



CITY of LAKE FOREST  
APPROVALS REFERRAL SHEET

Date: / / 2023

In addition to Building plan check approval, your project may require additional approvals from certain outside agencies before any permits can be issued. The scope of work for your project has triggered the following agencies, which the Building department has marked on this form. Additional agencies may be added after the Building Plan checker has performed an initial plan review.

Project Address \_\_\_\_\_ Permit Number \_\_\_\_\_

- 1. Is the area of the site over 1 acre?  Yes  No
- 2. Is this permit application a result of Stop Work Order  Yes  No
- 3. Is the site contain slope steeper than 5%?  Yes  No
- 4. Does any of the following apply?  Yes  No
  - Cut or fill exceeding 50 cubic yards.
  - Cut or fill greater than 3 feet in depth.
  - Cut creating a cut slope greater than 5 feet in height and steeper than 2 units horizontal to 1 unit vertical.
  - Fill intended to support a structure or surcharge greater than 1 foot in depth or placed on terrain with a natural slope steeper than 15 percent.

By signing below, I certify the above information to be true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT APPLICANT NAME

**IN-HOUSE AGENCIES**

- Planning Division
- Environmental Division (Q-3)
- Engineering Division (Q-4)
  - Grading permit
  - Pad certification required prior to any building permit issuance
- Code enforcement Division (Q-2)
  - Notify the division upon Building permit issuance
- Waste Management Division-PW
  - Waste Management plan submitted through GreenHalo
    - Chris Groves
    - [cgroves@lakeforestca.gov](mailto:cgroves@lakeforestca.gov)
    - 949-461-3571

## **OUTSIDE AGENCIES**

### OC Health department

- Private sewage disposal system
- Food service establishment
- Public swimming pool-recreational health
- X-Ray machine installation, medical gas
  - 1241 E. Dyer Rd., Suite 120
  - Santa Ana, CA 92705
  - 714- 433-6000

- Orange County Fire Authority
  - Front Counter, [fireprevclerk@ocfa.org](mailto:fireprevclerk@ocfa.org)

### Local Water District

- Plan review approval/exempt letter
- Grease interceptor/underground tanks
  - Irvine Ranch Water District
    - Briana Palecek, [palecek@irwd.com](mailto:palecek@irwd.com)
    - 949-453-8911
    - Frank Soto, [soto@irwd.com](mailto:soto@irwd.com)
    - 949-453-5844
  - IRWD's Fats, Oils, and Grease Program (FOG) – For Grease Interceptors
    - Isabel Melendez, [FOG@IRWD.com](mailto:FOG@IRWD.com)
    - 949-453-5865
    - <http://www.irwd.com/fats-oils-grease-program>
  - El Toro Water District
    - Rory Harnisch, [rharnisch@etwd.com](mailto:rharnisch@etwd.com)
    - 949-453-8911
    - 714-573-6100

### South Coast Air Quality Management District

- Notification to be submitted to AQMD prior to any demolition of load-bearing members. (Rule 1403)
  - 21865 Copley Dr. Diamond Bar, CA 91765

### Saddleback Valley Unified School district

- Commercial add. and/or Residential Add. > 500 S.F.
  - Gina Barraza, [fiscal.services@svusd.org](mailto:fiscal.services@svusd.org)
  - 949-580-3277 - x233277

## **STATE AGENCIES**

- State Dept. of industrial relations- CAL/OSHA Division of occupational safety and health
  - Permit is required of excavation of trenches which are 5ft. or more deep into which a person is required to descend or for the construction or demolition of any structure 4 or more stories.
- California State Water Board (Q-1)
  - NPEDS permit is required for lot over 1 acre

## **OTHER AGENCIES**