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COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION
AGENCY REFERRAL SHEET

Project Address: _____ Plan Check #: _____

Submittal Date: _____ Expiration Date: _____ (1 year)

Work Description: _____

In addition to Building plan check approval, your project may require additional approvals from certain outside agencies before any permits can be issued. The scope of work for your project has triggered the following agencies, which the Building Department has marked on this form. Additional agencies may be required after the Building Plan Checker has performed an initial review of your plans. You will be notified by Building Department staff if any additional agencies are required. You are responsible for contacting the specified agencies, obtaining the appropriate approvals from the outside agencies, & providing those approvals to the Building Department, prior to permit issuance. Please note that a correction from an outside agency may affect your building plan check.

In-house agencies for plan review:

- Planning Division approval - Phone: (626) 308-2806
Public Works/Engineering approval - Phone: (626) 308-2825
Building Division approval - Phone: (626) 308-2806
Fire Department approval - Phone: (626) 308-2883
Police Department approval - Phone: (626) 308-2846

Your projects will be routed internally to the above divisions by Building staff, if required.

CONSTRUCTION & DEMOLITION COMPLIANCE -

The City of San Gabriel, in accordance with adopted State of California recycling requirements, has partnered with Athens Services for recycling of construction and/or demolition debris. When any construction or demolition is taking place, a bin rental is required. The ability to utilize another hauler is available, but the posting of a bond is required for this option.

- Athens Services Phone: (626) - 336-6100
A & B Forms for Other Hauler/Recycling Company

LOS ANGELES COUNTY SANITATION - County sewer connection fees may be required based on the scope of work. If required, provide the official receipt to the Building Department in order to verify payment.

- 1955 Workman Mill Road, Whittier CA 90607 Phone: (562) 699-7411

PUBLIC WORKS/ENGINEERING DIVISION - Impact fees may be required based on the proposed scope of work. The Impact Fees will be collected at permit issuance. Additionally, if the proposed project requires any grading, the grading permit must be issued and a pad certification submitted to the Building Division, prior to any building permit issuance.

- Impact Fees due
Grading permit required
Pad certification required prior to any building permit issuance

UNDERGROUND UTILITY REQUIREMENT - The electrical utility will be required to be relocated unground for all new residential, new commercial, and tenant improvements with a service change out.

SCHOOL FEES – A development fee must be paid directly to the local school district office for residential & commercial construction. The Building Division will provide you with an official form to take to the school district. Provide the official receipt from the school district to the Building Department in order to verify payment.

- Garvey School District
2730 North Del Mar Ave, Rosemead CA 91770
Phone: (626) 307-3404
- El Monte Union High School District
3537 Johnson Ave, El Monte CA 91731
Phone: (626) 444-9005
- San Gabriel Unified School District
408 Junipero Serra Dr, San Gabriel CA 91776
Phone: (626) 451-5400

LOS ANGELES COUNTY HEALTH DEPARTMENT –

Approved plans are required prior to permit issuance.

- Private sewage disposal (septic tanks)
- Food service establishments
- Public swimming pools (Recreational Health)
- Water source approval letter – required in areas where no public water system exists

Environmental Health Division
5050 Commerce Way, Baldwin Park CA 91706
Phone: (626) 430-5380

- X-Ray Machine Installation
Radiation Management
3530 Wilshire Blvd, 9th floor, Los Angeles CA 90010
Phone: (213) 351-7897

LOS ANGELES COUNTY FIRE PREVENTION BUREAU –

Depending on the scope of work, supplemental approvals may be required.

- HAZMAT – when hazardous materials are being handled in non-residential occupancies.
Hazardous Material Section
5825 Rickenbacker Road, Commerce CA 90040
Phone: (323) 890-4000
- PETROLEUM CHEMICAL UNIT – when installing natural gas fuel cells.
15660 Stafford Street, Industry CA 91744
Phone: (626) 369-0124

LA COUNTY DEPT OF PUBLIC WORKS ENVIRONMENTAL PROGRAMS – Depending on the scope of work, plan approval may be required.

- Industrial waste/underground storage tanks
900 S Fremont Ave, Annex Bldg, 3rd floor
Alhambra CA 91803
Phone: (626) 458-3539

LOCAL WATER DISTRICT – Provide a copy of the Will Serve Letter from the servicing Water District to the Building Division.

- San Gabriel County Water District
8366 E Grand Ave, Rosemead CA 91770
Phone: (626) 287-0341
- California American Water Company
8657 E Grand Ave, Rosemead CA 91770
Phone: (888) 237-1333
- Sunny Slope Water Company
1040 El Campo Dr, Pasadena CA 91104
Phone: (626) 795-4163
- San Gabriel Valley Water Company
14404 E Valley Blvd, Industry CA 91746
Phone: (626) 448-6183
- Golden State Water Company
110 E Live Oak, Arcadia CA 91007
Phone: (626) 446-1372

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD) –

- Applicants for non-residential buildings (commercial) must fill out the "Air Quality Permit Checklist" furnished by the Building Division. If "YES" is marked, a written release from Small Business Assistance will be required before permit issuance.

Checklist answer - YES NO

- Residential or Commercial –
FULL DEMO: obtain an asbestos report from a certified environmental company or contractor, & provide a copy to the Building Division.
ADDITION/ALTERATION: obtain an asbestos & lead based paint report from a certified environmental company or contractor, and provide a copy to the Building Division.

Asbestos present? YES NO
Lead paint present? YES NO

If either asbestos and/or lead based paint is present, the site needs to be abated. A letter from a certified environmental company or contractor stating the affect areas have been removed needs to be provided to the Building Division prior to permit issuance.

- Provide a copy of the AQMD notification form to the Building Division. Please note: there is a 10 day waiting period after AQMD is notified before a permit can be issued.

South Coast Air Quality Management District
21865 Copley Dr, Diamond Bar CA 91765
Phone: (909) 396-2000 or (800) 288-7664
www.aqmd.gov

Prepared by: _____

Date: _____

Applicant's Signature: _____

Date: _____