

# CITY OF SOUTH EL MONTE

## ROUTING PROCESS FOR PLAN CHECK SUBMITTAL

### Planning Division

Will sign three (3) sets of approved plans  
2 sets (Landscaping Plans)

### Building Division

3 set of Plans include the EMP, 1 set to Tax Assessor Office no EMP plans needed. 2 Liquefaction Study Report/ ~~Soils Report~~

### Engineering/Public Works

Edward Gandara  
(626) 579-6540 Ext 3203  
Monday-Thursday 7am-11am  
Michael Ackerman  
(626) 579-6540 Ext 3163  
Tuesday-Thursday 10am-2pm

3 sets submitted to Building Department of Site & Site Drainage, Grading Plan, Erosion Control, and 2 Soils Report  
3 sets of Street Improvements and Final Maps  
2 copies of Technical Reports

### Industrial Waste

John L. Hunter  
(562) 802-7880  
Industrial Waste – Tuesday Only  
1:30pm-2:30pm

Site Plan and Floor Plan  
2 sets of plans  
Plans submitted to the Building Department at the City of South El Monte

### Low Impact Development

John L. Hunter  
(562) 802-7880  
Contact: Jillian Brickey  
Email: jbrickey@jlha.net

Site and Site Drainage/Grading Plan/LID Report/Geotechnical Analysis  
3 sets of all documents (Plans, Reports)  
Plans submitted to the Building Department at the City of South El Monte

### Fire Dept

5823 Richenbacker Road  
Commerce, CA 90040-3027

Applicant goes directly to Fire Dept

5200 Irwindale Ave, Suite 210  
Irwindale, CA  
(626) 430-3050

Applicant goes directly to Fire Dept

Health Department – Plan Check  
Los Angeles County Environmental Health  
5050 Commerce Drive, Room 5  
Baldwin Park, CA 91706  
(626) 430-5560

Applicant goes directly to the Health Dept Plan Check required for all food establishments, i.e., restaurants & markets.