



County Of Los Angeles
Fire Department

September 6, 2024

To: City of Hermosa Beach
Building Officials

From: Captain Reggie Johnson
Hawthorne Area Office – Fire Prevention Transition

Re: Plan Check Procedures

The following is an explanation of how most plans are routed through the County of Los Angeles Fire Prevention Division. It is not all inclusive so any unique question that may arise can be vetted through the Local Engineering Section or the Regional Unit at the numbers listed below.

Local Engineering Section

Fire Prevention Headquarters - Commerce
5823 Rickenbacker Road
Commerce, CA 90040
(323) 890-4125

Responsible for all plan checks for any New Construction. Additions, Relocated Structures and any change of occupancy will also be reviewed at this location.

Initial Plan Submittal is now through Epic LA.

Sprinkler and Fire Alarm Unit

Commerce Fire Prevention Headquarters
5823 Rickenbacker Road
Commerce, CA 90040
(323) 890-4125

The Sprinkler Unit is Responsible for all new Sprinkler System plan checks. They will also review all plans for additions, alterations or modifications to any existing system involving more than 20 sprinkler heads.

The Fire Alarm Unit is responsible for all Fire Alarm System plan checks.

Initial Plan Submittal is now through Epic LA.

Land Development Unit

Commerce Fire Prevention Headquarters
5823 Rickenbacker Road
Commerce, CA 90040
(323) 890-4243 (Counter Hours – 7:30am-5pm M-F)

The LDU will review all plans for Tract maps, Parcel Maps, Planned Unit Developments, Conditional Use Permits, Design Overlay Reviews, Environmental Impact Reviews, Road Vacations, Zone Changes, water plan reviews and gate design review for LDU projects.

Regional Fire Prevention Unit

Hawthorne Area Office
4475 West El Segundo Boulevard
Hawthorne California 90250
(310) 263-2732
Counter Hours (8am-10am M-F)

Lomita Area Office (Special Events)
24330 Narbonne Avenue – Room B-24
Lomita, California 90717
(310) 830-9596
Counter Hours (8am-10am M-Th)

The Regional FP Unit (Hawthorne Office) is responsible for the following:

- Interior Tenant Improvements to S Occupancies with existing High Pile Storage.
- Commercial Kitchen Hood Fire Protections Systems.
- Spray Booths, Powder Coating Booths and related Fire Protection Systems.
- Fire Sprinkler System modifications involving 20 sprinkler heads or less.
- Removal of Underground flammable or combustible liquid storage tanks.
- Field Inspections.
- Special Events. (To be handled by the Carson Office)

Schools and Institutions Units

Fire Station #158
1650 West 162nd Street
Gardena, CA 90247
(310) 217-8395 (Contact for Counter Hours)

The Schools and Institutions Unit is responsible for building and alarm plans for R-2 and R-6 occupancies. This includes new construction, additions and alterations to existing buildings that have a change in occupancy classification.

Also responsible for the Inspection of Schools, Assisted Living Facilities, Residential Day Care and Home Health Facilities.

Public Safety and Film Unit

14425 Olive View Drive
Sylmar, CA 91342
(818) 364-8240 (Counter Hours – 8am-4:30pm M-F) – Responsible for Film Permits.