



REQUIRED AGENCY APPROVALS / CONTACT LIST

COMMUNITY DEVELOPMENT DEPARTMENT

Current and Historic Preservation Planning

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Assigned Project Planner
Phone Number: (323) 848-6475

- Development Approvals, "Conditions of Approval", Land Use, Zoning, On-Site Landscaping, On-Site Parking, Aesthetics.

Long Range and Mobility Planning

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Richard Garland
Phone Number: (323) 848-6457

- Transportation plan check.

Building & Safety Division

8300 Santa Monica Blvd., 2nd Floor
Contact: Building & Safety Permit Technician
Phone Number: (323) 848-6320 or (323) 848-6475
(323) 848 -6335 (Inspector)

- Building Plan Checking, Permit issuance, Inspections, Certificates of Occupancy.

DEPARTMENT OF PUBLIC WORKS

Commercial Code Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Dan Mick
Phone Number: (323) 848-6882

- Construction Mitigation Plan, Hours of Construction Operation, enforcement of the "Conditions of Approval".

City Engineering Division

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Project Civil Engineer
Phone Number: (323) 848-6375

- Off-site improvements, street curbs, gutters & sidewalks, driveway aprons, cutting, digging, storing or overhanging in or on the public right of way

Environmental Programs Coordinator

8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Matt Magener
Phone Number: (323) 848-6894

- Recycling plan requirements, trash enclosures, rubbish removal services available.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323.848.6475 fax 323.848.6569

RENT STABILIZATION & HOUSING DEPARTMENT

Rent Stabilization & Housing Department

8300 Santa Monica Blvd., 1st Floor
West Hollywood, CA 90069
Contact: Yazmin Spiteri
Phone Number: (323) 848-6480

Contact: Anwar Zraikat
Phone Number: (323) 848-6449

- Affordable Housing and In-Lieu Fee programs, Commercial Exaction Fee program, Hire West Hollywood.
- Determination if rent controlled units are involved and if so, enforce the laws governing both the owners and tenants. Eviction process including required notice and relocation fees.

ECONOMIC DEVELOPMENT DEPARTMENT

Arts and Cultural Affairs Commission

8300 Santa Monica Blvd., 3rd Floor
West Hollywood, CA 90069
Contact: Rebecca Ehemann
Phone Number: (323) 848-6846

Contact: Andrew Campbell
Phone Number: (323) 848-6883

- Public Art Coordinator.
- Enforcement of the "Arts in Public Places" Program, applicable to projects with a construction valuation of \$200,000 or more.

FACILITIES & LANDSCAPE MAINTENANCE DEPARTMENT

Facilities and Landscape Maintenance Department

8300 Santa Monica Blvd., 3rd Floor
West Hollywood, CA 90069
Contact: Scott Smith
Phone Number: (323) 848-6463

- Landscape requirements within the public-right-of-way, street trees, tree grates and streetscape furnishings.



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323.848.6475 fax 323.848.6569

FIRE DEPARTMENT

Los Angeles County Fire

Area 7
864 San Vicente Blvd.
West Hollywood, CA 90069
Phone number: (310) 358-2380
Hours: 8:00am-10:00am

5823 Rickenbacker Road
Commerce, CA 90040
Contact: Plan Checker
Phone Number: (323) 890-4125
Hours: 7:30am-10:30am

- Local Fire Department Approvals, existing sprinkler systems 20 heads or less, fire extinguisher locations, Occupant Loads, Fire & Life Safety Inspections, Public Assemblage Permits
- Plan Checking of new construction plans, water access, and solar panels.

5823 Rickenbacker Road
Commerce, CA 90040
Phone Number: (323) 890-4125
Hours: 7:30am-5:00pm

- Fire Alarms, New sprinkler systems and existing sprinkler systems over 20 heads.

HEALTH DEPARTMENT

Los Angeles County Department of Health Services

Rec. Water Program
5050 Commerce Dr.
Baldwin Park, CA 91706
Contact Number: (626) 430- 5560

Public Counter Service at:
8300 Santa Monica Blvd., 2nd Floor
West Hollywood, CA 90069
Contact: Zepyur Manjikian
Contact Number: (213) 351- 7801 ,Or
(213) 471- 3349 (cell)
Hours: 8:00am-12:00pm, Tuesday

- Food Service Plan Checking, Inspections and Licensing.

Pool Program
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
Contact: Erica Balsam
Contact Number: (213) 351- 7364

Radiation Health Unit

Radiation Health Unit
3530 Wilshire Blvd., 9th Floor
Los Angeles, CA 90010
Contact: Daisy Zapata, Plan Checker
Phone Number: (213) 351-7897

- Services involving radiation.



WASTE MANAGEMENT DEPARTMENT

Los Angeles County Environmental Programs

Lomita Field Office
24320 S. Narbonne Ave
Lomita, CA 90717
Contact: Maria Baker
Phone Number: (310) 534-4862

LA County Public Works Headquarters
900 S. Fremont Avenue
Alhambra, CA 91803
Phone Number: (626) 458-5173
Public Counter: (626) 458-3517

- Plan Checking portions of plumbing, grease trap and interceptor requirements, inspections of same. Or see LAC Public Works, Fremont Avenue, Alhambra.

SANITATION

Los Angeles County Sanitation District

1955 Workman Mill Road, Room 207
Whittier, CA 90607
Contact: Engineer
Phone Number: (562) 699-7411

- Determination and collection of County sanitation fees, typically based on net increase as it relates to type of use and square footage.

AIR QUALITY MANAGEMENT

South Coast Air Quality Management District (SCAQMD)

21865 E. Copley Drive
Diamond Bar, CA 91765-4182
Contact: Inspector/Engineer
Phone Number: (909) 396-2000 or (800) 388-2121

- Enforcement of the requirements of AB 1403(b) (asbestos removal) and AB3205 enforcement of the requirements associated with airborne toxins and smoke producing equipment.



LOS ANGELES UNIFIED SCHOOL DISTRICT

Los Angeles Unified School District

333 S. Beaudry Ave
2nd Floor, Room 102
Los Angeles, CA 90017
Contact: (213) 241-1000

- Determination and collection of school fees, typically based on net increased square footage and type of use.

CA DEPARTMENT OF INDUSTRIAL RELATIONS

California Department of Industrial Relations - Safety Division

320 West 4th Street, Room 670
Los Angeles, CA 90013
Contact: Inspector (213) 576-7451

- Approvals required for excavations greater than 5 feet in depth, scaffolding 36 feet or greater in height, and demolitions or construction of buildings greater, than 36 feet in height.

WATER DEPARTMENT

Beverly Hills Water Company

455 N. Rexford
Beverly Hills, CA 90210
(310) 285-2434

Los Angeles Department of Water & Power

111 N. Hope Street
Los Angeles, CA 90012
(213) 367-4211 or (800) 342-5397
(For areas not served by B.H.W.Co)

- Water Services for all new buildings and large commercial projects.

OTHER UTILITIES

Southern California Edison

(800) 655-4555 (Commercial & Customer Service)
(800) 684-8123 (Residential)

Southern California Gas Company

(877) 238-0092 Residential
(800) 427-2000 Commercial & Industrial