURE (EX.: STORE TO RESTAURANT)
 - EXPANDING A COMMERCIAL OR INDUSTRIAL STRUCTURE
- PROVIDE CERTIFICATE OF PAYMENT (DENTAL OFFICES: MUST ALSO SUBMIT 'ONE-TIME COMPLIANCE REPORT FOR DENTAL DISCHARGE' TO SANITATION WITHIN 90 DAYS OF FIRST DISCHARGE.)

L.A. COUNTY ONSITE WASTEWATER TREATMENT PROGRAM, ENVIRONMENTAL PROTECTION BUREAU (SEPTIC)

26415 CARL BOYER DRIVE, SUITE 145, SANTA CLARITA, CA 91350
CONTACT: CHRIS GIBSON PHONE: (661)287-7018
HRS: 8 AM - 10 AM (M,TU, & TH) EMAIL: CHGIBSON@PH.LACOUNTY.GOV

- CONNECTING TO AN EXISTING 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 (INCL. POOLS & NON-HAB. BLDGS)
 - CHANGING THE USE OF A STRUCTURE (EX.: STORE TO RESTAURANT)
- PROVIDE STAMPED/APPROVED PLAN OF SEWER SYSTEM TO BLDG & SAFETY

COUNTY OF L.A. RECREATIONAL WATERS

26415 CARL BOYER DRIVE, SANTA CLARITA, CA 91350
CONTACT: MAISA LAHAM PHONE: (661)287-7014
HRS: 8 AM - 9 AM (M-TH)

- PUBLIC / COMMERCIAL POOLS & RECREATION EQUIPMENT FOR POOLS, SPAS, SLIDES, ETC.
 - RENOVATIONS TO PUBLIC/COMMERCIAL POOLS
 - INTERACTIVE WATER FOUNTAINS
- RECREATIONAL WATERS APPROVAL STAMP ON FINAL PLANS REQUIRED

COUNTY OF L.A. ENVIRONMENTAL PROGRAMS (IND. WASTE)

EMAIL: IW@PW.LACOUNTY.GOV PHONE: (626)458-3517
https://pw.lacounty.gov/EPD/INDUSTRIAL_WASTE/

- NEW BUILDINGS / ADDITIONS (FLOOR AREA: _____)
 - GAS STATIONS OR REMOVAL OF TANKS
 - MITIGATION OF OIL AND GAS WELLS
 - MODIFY U-GROUND TANKS/DISPENSERS
 - NON DOMESTIC WASTE
 - MEDICAL & DENTAL OFFICES - LAB EQUIPMENT WASTE WATER
 - CHANGE OF USE TO OR FROM USE WITH INDUSTRIAL WASTE
- INDUSTRIAL WASTE APPROVAL STAMP ON FINAL PLANS REQUIRED

SOUTHERN CALIFORNIA EDISON

25625 RYE CANYON ROAD, SANTA CLARITA, CA 91355
CONTACT: CUSTOMER SERVICE PHONE: (661)257-8255
HRS: 7 AM - 4 PM (M-F)

- ADDING A NEW METER TO AN EXISTING BUILDING
 - REQUESTING MORE THAN ONE SERVICE ON A BUILDING
- PROVIDE A WILL SERVE LETTER OF APPROVAL

COUNTY OF L.A. HEALTH SERVICES

RADIATION MANAGEMENT DIVISION

3530 WILSHIRE BOULEVARD, 9TH FLOOR, LOS ANGELES, CA 90010
CONTACT: JEFF DAY (DIRECTOR) PHONE: (213)351-7897
HRS: 8 AM - 5 PM (M-F)

- NEW CONSTRUCTION AND TENANT IMPROVEMENTS CONTAINING X-RAY FACILITIES
 - INSTALLING X-RAY UNITS OR EQUIPMENT
 - RECONFIGURING EXISTING X-RAY FACILITIES
- PROVIDE LETTER OF APPROVAL WITH APPROVED PLANS

AIR QUALITY MANAGEMENT DISTRICT (AQMD)

ASBESTOS DEMOLITION & REMOVAL

21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
HRS: 7 AM - 5 PM (TU-F) PHONE: (909)396-2336

- ASBESTOS REMOVAL OR DEMO WORK WHERE ASBESTOS IS PRESENT

PROVIDE A COPY OF AQMD NOTIFICATION FORM

AIR QUALITY MANAGEMENT DISTRICT (AQMD)

SMALL BUSINESS ASSISTANCE

21865 COPLEY DRIVE, DIAMOND BAR, CA 91765
EMAIL: SMALLBIZASSISTANCE@AQMD.GOV PHONE: (909)396-3529

- PERMIT MAY BE REQUIRED AS DESCRIBED IN THE AIR QUALITY PERMIT CHECKLIST (FOR USES SUCH AS: CHARBROILERS, DRYCLEANERS, SPRAY BOOTHS, AUTO BODY SHOPS, SERVICE STATIONS, PARTS COATING, GENERATION OF DUST, SMOKE, OR FUMES, ETC.)

PROVIDE A CLEARANCE LETTER (WHERE AQMD PERMITS ARE REQUIRED)

CAL / OSHA

6150 VAN NUYS BOULEVARD, SUITE 405, VAN NUYS, CA 91401
HRS: 9 AM - 11 AM & 1:30 PM - 3:30 PM (W-TH)
PHONE: (818)901-5403 (CALL FOR APPOINTMENT)

- EXCAVATIONS AND TRENCHES 5 FEET OR DEEPER AND INTO WHICH A PERSON IS REQUIRED TO DESCEND
- THE CONSTRUCTION OR DEMOLITION OF ANY BUILDING, STRUCTURE, SCAFFOLDING OR FALSEWORK MORE THAN THREE STORIES HIGH OR THE EQUIVALENT HEIGHT.

PROVIDE COPY OF OSHA PERMIT TO BUILDING & SAFETY

**CALIFORNIA DEPARTMENT OF CONSERVATION
CalGEM (Geologic Energy Management) Division**

1000 S. HILL ROAD, SUITE 116, VENTURA, CA 93003
PHONE: (805)937-7246 X2
HRS: 8:30 AM - 4:30 PM (M-F) (CALL FOR APPOINTMENT)
<https://maps.conservation.ca.gov/dogqr/>

- ABANDONED OIL WELLS
 - ABANDONED GAS WELLS
 - ABANDONED EXPLORATORY WELLS
- PROVIDE APPROVAL LETTER TO BUILDING & SAFETY

**COUNTY OF L.A. FIRE DEPARTMENT
PETROLEUM CHEMICAL UNIT**

CONTACT COUNTY OF L.A. FIRE PREVENTION BUREAU LOCATED AT
23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355
INSPECTOR COUNTER HRS: 8 AM - 10 AM (M-F)
PLAN CHECK COUNTER HRS: 8 AM - 10:30 AM (M-F) PHONE: (626)430-3040

- ABANDONED WELLS OR ACTIVE WELLS
- ABOVE GROUND TANKS OVER 100 GALLONS (INCL. GENERATORS)
- LPG TANKS OVER 1200 GALLONS
- HAZARDOUS MATERIALS STORAGE

FIRE APPROVAL STAMP ON FINAL PLANS REQUIRED

NOTE: ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED AND WILL BE DETERMINED DURING THE PLAN REVIEW PROCESS. THE CC&R'S ARE THE RESPONSIBILITY OF THE PROPERTY OWNER.

COMMENTS:
