



**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
- PV – GROUND MOUNT ONLY
- CHANGE OF USE
- POOL/SPA/POOL EQUIPMENT
- RETAINING WALLS & FENCE/GARDEN WALLS
- EXTERIOR ALTERATIONS
- ACCESSORY BUILDINGS
- OAK TREE PERMIT
- NEW ADU/JADU
- PATIO COVER/ENCLOSURES/DECKS

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 BUILDINGS (INC. DET. ADU)
- NEW POOL/SPA (DRAINAGE)
- RETAINING WALL
- DEDICATIONS
- WORK IN EXIST. EASEMENTS
- SITE IMPROVEMENTS AFFECTING DRAINAGE OR GRADING
- FILLING IN SEPTIC TANK/SEEPAGE PIT FOR SEWER CONNECTION
- IMPERVIOUS SURFACE ALTERED > 5,000 SF (EX. PARKING LOT)
- ADDITIONS (FOOTPRINT INCR.)
- WORK IN FEMA FLOOD PLAIN
- GEOTECHNICAL REPORT
- EARTHWORK > 50cy
- WORK IN PUBLIC RIGHT OF WAY

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

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

- 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
- CHANGE OF USE TO R3.1 (RCF/RCFE)
- 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 SPRINKLERS
- PATIO ENCLOSURES

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 500 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/dogar/>

- 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:
