



DEVELOPMENT SERVICES
BUILDING & SAFETY
AGENCY REFERRAL LIST

44933 N. Fern Avenue
 Lancaster, CA 93534
 (661)723-6144
 www.cityoflancasterca.org

Project Address: _____ Date: _____ PMT#: _____

Description: _____ Plan Review by: _____

IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN THE APPROVAL/CLEARANCE FROM THE AGENCIES CHECKED BELOW PRIOR TO ISSUANCE OF A BUILDING PERMIT. PLEASE CONTACT EACH AGENCY FOR APPLICABLE FEES, TIMEFRAME, AND THE INFORMATION THEY MAY REQUIRE IN ORDER TO PROVIDE APPROVAL/CLEARANCE.

School Districts

A development fee is required for residential construction exceeding 500 square feet. School fee receipts must be submitted to Building and Safety before permit issuance. It is the applicant's responsibility to contact the respective school districts to determine their jurisdiction. Both high school and grade school fees are mandatory.

Antelope Valley Union High School District

Fees are collected by appointment only

Email (developerfees@avhsd.org) to set up appointment and find jurisdiction
 Contact: Leslie (661)942-8496

West side Union School District

Beth (661) 722-0716

Lancaster School District

Monday-Friday 7:30am-4:30pm
 Kim Saracino (661) 948-4661 ex 118)

Sanitation Districts

Sanitation District (Lancaster)

1865 W. Avenue D, Lancaster, CA 93534
 Phone: (661) 942-5757

Sanitation District of LA County

1955 Workman Mill Road, Suite 104, Whittier, CA 90607 HRS:
 7:30 AM – 3:45 PM (M-TH), 7:00 AM – 4 PM Phone: (562) 699-7411 X2727

Los Angeles County Offices

335 East Ave. K-6, Lancaster, CA 93534 (661) 524-2390

Fire Department

Mon – Fri
 8:00am to 4:30pm
 (661) 949-6319
<https://epicla.lacounty.gov>

Health Department

Mon – Fri
 8:00am to 4:30pm
 (661) 723-4533/4511

Water Agencies

Click link below to see what Water agency your location applies to.

(<https://www.cityoflancasterca.org/home/showpublisheddocument/596/635775792210230000>)

LA County Water Works

260 East Ave K-8
 Lancaster, CA 93535 Maintenance/Billing
 1-877-637-3661
 Construction/New Meters (661) 940-9270
www.dpw.lacounty.gov

Quartz Hill Water District

5034 W. Ave L Lancaster, CA 93536
 (661) 943-3170
<https://qhwd.org/>

Lancaster Water District

(661) 942-6086

White Fence Farms Mutual Water Co.

41901 20th St W, Palmdale CA 93551
 (661)943-3316

Sunnyside Farms Mutual Water Co.

40115 15th St W, Palmdale CA 93551
 (661) 947-3437

Averydale Mututal Water Co.

3659 E Ave H-4, Lancaster CA 93535
 (661)946-2256

Green Grove Mutual Water Co.

(661) 943-3314

Evergreen Mutual Water Co.

(661)946-1503

California Water Service

661-943-3255

Palm Ranch Irrigation District

(661) 943-2469

Antelope Park Mutual Water Co.

(661)945-2238

City of Lancaster Departments

Planning Department

(661)723-6100
planning@cityoflancasterca.org

Engineering

(661)723-6049

Utilities

Ben Stewart
 (661)723-5887
bstewart@cityoflancasterca.org
 Fats, Oils and Grease (F.O.G)
 Restaurants, Grease interceptors and grease traps.

Air Quality Management Division

Lancaster – AVQMD

43301 Division St., Suite 206
 Lancaster, CA 93534
 HRS: 7:00 AM – 5 PM (M-TH), 7:00 AM – 4:00 PM
 Phone: 661-723-8070

Utilities

California Public Utilities Commission- www.cpuc.ca.gov

Frontier

(Cable/Internet/Phone Services)
 (800) 921-8106
<http://frontier.com/contact-us>

Southern California Edison

42060 10th St. W
 Residential (661) 726-5617 (800) 684-8123
 Commercial (800) 990-7786 www.sce.com

Waste Management (Trash)

600 E Ave F
 Lancaster, CA 93535
 (661) 947-7197
www.wm.com

Southern California Gas Company

2065 W Ave. K
 Lancaster, CA 93536 Residential/
 Commercial (800) 427-2200

Spectrum (Cable Services)

41551 10th St. W
 Palmdale, CA 93551
 (866) 874-2389



DEVELOPMENT SERVICES

BUILDING & SAFETY

REQUIREMENTS CHECKLIST FOR CONSTRUCTION

(NEW SINGLE FAMILY DWELLINGS, MULTI-FAMILY, DUPLEX, ADU, TOWNHOMES)

44933 N. Fern Avenue

Lancaster, CA 93534

(661)723-6144

www.cityoflancasterca.org

APN: _____ Permit Application No.: _____

Project Location: _____

City Project Number (i.e., Directors Review, Site Plan Review, Conditional Use Permit): _____ Parcel/ Tract Map Number: _____

REQUIREMENTS FOR BUILDING PLAN CHECK SUBMITTAL:

Need	Received	N/A
		Single Family Dwelling
		- Submit an online application (https://aca-prod.accela.com/LANCASTER/Lancaster.aspx?showHome=true)
		- Upload complete set of plans (MEP) with cover signed & wet-stamped if prepared by a licensed professional
		- Upload PDF Planning Department approved plans/conditions of approval
		Accessory Dwelling unit
		- Submit an online application (https://aca-prod.accela.com/LANCASTER/Lancaster.aspx?showHome=true)
		- Upload complete set of plans (MEP) with cover signed & wet-stamped if prepared by a licensed professional
		- Upload PDF Planning Department approved plans/conditions of approval
		- Upload complete/notarized Accessory dwelling Unit form
		Multi-Family, Duplex, Mixed Use, Town Home
		- Submit PDF application to (permits@cityoflancasterca.org) or contact Building and Safety (661-723-6144)
		- Upload complete set of plans (MEP) with cover signed & wet-stamped if prepared by a licensed professional
		- Upload PDF Planning Department-approved plans/conditions of approval
		If Applicable to your project
		-Apply for Grading Permit (online)
		-Apply for Drainage Permit (online)
		-Apply for Landscape Permit(online)
		-Make payment for plan check fees
		-Apply for City-assigned address (send Address application, and Planning Approved site plan to emichel@cityoflancasterca.org)

REQUIREMENTS PRIOR TO BUILDING PERMIT ISSUANCE:

Need	Received	N/A
		- Approved plans stamped by Building and Safety.
		- Grading permit issued
		- Dust Control Agreement + AVQMD Sign Off (refer to agency referral list)
		- Biological Impact Fee Collected
		- All Impact and Building Fees Paid
		- City Assessment/Annex Fees paid
		- Engineering Approval (refer to agency referral list)
		- Fire Department Building Release Form from Field Inspector.(refer to agency referral list)
		- School Fee Receipts from High school and Grade school (refer to agency referral list)
		- Plan approval from Fire Department Plans Examiner (refer to agency referral list)
		- Sewer Connection Receipt from LA County Sanitation District (refer to agency referral list)
		- Septic System Approved Plot Plan from LA County Health Department
		- Will Serve Letter from Water Agency(see agency referral list)
		- Owner-Builder Form
		- Contractors Declaration Form

ALL REQUIREMENTS COMPLETED FOR OCCUPANCY

Need	Received	N/A
		- Finaled Building Inspection
		- Finaled Solar Permit
		- Finaled Landscape Permit
		- Finaled Fire Sprinkler Permit
		- Completed and approved application for Certificate of Occupancy