



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

Agency Referral List for RESIDENTIAL 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 RESIDENCE/ADDITIONS | ☐ ACCESSORY BUILDINGS |
| ☐ PV – GROUND MOUNT ONLY | ☐ OAK TREE PERMIT |
| ☐ CHANGE OF USE | ☐ NEW ADU/JADU |
| ☐ POOL/SPA/POOL EQUIPMENT | ☐ PATIO COVER/ENCLOSURES/DECKS |
| ☐ RETAINING WALLS & FENCE/GARDEN WALLS | |
| ☐ EXTERIOR ALTERATIONS | |

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

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|--|--|
| ☐ NEW BUILDINGS (INC. DET. ADU) | ☐ ADDITIONS (FOOTPRINT INCR.) |
| ☐ NEW POOL/SPA (DRAINAGE) | ☐ WORK IN FEMA FLOOD PLAIN |
| ☐ RETAINING WALL | ☐ GEOTECHNICAL REPORT |
| ☐ DEDICATIONS | ☐ EARTHWORK > 50cy |
| ☐ WORK IN EXIST. EASEMENTS | ☐ WORK IN PUBLIC RIGHT OF WAY |
| ☐ SITE IMPROVEMENTS AFFECTING DRAINAGE OR GRADING | |
| ☐ FILLING IN SEPTIC TANK/SEEPAGE PIT FOR SEWER CONNECTION | |
| ☐ 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:

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|--|
| ☐ DEMOLITION ONLY PERMIT (VALUATION: _____) |
| ☐ NEW DETACHED BLDG/STRUCT (VALUATION: _____) |
| ☐ ADDITIONS (VALUATION: _____) |

ENVIRONMENTAL SERVICES APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ **CITY PARK PLANNING**

CONTACT: KATIE KNYBEL

PHONE: (661)290-2235

EMAIL: KKNYBEL@SANTACLARITA.GOV

- | | |
|--|---|
| ☐ SUBDIVISION OF 1 OR MORE LOTS | ☐ APARTMENT TO CONDO CONV. |
| ☐ FIRST TIME DEVELOPMENT OF PARCEL(S) | |
| ☐ ACCESS TO JOB MAY ENCROACH ON ADJACENT PARK OR TRAIL | |
| ☐ AS REQUIRED IN CONDITIONS OF APPROVAL UNDER MC# _____ | |

PARK PLANNING APPROVAL ON FINAL PLANS REQUIRED

☐ **CITY ADDRESS ASSIGNMENT (BUILDING & SAFETY)**

23920 VALENCIA BOULEVARD, SUITE 140, SANTA CLARITA, CA 91355

CONTACT: DEANNA HAMRICK

PHONE: (661)255-4941

EMAIL: DHAMRICK@SANTACLARITA.GOV

- | |
|---|
| ☐ NEW OR CHANGE OF ADDRESS |
| ☐ ADDRESS OR UNIT VERIFICATION |

APPROVED ADDRESS ASSIGNMENT/VERIFICATION REQUIRED

☐ **CITY TRANSIT**

CONTACT: CORIE ZAMORA

PHONE: (661)295-6306

EMAIL: CZAMORA@SANTACLARITA.GOV

- | |
|---|
| ☐ NEW RESIDENCE |
| ☐ NEW ADU > 2000 SF (ATTACHED OR DETACHED) |
| ☐ NEW ADU PART OF A MULTI-FAMILY BUILDING |

PROVIDE APPROVAL FROM CITY TRANSIT

☐ **CITY TRAFFIC & TRANSPORTATION PLANNING**

BRIDGE & THOROUGHFARE (B&T) DISTRICT FEES

CONTACT: MARK HUNTER

PHONE: (661)286-4042

EMAIL: MHUNTER@SANTACLARITA.GOV

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|---|
| ☐ ALL NEW DWELLING UNITS (NOT INCLUDING ADU'S) |
| ☐ ALL ADU'S (750 SQUARE FEET OR OVER) |

PROVIDE APPROVAL FROM CITY TRAFFIC

☐ **CITY URBAN FORESTRY/OAK TREES**

CONTACT: URBAN FORESTRY

PHONE: (661)294-2567

EMAIL: URBANFORESTRY@SANTACLARITA.GOV

- | |
|---|
| ☐ TREE TRIMMING |
| ☐ OAK TREES ARE/MAY BE ON SITE |
| ☐ PROJECT MAY IMPACT OAKS |
| ☐ ENCROACHMENT ONTO OAK TREES |
| ☐ PROJECT MAY IMPACT CITY TREES IN ROW |

URBAN FORESTRY/OAK TREE APPROVAL STAMP ON FINAL PLANS REQUIRED

☐ **CITY LANDSCAPE MAINT. DISTRICT (LMD)**

CONTACT: KEITH MILLER

PHONE: (661)290-2207

EMAIL: KMILLER@SANTACLARITA.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 REQUIRED

☐ **COUNTY OF L.A. FIRE PREVENTION BUREAU**

23757 VALENCIA BOULEVARD, SANTA CLARITA, CA 91355

SCHEDULE AN APPOINTMENT:

EMAIL: IMMANUEL.CHIANG@FIRE.LACOUNTY.GOV

OFFICE PHONE: (661)286-8821 EPICLA PHONE: (323)890-4125

SUBMIT PLANS THRU: EPICLA.LACOUNTY.GOV

- | | |
|---|---|
| ☐ NEW RESIDENCE/NEW ADU | ☐ FIRE SPRINKLERS |
| ☐ CHANGE OF USE TO R3.1 (RCF/RCFE) | ☐ PATIO ENCLOSURES |
| ☐ SITE IMPROV. AFFECTING FIRE ACCESS | |
| ☐ INSTALLING BATTERIES AND/OR GENERATORS | |
| ☐ DETACHED ACCESSORY BLDG (IN FIRE ZONE OR > 1,000SF) | |
| ☐ INCREASE IN ROOF AREA (EX. ADDITIONS, SOLID ROOF PATIO COVERS) | |
| ADDITIONS (OVERALL SFD SQR FTG > 3,600 SF, OR IN FIRE ZONE, OR | |
| SPRINKLERED BLDG, OR LOW FIRE FLOW AREA (RURAL AREA) | |

FIRE 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 FOR THE INSTALLATION TO BUILDING & SAFETY

☐ **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

EMAIL: MBRADLEY@HARTDISTRICT.ORG

(EMAIL PREFERRED)

- ☐ NEW RESIDENCE/ACCESSORY BLDG
- ☐ ALL ADDITIONS OVER 500 SF (FLOOR AREA: _____)
- ☐ NEW DETACHED ADU
- ☐ GARAGE CONVERSION TO ADU (OVER 750 SF)

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 RESIDENCE

RETURN CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ **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 RESIDENCE
- ☐ NEW CONNECTION TO SEWER
- ☐ NEW ADU/MULTI-FAMILY DWELLING

PROVIDE CERTIFICATE OF PAYMENT TO BUILDING & SAFETY

☐ **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/ADU TO AN EXISTING SEPTIC SYSTEM
- ☐ ADDING STRUCTURES TO A PARCEL (INCL. POOLS, NON-HAB. BLDGS, AND GROUND MOUNTED SOLAR)
- ☐ CHANGING THE USE OF A STRUCTURE
- ☐ NEW POOL/SPA/POND (AFFECTS 100% EXPANSION AREAS)
- ☐ ABANDONING EXISTING CESSPOOLS

RETURN STAMPED/APPROVED PLAN OF SEWER SYSTEM

☐ **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

☐ **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.

RETURN 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 - EXT. 2

HRS: 8:30 AM – 4:30 PM (M-F) (CALL FOR APPOINTMENT)

<https://maps.conservation.ca.gov/dogqr/>

- ☐ ABANDONED/IDLE OIL WELLS

PROVIDE APPROVAL LETTER TO BUILDING & SAFETY

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

COMMENTS:
