

HOW DO I GET A PLAN APPROVED IN INDUSTRY?

There are a variety of permits and processes necessary depending upon the nature of your proposal. It is important to note that Industry does not conduct all the reviews in-house or issue many of its own permits. Instead, it utilizes the services outside public and private agencies to perform these functions. This flow chart is to help you understand the steps in the processes of obtaining permits and the various agencies you will need to contact along the way.

Phase 1- Planning Approval

Required for all applications for improvements, building occupations, or Use Permits (AKA business licenses)

Step 1 - Initial Discussion

Contact Planning Department to determine if use is permitted and the appropriate application process and fees

(if the project involves grading permits. it is recommeded that you conduct a pre-design meeting with the Planning



Step 2 - Complete Application

Complete application, obtain necessary approvals from Valley Vista and LACFPB, and prepare necessary plans



Step 3 - Submit Application

Submit to Planning Department and pay necessary fees (incomplete applications will not be accepted)



Step 4 - Application Review

City review and determination, which consists of the over-thecounter applications or public hearing applications

Planning Submittal

Requirements:

Submittal requirements vary by application type and will be clarified during step 1. In general, you should be prepared to provide:

- Full description of proposal
- Vicinity map
- Fully dimensioned and labeled site plan
- Fully dimensioned and labeled floor plan
- Fully dimensioned and labeled building elevations
- Environmental checklist (if necessary)

Step 5 - Over-The-Counter

- **Application** Temporary banners & special events
- Most signs
- Use permit (a.k.a. business license)
- Interior improvements
- Special event
- Minor development plan (improvements valued less than \$75,000 and exempt from CEQA)

Step 6 - Public Hearing **Application**

- Conditional use permit (PC) Major development plan (CC for improvements valued more than \$75,000 and not exempt from CEQA)
- Parcel map (PC)
- Zone exception (PC)
- Zone change (PC & CC)
- Street vacations (PC)
- Development agreements (PC & CC)
- Adult business permit (PC)



Step 6a - Planner Assigned

Application assigned to a planner who will be the main contact and shepherd you through the process



Step 6b - Application **Deemed Complete**

Within 30 days, City determines if necessary information is provided and application can move forward

Step 5a - Approval

- Application is complete, clearly complies with Municipal Code, corrections or property improvements are not required
- City stamps plans and issues either a letter or certificate
- Move to Phase 2 if necessary



Step 5b - Additional **Review Required**

- Application is unclear, corrections or improvements are required, or proposal does not clearly comply with Municipal Code
- Once corrective action taken, move to step 5a

Step 6f - Approval

- City stamps plans and issues approval letter
- Implement any conditions of approval
- Move to Phase 2



Step 6e - Public Hearing PC/CC action



Step 6d - Public Hearing Scheduled

Public hearing with PC/CC scheduled and legal notifications posted/distributed



Step 6c - Environmental Review

City performs environmental review per CEQA

Site Improvements Submit 3 sets of plans for street

improvement, sewer, storm drain, traffic signal, precise site grading, LID plan and SWPPP (if applicable) to CNC for plan check

Landscape Plans

Submit 3 sets of landscape plans

to the Planning Department for

plan check

Domestic Waste Water

Submit application to Planning

Department who will transmit to

CNC for approval

Industrial Waste Water

Submit application to Planning

Department who will transmit to

SDLAC for approval

Building Plan Review

Submit 3 sets of building plans

and structural calculations to

LACDBS along with Planning

Approval letter (letter #1)

Fire Department Review

Submit site plan with hydrant

and sprinkler locations to

LACFPB

Utility Company Reviews

Submit site plans showing

building footprint to the

appropriate utility company for

new service hook-ups.

Note: there are 5 water purveyors serving

Industry. Contact the Planning Department

or CNC to obtain the appropriate contact.

Water Quality Managment Plans, SWPPP, LID plan, and BMPs reviewed and approved by CNC



Pay City related plan check & permit fees



Civil plans transmitted to City engineer for final approval

> landscape plans approved by City

Domestic Waste Water clearance issued by City/CNC

Planning and agreements

performed by respective utility

providers. As necessary, the

utility companies will secure

excavation permits from CNC

for main extensions and service

laterals within the pubic rights-

of-way.

Planning Approval letter (letter #1) to LACDBS, clearing the way for them to issue permits

City stamps plans and issues

Phase 2- Permit Process

After obtaining planning approval, you may now submit plans for grading, construction and excavation permits, Water Quality Management Plans, SWPPPs, SUSMPs, BMPs, building, electrical, mechanical, and plumbing permits.

LACDBS receives Planning Approval letter (letter #1)

City receives approved Industrial Waste Permit from SDLAC and transmits copy to LACDBS

- Building plans approved by LACDBS
- Pay plan check fees and permit

LACFPB approves fire plans

Grading and construction approvals, permits, SWPPP, and LID plan issued by CNC

 LACDBS receives all proceeding plans, city clearances and fees

Building, electrical, mechanical, and plumbing permits issued by LACDBS Planning Final letter (letter #2) to LACDBS, clearing way for them to issue Certificate of Occupancy and final building permits

Applicant initiates construction,

inspections are performed, and

when complete, City issues

- Legend City of Industry 15625 E. Stafford Street, Ste. 100, City of Industry, CA 91744-0366, Phone: 626-333-2211, Fax: 626-961-6795
- PC = Planning Commission
- CC = City Council
- LACFPB = Los Angeles County Fire Prevention Bureau. Outside fire prevention review. 15660 Stafford Street, City of
- CNC = CNC Engineering. Outside civil engineering firm that reviews/manages grading, construction and excavation permit Water Quality Management Plans (SWMPs, WOMPs and LID plans); Storm Water Pollution Prevention Plans (SWPPPs); BMP Design Review. 255 N. Hacienda Blvd., Ste. 222, City of Industry, CA 91744, Phone: 626-333-0336, Fax: 626-369-4306
- **SWPPP = Storm Water Pollution Prevention Plan**
- LID = Low Impact Development (Chapter 13.16 of the Municipal Code)
- SDLAC = Sanitation Districts of Los Angeles County
- LACDBS = Los Angeles County Department of Building and Safety. Outside building, mechanical, electrical, and plumbing permit issuing agency. 16000 E. Central Avenue, La Puente, CA 91744, Phone: 626-961-9611
- Valley Vista = Valley Vista Services, Inc. City's exclusive waste collection service provider. 17445 East Railroad Street, City of Industry, CA 91748, Phone: 626-961-6291

Plan Check Submittal Requirements:

lease contact each reviewing agency for submittal requirements. In

- seneral, you should be prepared to provide: Fully dimensioned and labeled site plan Fully dimensioned and labeled floor plan
- Fully dimensioned and labeled building elevations
- Prerequisite approvals from other reviewing agencies