



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 recommended that you conduct a pre-design meeting with the Planning Department and CNC)

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-the-counter applications or public hearing applications

Either

Or

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

to Phase 2

to Phase 2

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)

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.

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

Water Quality Management 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

City stamps plans and issues Planning Approval letter (letter #1) to LACDBS, clearing the way for them to issue permits

Landscape Plans

Submit 3 sets of landscape plans to the Planning Department for plan check

landscape plans approved by City

Domestic Waste Water

Submit application to Planning Department who will transmit to CNC for approval

Domestic Waste Water clearance issued by City/CNC

Industrial Waste Water

Submit application to Planning Department who will transmit to SDLAC for approval

LACDBS receives Planning Approval letter (letter #1)

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

Building Plan Review

Submit 3 sets of building plans and structural calculations to LACDBS along with Planning Approval letter (letter #1)

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

Fire Department Review

Submit site plan with hydrant and sprinkler locations to LACFPB

LACFPB approves fire plans

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.

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 public rights-of-way.

Plan Check Submittal Requirements:

Please contact each reviewing agency for submittal requirements. In general, you should be prepared to provide:

- Fully dimensioned and labeled site plan
- Fully dimensioned and labeled floor plan
- Fully dimensioned and labeled building elevations
- 3 sets of all building and grading plans
- Prerequisite approvals from other reviewing agencies

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 Industry, CA 91744, Phone: 626-336-6950
- **CNC = CNC Engineering.** Outside civil engineering firm that reviews/manages grading, construction and excavation permits, Water Quality Management Plans (SWMPs, WQMPs 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