

City of Azusa Water Department: Water System Development Fee

-Required of all new residential & commercial buildings.

Contact: Melissa Barbosa
729 North Azusa Avenue
Azusa, California 91702
(626) 812-5173

Los Angeles County Fire Department: Fees & Permits

-Required of all new commercial buildings.

Contact: Fire Inspector Mark Gajea
605 North Angeleno Avenue
Azusa, California 91702
(606) 969-7876

Los Angeles County Health Department: Fees & Permits

-Required of new commercial animal hospitals, fast-food establishments, medical facilities, mini-markets, pet food stores, restaurants and x-ray facilities.

Contact: Environmental Specialist
Admin H.Q.
5050 Commerce Dr.
Baldwin Park, CA
91706 (626) 430-5560

Los Angeles County Sanitation District: Fees & Permits

-Required of all new residential and commercial buildings.

Contact: Solid Waste Management
1955 Workman Mill Road, Room 207
Whittier, California 90607
(562) 908-4288 ext. 2301

South Coast Air Quality Management District (SCAQMD) : Fees & Permits

-Required if the proposed facility:

- o requires the use of internal combustion engines greater than 50 horsepower.
- o involves mixing, blending or coatings.
- o creates dust or smoke.
- o involves liquid or solid refinery.
- o involves reclaiming of metals.
- o involves plating or coating.
- o requires the use of combustion equipment such as boilers, furnaces, broilers, baking ovens etc., rated greater than two-million (2,000,000) BTU/HR.
- o will handle or store solvents or motor fuels.
- o will use or store acids.
- o will use any chemical processes.
- o uses solvents for clean-up.
- o is a body shop, dry-cleaners, gasoline station, printer or parts coater or restaurant with charbroiling equipment.
- o is located within one-thousand feet (1000') of any school. (Property line to property line, Grade K-12)

- o If the demolition of a pre-existing structure, or the removal of asbestos material is necessary.

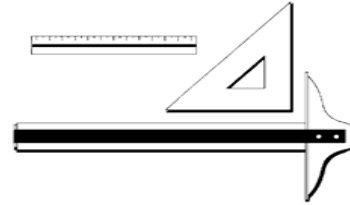
If you answered "NO" to all statements above, you do not need SCAQMD clearance at this time. Obviously, if your response to any one the statements above was "YES", then SCAQMD clearance is mandatory.

Contact: AQMD
21865 East Copley Drive
Diamond Bar, California 91765-4182
(909) 396-2000

This list has been compiled in order to outline the most common types of Commercial Building submittals. All requirements for specific projects may not be listed above. Therefore, it is the Applicant's responsibility to verify specific conditions of approval with the Building Division.


Helpful Hints

1. In order to avert any unnecessary delays in processing your Building Permit and Plan Checking of your plans, it is strongly urged that the requirements outlined in this brochure be closely followed.
2. It is extremely valuable to meet with Staff prior to plan submittal to ensure accuracy and completeness.
3. Please ask questions. City Staff is here to help you.

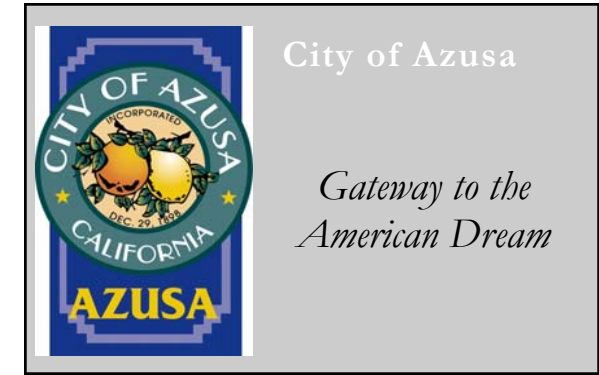


City of Azusa
BUILDING DIVISION
213 E. Foothill Blvd.
Azusa, California 91702
(626) 812-5234

City Hall Hours:
Monday - Thursday, 7:00 a.m. to 5:30 p.m.
CLOSED ON FRIDAYS



"Striving for Excellence in Customer Service"



WHAT YOU NEED TO KNOW ABOUT PLAN CHECKING



**Economic and Community
Development Department**

Why is Plan Checking Necessary?

Plan checking is the detailed City's review of construction drawings submitted by an applicant, to ensure that all applicable building codes are complied with, in order to ensure the health and safety of the occupants and the general public. Even though an applicant may have retained a reputable engineer, architect or other professional, the plans may not be in compliance with the code requirements used by the City. In this manner, the City can be assured of safety in all aspects of construction.

When is Plan Checking Necessary?

Any time construction is proposed, plans are required to be submitted. This could range from a simple partition wall or trellis, to a complete multi-story building. The length of time for plan checking is commensurate with the complexity of the plans and proposed construction. Thus, whenever plans are required to be submitted, plan checking will also be required.

Plan Check Requirements

The first step, before doing anything else, is to check with the Planning Division to determine if a Precise Plan of Design approval is required for your construction project. In most cases, a Precise Plan of Design must be obtained from the Planning Division prior to any plan check submittal to the Building Division.

The following must be submitted at the time of filing:

1. A completed building permit application for plan review.
2. All plan review fees, including building, electrical, fire sprinkler, mechanical, and plumbing. The approximate plan review turn around time can be determined upon submittal. Plan review time may vary due to the complexity of the project and/or the volume of projects submitted previously.
3. *R-3 Residential: Two (2) complete sets of drawings, drawn on a minimum eighteen by twenty-four inch (18" x 24") drafting paper along with (2) complete sets of the following (if applicable):
 - A. Soils Report
 - B. Structural Calculations
 - C. Title 24 Energy Calculations
4. *Commercial and R-1 Residential: Three (3) complete sets of drawings, drawn on a minimum twenty four by thirty six inch (24" x 36") drafting paper along with (3) complete sets of the following (if applicable):
 - A. Soils Report
 - B. Structural Calculations
 - C. Title 24 Energy Calculations

*All drawings, structural and energy calculations are to be wet stamped and signed by the responsible discipline of record, architect and/or engineer. In addition, each drawing must contain the owner's name, address and phone number.

What Kinds of Plans Must Be Submitted?

The nature and detail of plans necessary for submittal depend on the complexity and type of construction proposed. For example, a repair of structural roof members probably would not require electrical plans, unless changes to the electrical system is contemplated. For complete building construction projects, the following is typically required. Please check with the Building Division regarding the needs of your particular project.

1. **A Site Plan**
2. **A Grading Plan**, including soils and compaction reports. For specific details, please consult the Engineering Division.
3. **Architectural Plans**, including floor plans, roof plan, and exterior elevations
4. **Structural Plans**, including:
 - A. Foundation Plan
 - B. Floor Framing Plan
 - C. Roof Framing Plan
 - D. Truss Information
 - E. Cross Sections
 - F. Structural Framing Details
5. **Electrical Plans**
6. **Fire Sprinkler Plans**
7. **HVAC (Heating and Air Conditioning) Plans**
8. **Plumbing Plans**

Information To Be Included On Plans

1. **Site Plan:**

Legal Description (information can be obtained from a tax bill or deed),
Lot Dimensions,
Building Footprint with all projections and dimensions to property lines,
North Arrow,
Location of utilities to curb,
Easements,
Parking areas, including Accessible Parking Stalls, walkways and Accessible Path of Travel.
2. **Grading, Erosion Control, and Drainage Plans:** For specific details, consult the Engineering Division.
3. **Architectural and Structural Plans*:**

Foundation and Structural Plans
Architectural Floor Plans
Exterior/Interior Elevations
Structural Materials Specifications
Structural and Architectural Details, such as:
 - A. Window: Head, Jamb and Sill
 - B. Exterior Doors: Head, Jamb and Sill
 - C. Flashing: Vertical Junctures of Materials
 - D. Fireplaces-Masonry and Prefabricated
 - E. Footings, Piers and Grade Beams
 - F. Posts and Girder Intersections
 - G. Roof: Eaves, Overhangs, Rakes and Gables
 - H. Cabinet Elevations
 - I. Floor Changes-Wood or Concrete

- J. Handrail(s) and Guardrail(s) with Support
- K. Roof Mounted Equipment
- H. Structural Wall Sections with Details at Foundation, Floor and Roof Levels.

4. **Landscape and Irrigation Plans**-For specific details, consult with the Parks Department (626) 812-5259

* *As applicable, fully detailed electrical, fire sprinkler, mechanical and plumbing plans are required. Partial plan submittals are not accepted. NO EXCEPTIONS!*

Note: No permit of any kind will be issued until each Division and/or Department has granted written approval.

What Codes Are In Use In Azusa?

The following Uniform Codes must be used in preparing plans and specifications:

- A. 2013 CBC Building Code
- B. 2013 CMC Mechanical Code
- C. 2013 CPC Plumbing Code
- D. 2013 CEC Electrical Code
- E. 2008 Cal Energy Code, Title 24, State of California.
- F. 2013 California Green Building Code.
- G. 2011 Los Angeles County Fire Code.

Agency Requirements

When undertaking new construction, there are a number of governmental agencies who require either the payment of fees, or require approvals of some kind. For your information, these are presented as follows:

Azusa Building Division: Building Permits

-Required of all new commercial and residential buildings.

Contact:

Myrna Bohorquez, Building Technician	(626) 812-5234
Robert Keyes, Building Official	(626) 812-5293
John Sathoff, Building Inspector	(626) 812-5294
Tony Meyers, Building Inspector	(626)812-5295

Azusa Unified School District: School Fees

-Required of all new and additions to residential & commercial buildings.

Contact: Business Manager
546 South Citrus Avenue
Azusa, California 91702
(626) 967-6211 Extension 201 or 202