



CITY OF EL MONTE

Community and Economic Development Department Building Division

City of El Monte Fire Department Approval Prior to Permit Issuance Policy

Effective Date: September 10, 2025

Purpose: To ensure compliance with fire safety standards prior to the issuance of building permits, as mandated by the Los Angeles County Fire Code and City of El Monte regulations.

Policy:

1. For One and Two Family Dwellings, Townhomes, and Accessory Dwelling Units (ADUs), submitted to the City of El Monte Building Division, must complete the **Fire Form 195** to verify compliance with fire safety requirements.
2. If a project **does not meet** the requirements of **Fire Form 195**, it shall be submitted to the **Los Angeles County Fire Department, Fire Prevention Division**, for review and final determination of any required fire protection systems.
3. A **building permit shall not be issued** until the Los Angeles County Fire Department has reviewed and approved the plans, and the approved plans are submitted to the City of El Monte Building Division.
4. Applicants must coordinate with the Fire Prevention Division and provide all required documentation to expedite the review process.

Contact:

- **City of El Monte Building Division:**
 - Phone: (626) 580-2050
 - Email: building@elmonteca.gov
 - Address: 11333 Valley Boulevard, El Monte, CA 91731
 - Hours: Monday to Thursday, 8:00 a.m. to 4:00 p.m. (Waitlist closes at 3:00 p.m.)
- **Los Angeles County Fire Department, Fire Prevention Division:**
 - Website: https://epicla.lacounty.gov/energov_prod/SelfService/#/home/