

Mailing Address:
5050 N. Irwindale Ave.
Irwindale, CA 91706



Location Address:
16102 Arrow Hwy.
Irwindale, CA 91706
(626) 430-2205 Phone
(626) 430-2295 Fax
(626) 430-2254 Inspection

**CITY OF IRWINDALE
BUILDING & SAFETY DEPARTMENT
AGENCY REFERRAL LIST**

Office Hours: 8:00 a.m. – 6:00 p.m. (Mon. – Thurs.)
Plan Check Hours: 1:30 p.m. – 4:30 p.m. (Mon. – Thurs.)
Inspection Hours: 10:00 a.m. – 3:30 p.m. (Mon. – Fri.)

Applicant's Name: _____
Applicant's Signature: _____
Date of Signature: _____

Plans for (Grading/Structure) at _____ (address) Irwindale, CA 91706 Plan Check No. _____
were submitted on _____ Land Use Zone _____ Proposed Occupancy _____ Type of Construction _____
Description of proposed work: _____

THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE. You may need to submit the pertinent plans, plan check number(s), calculations, reports, etc. directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. **Follow-up is your responsibility.** Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Building Permit Technician when all agency approvals have been submitted and request review.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER.

CITY OF IRWINDALE

Building & Safety/Planning/Engineering Depts.
16102 Arrow Hwy.
Irwindale, CA 91706
(626) 430-2205
Hours of Operation: Mon. – Thurs. 8 a.m. to 6 p.m.

- Building & Safety (County Plan Checker) - 2 sets of plans
- Engineering Department – 1 set of plans
- Planning Department – 1 set of plans

LOS ANGELES COUNTY FIRE DEPARTMENT

LAFD* – 3 Sets of Plans/Occupancy Permit
Local Fire Prevention Office (Inspector Juan Robles)
605 N. Angelino Ave.
Azusa, CA 91702
(626) 969-7876
Plan Check Hrs.: Monday – Thursday 8:00 – 10:00 a.m.
Plan Checks for non-residential and residential buildings.
Fire Sprinkler System with 20 sprinkler heads or less.

LAFD* – 3 Sets of Plans
Local Fire Prevention Office (Captain Burke)
231 W. Mountain View
Glendora, CA 91741
(626) 963-5564
Plan Check Hrs.: Mon. – Thurs. 8:00 a.m. – 10:30 a.m.
Plan Checks for all group B, F, M, and S Occupancies exceeding 2, 500 sq. ft.
Tenant improvements to existing sprinkler buildings require fire sprinkler plan review. Fire Sprinkler System with more than 20 sprinkler heads.

LAFD* – 3 Sets of Plans
Fire Protection Engineers & Petroleum Chemical Section (Headquarters)
5823 Rickenbaker Rd.
Commerce, CA 90040
(323) 890-4125
Plan checks for residential and residential buildings & all structures and apparatus requiring Fire Department Clearance. Hazardous Materials Section

LOS ANGELES COUNTY PUBLIC WORKS

- ELECTRICAL* – 2 Sets of Plans (626) 458-3180
- ENERGY* – 2 Sets of Plans (626) 458-3180
- MECHANICAL* – 2 Sets of Plans (626) 458-3182
- PLUMBING* – 2 Sets of Plans (626) 458-3182
- WASTE MANAGEMENT* – 2 Sets of Plans (626) 458-3504
- LAND DEVELOPMENT – 5 Sets of Plans - (626) 458-4921
- GMED* – 2 Sets of Soils Reports & 2 Sets Plans – (626) 458-4925

Los Angeles County Public Works
900 S. Fremont Ave., 3rd Floor
Alhambra, CA 91803
Monday – Thursday - 6:45 a.m. – 5:30 p.m.

LOS ANGELES COUNTY ENVIRONMENTAL PROGRAMS DIVISION

- Industrial Waste* – 4 Set of Plans – Payment Required

Los Angeles County Public Works – Environmental Programs Division
900 S. Fremont Ave., 3rd Floor Annex 125 S. Baldwin Ave.
Alhambra, CA 91803 Arcadia, CA 91007
(626) 458-3539 (626) 574-0957
M-Th - 6:45 a.m. – 5:30 p.m. M-F - 8-9:30 a.m.

LOS ANGELES COUNTY PUBLIC WORKS - BUILDING & SAFETY DIVISION

- Grading* & Drainage* (SUSMP) – 3 Sets of Plans

Building & Safety Division Randall Sancho
125 S. Baldwin Ave. Grading Plan Check Engineer
Arcadia, CA 91006 Tuesday & Thursday
(626) 574-0941 Grading & Drainage 8 a.m. – 11:30 a.m.

"Rough Grade" & Drainage Approval is Required Prior to Issuance of Building Permit

LOS ANGELES COUNTY HEALTH DEPARTMENT

- Private Sewage Disposal System* - 2 Sets of Plans
- Food Service Establishment* - 3 Sets of Plans
- Water Source Approval Letter* - 2 Sets of Plans
- Public Swimming Pool – Recreational Health* - 2 Sets of Plans

Food Establishments **MUST** submit plans and receive approval with the Health Department prior to submitting to the Building & Safety Department. If you would like to submit plans at the same time as the Health Department, then your plan check with be **AT-RISK**.

5050 Commerce Drive
Baldwin Park, CA 91706
(626) 430-5560
(626) 813-3021 fax

- X-ray Machine* - 2 Sets of Plans

3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
(213) 351-7897

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

- South Coast Air Quality Management Approval*

21865 Copley Dr.
Diamond Bar, CA 91765-4182
(909) 396-2000
(800) 288-7664

WATER DISTRICTS SERVING IRWINDALE

- San Gabriel Valley Water Co.
14404 Valley Blvd.
City of Industry, CA 91746
(626) 448-6183

- Monrovia Water Division
415 S. Ivy Ave.
Monrovia, CA 91016
(626) 932-5575

- Golden State Water District
115-121 Exchange Place (P.O. Box 9016)
San Dimas, CA 91773
(909) 937-0111

- Azusa Light & Water
213 E. Foothill Blvd.
Azusa, CA 91702
(626) 812-5225

- Cal American Water
2200 Huntington Dr.
San Marino, CA 91108
(626) 614-2505

- Valley County Water District
14521 Ramona Blvd.
Baldwin Park, CA 91706
(626) 338-7301

SCHOOL DISTRICT FEES

- School District* - Payment of School District Fees
- Ask for a list of school districts & fees that serve the City of Irwindale Community

LOS ANGELES COUNTY SANITATION DISTRICT

- Sanitation District* - Payment of Sanitation District Fees

1955 Workman Mill Road
Whittier, CA 90601
(562) 699-7411

ELECTRICAL COMPANY

- Southern California Edison

P.O. Box 800
2244 Walnut Grove
Rosemead, CA 91770
(800) 655-4555 Customer Service Line

GAS COMPANY

- Southern California Gas Co.

Centralized Correspondence
P.O. Box 3150
San Dimas, CA 91773
(800) 427-2200 Customer Service Line

TELEPHONE COMPANY

- Verizon

(800) 483-5000 Business Customer Service Line
(800) 483-4000 Residential Customer Service Line

EXCLUSIVE REFUSE HAULER

- Athens (Commercial, Industrial, & Residential Hauler)

(626) 336-3636 Customer Service Line

OTHER

*** IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE ALL SUBMITTALS DIRECTLY TO THE MARKED AGENCIES! APPROVED OUTSIDE AGENCY PLAN CHECKS ARE REQUIRED PRIOR TO ANY ISSUANCE OF BUILDING PERMITS.**