

Dear Applicant,

Thank you for submitting your plans to the Development Services Department. This Department is responsible for routing your plans to all City departments/Divisions which are required to review your plans after the required Plan Review fees have been paid. Each department will assign your plans based on availability of their staff and based on a first come first served basis.

For your convenience, the following matrix is provided so that you can contact each department for the status of your submitted plans.

We as the City have a goal to complete the plan review for the “Regular” submitted plans within 30 working days from the day the Plan Review fees are paid and 25 working days for the “Accelerated” submitted plans.

Your submitted plans for the following Plans will be routed to different departments/Divisions as indicated below:

Plan Check No.: _____

Building & Safety Planning Fire Prevention Public Works Parks Environmental Safety

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You can check the status of your submitted plans online by visiting:

<http://munipermits.elsegundo.org/PlanCheckStatus/PlanCheckStatusAll01.asp>

List of the Contacts for different departments/Divisions:

Department/Division	Contact Name	E-Mail Address	Phone Number
Building and Safety Division		Permits@elsegundo.org	(310)524-2380
Planning Division	Eduardo Schonborn	Planning@ElSegundo.org	(310) 524- 2312
Planning Division	Paul Samaras	Planning@ElSegundo.org	(310) 524- 2340
Planning Division	Maria Baldenegro	Planning@ElSegundo.org	(310) 524- 2341
Public Works	James Rice	JRice@elsegundo.org	(310) 524- 2316
Fire Prevention	-----	FirePlanCheck@elsegundo.org	-----
Environmental Safety	-----	FirePlanCheck@elsegundo.org	-----
		Permits@elsegundo.org	(310)524-2248
Parks	Chris Hentzen	CHentzen@elsegundo.org	(310)524-2716
Police	Luke Muir (Sergeant)	LMuir@elsegundo.org	(310) 524-2295
	Dominique Alvarez	DAlvarez@elsegundo.org	(310) 524-2274
Business License/Subcontractors	Finance	TaxInquiry@elsegundo.org	(310) 524-2317
Public Records	City Clerk	AllCityClerks@elsegundo.org	(310)524-2307
Building and Safety Division	Building Inspection	*	(310) 524-2379

*<http://munipermits.elsegundo.org/InspectionRequest/InspectionRequestAll01.asp>