



**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

- |  |   |
|--|---|
| <input type="checkbox"/> NEW BUILDINGS/ADDITIONS | <input type="checkbox"/> TENANT IMPROVEMENT           |
| <input type="checkbox"/> PV-COMM & GROUND MNT    | <input type="checkbox"/> STRUCTURE 1' ABOVE GROUND    |
| <input type="checkbox"/> CHANGE OF USE           | <input type="checkbox"/> SIGNAGE                      |
| <input type="checkbox"/> POOL/SPA/PATIO          | <input type="checkbox"/> WALLS: BLOCK/RETAINING/FENCE |
| <input type="checkbox"/> EXTERIOR ALTERATIONS    | <input type="checkbox"/> PARKING/LANDSCAPING          |

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

- |  |   |
|--|---|
| <input type="checkbox"/> NEW BUILDING  | <input type="checkbox"/> DEDICATIONS              |
| <input type="checkbox"/> ADDITIONS (FOOTPRINT INCR.)                             | <input type="checkbox"/> NEW POOL/SPA (DRAINAGE)  |
| <input type="checkbox"/> RETAINING WALL  | <input type="checkbox"/> WORK IN FEMA FLOOD PLAIN |
| <input type="checkbox"/> WORK IN EXIST. EASEMENTS                                | <input type="checkbox"/> EARTHWORK > 50cy         |
| <input type="checkbox"/> WORK IN PUBLIC RIGHT OF WAY                             | <input type="checkbox"/> GEOTECHNICAL REPORT      |
| <input type="checkbox"/> SITE IMPROVEMENTS AFFECTING DRAINAGE OR GRADING         |   |
| <input type="checkbox"/> FILLING IN SEPTIC TANK/SEEPAGE PIT FOR SEWER CONNECTION |   |
| <input type="checkbox"/> 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:**

- |  |
|--|
| <input type="checkbox"/> DEMOLITION ONLY PERMIT (VALUATION: _____)               |
| <input type="checkbox"/> NEW DETACHED BUILDING (VALUATION: _____)                |
| <input type="checkbox"/> BUILDING ADDITIONS > 1000 SF (VALUATION: _____)         |
| <input type="checkbox"/> 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  
EMAIL: KMILLER@SANTACLARITA.GOV

- |  |
|--|
| <input type="checkbox"/> LANDSCAPE EASEMENT EXISTS ADJACENT TO PROPOSED WORK       |
| <input type="checkbox"/> ACCESS TO WORK REQUIRES DISTURBANCE/CROSSING OF LMD AREAS |
| <input type="checkbox"/> WORK INCL. RELOCATION/REMOVAL OF EXIST. FENCE BOUNDARIES  |

LMD APPROVAL REQUIRED

☐ **WILLIAM S. HART HIGH SCHOOL DISTRICT  
AND ELEMENTARY SCHOOL DISTRICT**

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

- |  |
|--|
| <input type="checkbox"/> NEW BUILDINGS (FLOOR AREA: _____) |
| <input type="checkbox"/> ALL ADDITIONS (FLOOR AREA: _____) |

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

☐ **CITY URBAN FORESTRY / OAK TREES**

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

- |   |   |
|---|---|
| <input type="checkbox"/> TREE TRIMMING                        | <input type="checkbox"/> OAK TREES ARE/MAY BE ON SITE |
| <input type="checkbox"/> PROJECT MAY IMPACT OAKS              | <input type="checkbox"/> ENCROACHMENT ONTO OAK TREES  |
| <input type="checkbox"/> PROJECT MAY IMPACT CITY TREES IN ROW |   |

URBAN FORESTRY / OAK TREES APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ **CITY ADDRESSING (BUILDING & SAFETY)**

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355  
CONTACT: DEANNA HAMRICK PHONE: (661)255-4941  
EMAIL: DHAMRICK@SANTACLARITA.GOV

- |   |  |
|---|--|
| <input type="checkbox"/> NEW OR CHANGE OF ADDRESS | <input type="checkbox"/> ADDRESS OR SUITE VERIFICATION |
|---|--|

APPROVED ADDRESS ASSIGNMENT/VERIFICATION REQUIRED

☐ **CITY PARK PLANNING**

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

- |  |
|--|
| <input type="checkbox"/> RESIDENTIAL OCCUPANCY ASSOCIATED WITH A COMMERCIAL USE (EX.<br>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: MARK HUNTER PHONE: (661)286-4042  
EMAIL: MHUNTER@SANTACLARITA.GOV

- |  |
|--|
| <input type="checkbox"/> NEW BUILDINGS             |
| <input type="checkbox"/> ADDITIONS (ADDED SQ. FT.) |
| <input type="checkbox"/> MONUMENT SIGNS            |

PROVIDE APPROVAL FROM CITY TRAFFIC

☐ **CITY TRANSIT**

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

- |   |
|---|
| <input type="checkbox"/> RESIDENTIAL OCCUPANCY (>2000 sf) ASSOC. W/A COMMERCIAL USE<br>(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.Chiang@FIRE.LACOUNTY.GOV  
OFFICE PHONE: (661)286-8821 EPICLA PHONE: (323)890-4125  
SUBMIT PLANS THRU: EPICLA.LACOUNTY.GOV

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

FIRE APPROVAL STAMP ON FINAL PLANS REQUIRED

## ☐ 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

26415 CARL BOYER DRIVE, ROOM 145, SANTA CLARITA, CA 91350

CONTACT: NIKKI DANG

OFFICE: (661)471-4841

EMAIL: NDANG@PH.LACOUNTY.GOV

CELL: (213)595-3988

HRS: 8 AM - 12 PM (W, TH) (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, WHITTIER, CA 90607

HRS: 7:30 AM - 3:45 PM (M-TH), 7:30 AM - 2:45 PM (F)

PHONE: (562)908-4288 EXT. 2727

EMAIL: CONNECTIONFEE@LACSD.ORG

- ☐ NEW BUILDINGS ☐ WATER SOFTENERS  
☐ ADDING TO EXISTING BLDGS. ☐ POOL/SPA W/PERMANENT DRAIN  
☐ SHELL ONLY BUILDINGS  
☐ 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, AND GROUND MOUNTED SOLAR)  
☐ 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

## ☐ 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. FIRE DEPARTMENT

### PETROLEUM CHEMICAL UNIT

5200 IRWINDALE AVENUE #210, IRWINDALE, CA 91706

PHONE: (626)430-3040 (NO COUNTER HOURS, SCHEDULE AN APPOINTMENT)

(CONTACT LAC FIRE PREVENTION FOR ADDITIONAL INFORMATION)

- ☐ 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

## ☐ COUNTY OF L.A. HEALTH SERVICES

## RADIATION MANAGEMENT DIVISION

3530 WILSHIRE BOULEVARD, 9TH FLOOR, LOS ANGELES, CA 90010

CONTACT: JEFF DAY (DIRECTOR) JSDAY@PH.LACOUNTY.GOV

CONTACT: HOPE MARTINEZ HMARTINEZ@PH.LACOUNTY.GOV

HRS: 8 AM - 5 PM (M-F)

PHONE: (213)351-7897

- ☐ 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

4820 MCGRATH, SUITE 210, 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/doggr/>

- ☐ ABANDONED/IDLE OIL WELLS ☐ ABANDONED/IDLE GAS WELLS

PROVIDE APPROVAL LETTER TO BUILDING & SAFETY

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

EMAIL: IW@PW.LACOUNTY.GOV

PHONE: (626)458-3517

[https://pw.lacounty.gov/EPD/INDUSTRIAL\\_WASTE/](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  
☐ GREASE TRAPS  
☐ CLARIFIERS  
☐ SAMPLE BOX FOR COOLING TOWERS

INDUSTRIAL WASTE 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:

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