



OUTSIDE AGENCY APPROVALS

This document serves to provide general guidance in obtaining the necessary approval(s) and clearance(s) from outside agencies prior to issuing a Building Permit. Required approvals are not limited to those listed below. Additional approvals may be required from other outside agencies and City divisions as required by the Building Official.

I. Fire - LA County Fire

Plan Check approval from local Fire Department is required for:

New residential and new commercial construction, all new sprinkler systems, and alterations to existing sprinkler systems

Approval(s) needed:

One set of plans approved by Fire Department and
Formal letter of approval attached to approved plans

II. Health - LA County Health Department

LA County Health Department clearance is required for:

New food establishments, interior alterations to kitchens in existing food establishments, and tenant improvements involving food & food handling services

Approval(s) needed:

Full set of plans approved by Health Department and
Formal letter of approval attached to approved plans

III. Sanitation – Sanitation District of Los Angeles County

Sanitation clearance is required for:

New commercial construction and/or tenant improvements or additions which include intensification of use (i.e., additional seats in restaurant, etc.)

New residential construction and/or addition that increases the total number of units and/or bedrooms

Approval(s) needed:

Receipt from L.A. County Sanitation District as verification of payment

IV. Sewer – Sherman Sewer Maintenance District, City of West Hollywood

Sewer clearance is required for:

All new residential and commercial construction

Approval(s) needed:

Receipt from City of West Hollywood as verification of payment

Note: Obtain fee schedule from Permit Technician



WEST HOLLYWOOD
8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323.848.6475 fax 323.848.6569

V. Waste Management – Los Angeles County Waste Management

Waste management clearance is required for:

New commercial construction and tenant improvements involving grease traps or interceptors

Approval(s) needed:

Full set of plans approved by L.A. County Waste Management

VI. LAUSD – LA Unified School District

LAUSD clearance is required for:

New commercial construction and/or additions where there is any increase in square footage

New residential construction and/or additions of 500 sq. ft. or more

Approval(s) needed:

Receipt from LAUSD as verification of payment

Note: See Permit Technician to obtain "Certification of Payment of Developer Fees" worksheet prior to submitting information to LAUSD.

VII. AQMD – South Coast Air Quality Management

AQMD clearance is required for:

Demolition of all buildings

Approval(s) needed:

Verification of form submitted to AQMD. Proof of form submitted to AQMD can be provided: 1) with a receipt from AQMD, 2) confirmation of fax sent from AQMD or 3) mail receipt from mailing services (i.e., USPS, UPS, FedEx, etc.)

* For outside agency contact information, please see the *Required Agency Approvals / Contact List* hand out which can be obtained from Building & Safety, or www.weho.org.