

DEPARTMENT OF BUILDING AND SAFETY
 201 N. Figueroa Street, Los Angeles, CA 90012
 Internet: <http://ladbs.org/our-organization/customer-services/dept-phone-list>
 Organization Chart: [http://www.ladbs.org/about us/org_chart.pdf/](http://www.ladbs.org/about_us/org_chart.pdf/)

Mail Stop

PUBLIC INFORMATION

General Information 311
(from outside Los Angeles County) 213 473-3231
 Requests for Inspection 888 524-2845
 (from outside Los Angeles County) 213 482-0000
 **TDD Line** 888 833-8389

115 **ADMINISTRATION**

201 N. Figueroa Street, Suite 1000, Los Angeles 90012 **FAX** 213 482-6850
 General Manager, Osama Younan 213 482-6800
 Executive Officer, John Weight..... 213 482-6800
 Executive Administrative Assistant III, Susie Robles
 Executive Administrative Assistant II, Traci Quiroz
 Executive Administrative Assistant II, Vacant

115 **BOARD OF BUILDING & SAFETY / DISABLED ACCESS APPEALS COMMISSION OFFICE**

<http://ladbs.org/our-organization/people/bbsc>
<http://ladbs.org/our-organization/people/disabled-access>
 201 N. Figueroa Street, Suite 1030, Los Angeles 90012..... **FAX** 213 482-6755
 Board Secretary, Veronica Lopez 213 482-7429
INFORMATION - Customer Call Center 311
(from outside Los Angeles County) .. 213 473-3231

115 **RESOURCE MANAGEMENT BUREAU**

201 N. Figueroa Street, Suite 760A, Los Angeles 90012 **FAX** 213 482-6754
 Bureau Chief, Ana Mae Yutan 213 482-6703
 Assistant Bureau Chief, Vacant 213 482-6782
 Assistant Bureau Chief, Emilio Rodriguez 213 482-6818
 Executive Assistant, Vacant..... 213 482-6703

115 **BUDGET AND GENERAL ADMINISTRATIVE SERVICES DIVISION**

201 N. Figueroa Street, Suite 760B, Los Angeles 90012 ... **MAIN** 213 482-6776
 **FAX** 213 482-6754
 EMAIL: ladbs.asd@lacity.org
 Division Chief, Tony Pelaez 213 482-6766

115 **CONTRACTS & SUPPORT SERVICES DIVISION**

201 N. Figueroa Street, Suite 760B, Los Angeles 90012
 EMAIL: ladbs.contracts@lacity.org
 Division Chief, Tiffany Baltazar 213 482-6776

115 **RECORDS MANAGEMENT DIVISION**

201 N. Figueroa Street, Suite 1350, Los Angeles 90012..... **FAX** 213 482-6889
 Residential Property Records 213 482-6777
 Records Processing and Retention 213 482-6767
 201 N. Figueroa Street, Suite 1455, Los Angeles 90012..... **FAX** 213 482-6889
 Subject Specialty Group
 201 N. Figueroa Street, Suite 1350, Los Angeles 90012..... **FAX** 213 482-6838

	Section Supervisor, Lorena Espinoza.....	213 482-6549
115	FINANCIAL SERVICES DIVISION 201 N. Figueroa Street, Suite 740, Los Angeles 90012..... FAX	213 482-6591
	Division Chief, Cheryl Hass	213 482-6782
	Principal Accountant I, Emma Pangilinan	213 482-6802
	Principal Accountant I, Vacant	213 456-5982
	Liens, Charles Kalibbala	213 202-9829
	Refunds.....	213 482-6821
	Bad Checks	213 482-6890
	Payroll & Mileage, Andrew Byrne	213 482-6538
	Chief Cashier, Victoria Vasquez	213 482-6953
	Metro Cashier's Office	213 482-6950
	Supplies, John Borough.....	213 482-6813
	Billings, Jeremy Coronel	213 482-7347
115	PERSONNEL SERVICES 201 N. Figueroa Street, Suite 1070, Los Angeles 90012..... FAX	213 482-6733
	Chief, Jose Del Rio	213 482-6720
	Assistant Chief, Marcia Ruiz	213 482-6728
	Personnel Records Supervisor,	213 482-6722
	Workers' Compensation/Timekeeping	213 482-6722
	Certifications,	213 482-6722
115	PERMIT AND ENGINEERING BUREAU 201 N. Figueroa Street, Suite 1080B, Los Angeles 90012	
	Bureau Chief, Binh Phan	213 482-0440
	Assistant Bureau Chief, Charmie Huynh	213 482-0440
	Assistant Bureau Chief, Allen Manalansan.....	213 482-0463
	Assistant Bureau Chief, Adel Salah Eddine.....	213 482-0053
	Assistant Bureau Chief, Shahen Akelyan	213 482-6708
	Executive Administrative Assistant II, Margo Kuhn.....	213 482-0440
115	BOARD OF BUILDING AND SAFETY COMMISSION OFFICE http://ladbs.org/LADBSWeb/board-of-building-safety-commissioners.jsf/	
	201 N. Figueroa Street, Suite 1030, Los Angeles 90012..... FAX	213 482-6753
	Board Secretary, Veronica Lopez	213 482-7429
	Information – Customer Call Center	311
(from outside Los Angeles County)	213 473-3231
115	GOVERNMENT & COMMUNITY RELATIONS 201 N. Figueroa Street, Suite 1080A, Los Angeles 90012	213 482-6805
	Director, Frank Lara	213 482-0447
	Public Information Director, Gail Gaddi.....	213 887-6962
115	DEVELOPMENT SERVICES CASE MANAGEMENT DIVISION 201 N. Figueroa Street, Suite 1030, Los Angeles 90012	
	Division Chief, Minye Pak	213 482-6877
	Main	213 482-6864
115	CUSTODIAN OF RECORDS 201 N. Figueroa Street, Suite 1325, Los Angeles 90012.....	213 482-6770
	FAX	213 482-6889

115	STRUCTURAL PLAN CHECK 201 N. Figueroa Street, Suite 880, Los Angeles 90012 Division Chief, Allen Manalansan	213 482-0463
115	HIGH RISE, SEISMIC RETROFIT AND LAX PROJECTS 201 N. Figueroa Street, Suite 1080, Los Angeles 90012 Division Chief, Charmie Huynh	213 482-0440
115	STRUCTURAL ENGINEERING RESEARCH 201 N. Figueroa Street, Suite 880, Los Angeles 90012 Supervisor, Eugene Barbeau	213 978-4454
115	COUNTER OPERATIONS 201 N. Figueroa Street, 4 th Floor, Los Angeles 90012 Division Chief, Shahen Akelyan.....	213 482-6708
115	METRO DEVELOPMENT SERVICES CENTER 201 N. Figueroa Street, 4 th Floor, Los Angeles 90012 Division Chief, Shahen Akelyan.....	213 482-6708
119	VAN NUYS DISTRICT OFFICE 6262 Van Nuys Boulevard, 2 nd Floor, Room 251, Van Nuys 91401 Office Manager, Felix Figueroa..... Electrical Plan Check, Supervisor..... Mechanical Plan Check, Supervisor	818 374-4386 818 374-4343 818 374-4372
	Fire Department Plan Check..... Scheduling Inspection (Permit 15 digit number required)	818 374-5005 888 524-2845
	Van Nuys Cashier Office..... Express Permits Supervisor, VACANT	818 374-4330 818 374-4370
	Building Records Supervisor, Michelle Cortez.....	818 374-9984
120	WEST L.A. DISTRICT OFFICE 1828 Sawtelle Blvd, 2 nd Floor, Los Angeles 90025 Office Manager, Chiharu Suzuki	310 575-8080
	Structural Plan Check	310 575-8181
	West L.A. Cashier Office.....	310 575-8136
	Express Permits Supervisor, Vacant	310 575-8293
238	SOUTH LOS ANGELES DISTRICT OFFICE 8475 S. Vermont Street, Room 111, Los Angeles 90044 Supervisor, Vacant.....	323 789-2782
	Express Permits Supervisor, Vacant	323 789-2782
117	SAN PEDRO DISTRICT OFFICE 638 S. Beacon Street, 2 nd Floor, San Pedro 90731 Supervisor, Vacant.....	310 732-4578
	Plan Check.....	310 732-4545
	San Pedro Cashier Office	310 732-4543
	Express Permits Supervisor, Ida Miranda.....	310 732-4568

115	METRO EXPRESS PERMITS 201 N. Figueroa Street, Suite 110, Los Angeles 90012..... Supervisor, Oscar Gomez.....	213 482-0098 213 482-6840
115	METRO BUILDING RECORDS 201 N. Figueroa Street, Suite 110, Los Angeles 90012..... Supervisor, Terry Razo	213 482-6899 213 482-6853
115	GREEN BUILDINGS SECTION 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Division Chief, Adel Salah Eddine..... Section Chief, Vacant	213 482-0053 213 202-3450
175	MECHANICAL ENGINEERING SECTION 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Division Chief, Adel Salah Eddine	213 482-0053
	Section Chief, Rawand Aryan	213 482-0406
	Building Mechanical Engineer II, Sameh Bolous.....	818 374-4365
115	MECHANICAL PLAN CHECK 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Section Chief, Rawand Aryan	213 482-0406
	Supervisor, Mike Shahrestani	213 482-6940
	Supervisor, Irene Pool	213 482-0065
115	MECHANICAL TESTING LABORATORY 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Supervisor, Irene Pool	213 482-0065
115	ELECTRICAL ENGINEERING SECTION 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Division Chief, Adel Salah Eddine	213 482-0053
	Section Chief, Nabil Maalouf.....	213 482-0052
115	ELECTRICAL PLAN CHECK 201 N. Figueroa Street, 5 th Floor, Los Angeles 90012 Section Chief, Nabil Maalouf.....	213 482-0052
	Supervisor, Francis Ysaguirre.....	213 482-0064
121	ELECTRICAL TESTING LABORATORY 201 N. Figueroa Street, Suite 500, Los Angeles 90012 Section Chief, Nabil Maalouf.....	213 482-0052
	Supervisor, Behrooz Hooriani	818 374-4343
115	CODE ENFORCEMENT BUREAU 221 N. Figueroa, 11 th Floor, Los Angeles 90012 FAX Bureau Chief, Catherine Nuezca Gaba	213 202-9871 213 252-3931
	Asst. Bureau Chief, Eric Jakeman	213 252-3976
	Executive Administrative Assistant, Vacant	213 252-3900
	Principal Clerk, Faith Maulupe	213 252-3376
	Administration and Liens.....	213 482-7284

115	PRO-ACTIVE CODE ENFORCEMENT (PACE)		
	221 N. Figueroa, 11 th Floor, Los Angeles 90012	FAX	213 252-3013
	Chief Inspector, Jack Conger.....		213 252-3310
	Principal Inspector, Shawn Eshbach		213 252-3919
	Pro-Active Code Enforcement (PACE 2)		213 252-3352
	FAX	213 252-3912
	Pro-Active Code Enforcement (PACE 3)		213 252-3349
	FAX	213 252-3011
115	VACANT BUILDING ABATEMENT (VBA)		
	221 N. Figueroa, 11 th Floor, Los Angeles 90012		213 252-3962
	FAX	213 252-3011
	Chief Inspector, Jack Conger		213 252-3310
	Principal Inspector, Shawn Eshbach		213 252-3919
115	SIGNS DIVISION		
	221 N. Figueroa, 11 th Floor, Los Angeles 90012	FAX	213 252-3911
	Chief Inspector, Jeff Napier		213 263-6846
	Principal Inspector, Daniel Sanchez		213 252-3926
	Signs – Enforcement and New Construction		213 252-3909
	Off-Site Sign Periodic Inspection Program (OSSPIP).....		213 252-3909
115	ANNUAL INSPECTION MONITORING (AIM)		
	221 N. Figueroa, 11 th Floor, Los Angeles 90012	FAX	213 252-3011
119	14410 Sylvan Street, Suite 105, Van Nuys 91401.....	FAX	818 374-9813
	Chief Inspector, Jack Conger.....		818 374-9846
	Principal Inspector, David James.....		818 374-9806
	AIM (Metro)		213 252-3041
	AIM (North)		818 374-9837
115	CODE ENFORCEMENT, COMPLAINTS AND REFERRALS		
	CENTRAL REGION (Council Districts 1, 4, 5, 13, and 14)		
	221 N. Figueroa, 11 th Floor, Los Angeles 90012	FAX	213 252-3013
	Chief Inspector, Jeff Napier		213 263-6846
	Principal Inspector, Daniel Sanchez		213 252-3926
	Complaint & Referral (Council District 4)		213 482-0469
	Complaint & Referral (Council District 5)		213 252-3049
	Complaint & Referral (Council District 13)		213 252-3977
	Complaint & Referral (Council District 1)		213 252-3038
	Complaint & Referral (Council District 14)		323 526-9348
	Citations and Legal Liaison.....		213 252-3393
	Public Counter		213 252-3039
119	CODE ENFORCEMENT, COMPLAINTS AND REFERRALS		
	NORTH REGION (Council Districts 2, 3, 6, 7, and 12)		
	14410 Sylvan Street, Suite 105, Van Nuys 91401.....	FAX	818 374-9813
	Chief Inspector, Jack Conger.....		818 374-9846
	Principal Inspector, David James.....		818 374-9806
	Complaint & Referral (Council District 2)		818 230-0288
	Complaint & Referral (Council District 3)		818 374-9857
	Complaint & Referral (Council District 6)		818 374-9858

Complaint & Referral (Council District 7)	818 374-9820
Complaint & Referral (Council District 12)	818 374-9857
Citations and Legal Liaison.....	818 374-9859
Public Counter	818 374-9800

115 **CODE ENFORCEMENT, COMPLAINTS AND REFERRALS**
SOUTH REGION (Council Districts 8, 9, 10, 11, and 15)

8475 S. Vermont Avenue, Los Angeles 90044	FAX 213 978-1483
Chief Inspector, Jeff Napier	213 263-6846
Principal Inspector, Bruce Todd.....	213 978-4502
Citations and Legal Liaison.....	213 978-4503
Public Counter	213 978-4509
Complaint & Referral (Council District 8)	213 978-4504
8475 S. Vermont Avenue, Los Angeles 90044	FAX 213 978-1483
Complaint & Referral (Council District 9)	213 978-4495
4301 S. Central Avenue, Los Angeles 90011	FAX 323 846-2659
Complaint & Referral (Council District 10)	213 252-3964
221 N. Figueroa, 11 th Floor, Los Angeles 90012	FAX 213 252-3912
Complaint & Referral (Council District 11)	213 978-4498
7166 Manchester Avenue, Suite 10A Los Angeles 90045.....	FAX 213 485-8897
Complaint & Referral (Council District 15)	310 732-4530
638 Beacon Street, Suite 276, San Pedro 90731	FAX 310 732-4564

115 **ENVIRONMENTAL AFFAIRS DIVISION – LOCAL ENFORCEMENT AGENCY**

221 N. Figueroa, Suite 1250 Los Angeles 90012	FAX 213 252-3345
Main Number	213 252-3939
Section Manager, David Thompson, Environmental Affairs Officer	213 252-3932
Environmental Supervisor II, Jose Gutierrez	213 252-3348
Industrial Hygenist, Andy Kao.....	213 252-3967

115 **INSPECTION BUREAU**

221 N. Figueroa Street, Suite 700, Los Angeles 90012.....	FAX 213 202-9922
Bureau Chief, Pascal Challita	213 482-6712
Secretary, Kaitlin Mills.....	213 482-7212
221 N. Figueroa Street, Suite 700, Los Angeles 90012.....	FAX 213 482-0303
Assistant Bureau Chief, Victor Cuevas	213 202-9869
Assistant Bureau Chief, Denver (Shawn) Hargis	213 482-0342
Principal Clerk, Crystal Hernandez	213 482-0315

115 **TRAINING AND EMERGENCY MANAGEMENT**

221 N. Figueroa Street, Suite 800, Los Angeles 90012.....	FAX 213 482-6790
Division Chief, Lisa Yancey	213 482-7097
Non-Technical Training.....	213 482-6788
Inspection Training.....	213 482-6788
Emergency Management.....	213 482-6788
Emergency Management Coordinator, Vacant.....	213 482-7370
Investigations/Earthquake Safety/Hi-Rise Retrofit	213 482-0371
Training Coordinator, Vacant	213 482-7293

115	INSPECTION CASE MANAGEMENT RESTAURANT AND SMALL BUSINESS EXPRESS PROGRAM	
	221 N. Figueroa Street, Suite 800, Los Angeles 90012..... FAX	213 202-9922
	Division Chief, Yervand Chapanyan	213 482-0492
	Principal Building Inspector, Ted Ries	213 202-9856
115	METRO COMMERCIAL INSPECTION BUILDING INSPECTION DIVISION	
	221 N. Figueroa Street, Suite 700, Los Angeles 90012..... FAX	213 482-0303
	Division Chief, Yervand Chapanyan	213 482-0492
	Principal Building Inspector, Adam Burgess	213 202-2784
115	SPECIALTY INSPECTIONS DIVISION	
	221 N. Figueroa Street, Suite 700, Los Angeles 90012..... FAX	213 482-7410
	Principal Inspector, Ted Ries	213 202-9856
	Materials Control.....	213 482-0383
	Special Events	213 482-7359
	Certified License Contractor Program.....	213 202-9861
	Trade Licensing, Principal Clerk, Crystal Hernandez	213 482-0315
115	ELECTRICAL INSPECTION DIVISION	
	221 N. Figueroa Street, Suite 700, Los Angeles 90012..... FAX	213 482-0303
	Division Chief, William Mitchell	213 202-9906
	Principal Inspector, Dexter Jackson.....	213 482-0377
	Principal Inspector, David Haendle.....	213 482-0302
	Code Desk, David Haendle.....	213 482-0305
115	PLUMBING, FIRE SPRINKLER AND MECHANICAL DIVISION	
	221 N. Figueroa Street, Suite 700, Los Angeles 90012..... FAX	213 202-9922
	Division Chief, Steve Kimble.....	213 482-6787
	Principal Inspector, Jonathan Allen.....	213 482-0354
	Principal Inspector, Kevin Simonds	213 482-7207
	Plumbing Code Desk	213 482-0061
	Fire Sprinklers.....	213 482-7207
	Mechanical.....	213 202-5614
115	ELEVATOR AND PRESSURE VESSELS INSPECTION DIVISION	
	221 N. Figueroa Street, Suite 800, Los Angeles 90012..... FAX	213 202-9922
	Division Chief, James Garrison.....	213 202-3467
	Principal Elevator Inspector, Larry Isidro	213 202-9830
	Code Desk	213 202-9844
	Senior Elevator Safety Engineer.....	213 202-9832
	Senior Pressure Vessel Safety Engineer.....	213 202-9852
115	GRADING DIVISION	
	221 N. Figueroa Street, 12 th Floor, Los Angeles 90012..... FAX	213 482-0499
	Division Chief, J. Adolfo Acosta	213 482-6967
	Principal Inspector, Sergio Valenzuela	213 482-0397

115 **RESIDENTIAL INSPECTION DIVISION**
METRO RESIDENTIAL INSPECTION
 221 N. Figueroa Street, 8th Floor, Los Angeles 90012..... **FAX** 213 202-9922
 Division Chief, VACANT 213 202-3469
 Principal Inspector, Brian Hauff..... 213 482-0323
 Senior Building Mechanical Inspector, Charles Boghoskhan..... 213 202-3445

RESIDENTIAL INSPECTION
 C.D. #4–221 N. Figueroa St., 8th Fl., Los Angeles 90012 213 202-3261
 C.D. #5(c),#10,#13–221 N. Figueroa St., 8th Fl., Los Angeles 90012 213 482-6962
 C.D. #8, #9–221 N. Figueroa St., 8th Fl., Los Angeles 90012 213 202-3211
 C.D. #1 & #14–221 N. Figueroa St., 8th Fl., Los Angeles 90012 .. 213 202-3445

119 **VAN NUYS COMMERCIAL AND RESIDENTIAL INSPECTION DIVISIONS**
 6262 Van Nuys Blvd., 2nd Floor, Van Nuys 91401 **FAX** 818 374-1113
 Principal Commercial Inspector, Rickey Jackson 818 374-1104
 Principal Residential Inspector, John Janson 818 774-4335
 Administrative Support, Katrina Mavizi 818 374-1100

VAN NUYS COMMERCIAL INSPECTION
 Scheduling Inspection (15 digit permit number required) (888) 524-2845
 Building and Major Structure Inspection 818 374-1128
 Electrical Inspection 818 374-1136
 Plumbing Inspection..... 818 374-1141
 Fire Sprinkler Inspection 818 374-9935
 Mechanical Inspection 818 374-1153
 Grading Inspection..... 818 374-4350
 Elevator Inspection 818 374-1139
 Pressure Vessel Inspection 818 374-1149

VAN NUYS RESIDENTIAL INSPECTION
 C.D. #2 – 6262 Van Nuys Blvd., Van Nuys 91401..... 818 374-1159
 C.D. #3 – 19040 Vanowen St., Reseda 91336 818 774-4354
 C.D. #5(b) – 6262 Van Nuys Blvd., Van Nuys 91401 818 374-1157
 C.D. #12 – 19040 Vanowen St., Reseda 91336 818 774-4335
 C.D. #7 – 6262 Van Nuys Blvd., Van Nuys 91401..... 818 374-1158

120 **WLA COMMERCIAL AND RESIDENTIAL INSPECTION DIVISIONS**
 11620 Wilshire Blvd, 11th Floor, West Los Angeles 90025 **FAX** 310 914-3864
 Principal Commercial Inspector, Henry Baghdassarian..... 310 914-3905
 Principal Residential Inspector, Daniel Orrante 310 914-3904
 Administrative Support, Nicole Robinson..... 310 914-3900

WLA COMMERCIAL INSPECTION
 Building and Major Structure Inspection 310 914-3917
 Electrical Inspection 310 914-3938
 Plumbing Inspection..... 310 914-3949
 Fire Sprinkler Inspection 310 914-3955
 Mechanical Inspection 310 914-3961
 Grading Inspection..... 310 914-3900
 Elevator Inspection 310 914-3967

	Pressure Vessel Inspection	310 914-3973
	WLA RESIDENTIAL INSPECTION	
	C.D. #5(a) – 11620 Wilshire Blvd., West Los Angeles 90025.....	310 914-3908
	C.D. #5(d) – 11620 Wilshire Blvd., West Los Angeles 90025.....	310 914-3907
	C.D. #11– 11620 Wilshire Blvd., West Los Angeles 90025	310 914-3906
	C.D. #6 – 11620 Wilshire Blvd., West Los Angeles 90025	310 914-3909
117	SAN PEDRO COMMERCIAL AND RESIDENTIAL INSPECTION DIVISIONS	
	638 S. Beacon Sreet, 2 nd Floor, San Pedro 90731 FAX	310 732-4572
	Principal Commercial Inspector, Henry Baghdassarian.....	310 914-3905
	Principal Residential Inspector, D. Brian Hauff	213 482-0323
	SAN PEDRO COMMERCIAL INSPECTION	
	Building and Major Structure Inspection	310 732-4553
	Electrical Inspection	310 732-4549
	Plumbing Inspection.....	310 914-3949
	Fire Sprinkler Inspection	310 914-3955
	Mechanical Inspection	310 914-3961
	Grading Inspection.....	310 548-2552
	SAN PEDRO RESIDENTIAL INSPECTION	
	Senior Building Inspector, Craig Davis	213 202-3261
	C.D. #15–638 S. Beacon St., San Pedro 90731	213 923-6164
115	TECHNOLOGY SERVICES BUREAU	
	201 N. Figueroa Street, 9 th Floor, Los Angeles 90012..... FAX	213 482-0016
	Bureau Chief, Vacant.....	213 482-0001
	Director of Systems, Greg Wilcox	213 275-3449
115	OPERATIONS AND INFRASTRUCTURE DIVISION	
	201 N. Figueroa Street, 9 th Floor, Los Angeles 90012..... FAX	213 482-0016
	Division Chief, Ling Ke.....	213 482-0026
	TECHNICAL SUPPORT HELP DESK (Internal Users Only) Room 940	213 275-3434
	SOFTWARE DEVELOPMENT DIVISION	
	201 N. Figueroa Street, 9 th Floor, Los Angeles 90012..... FAX	213 482-0016
	Division Chief, Jeanne Ly	213 482-0046
	CUSTOMER ENGAGEMENT DIVISION	
	201 N. Figueroa Street, 9 th Floor, Los Angeles 90012..... FAX	213 482-0016
	Division Chief, Minh Ong	213 482-0029
	ADMINISTRATION DIVISION	
	201 N. Figueroa Street, 9 th Floor, Los Angeles 90012..... FAX	213 482-0016
	Division Chief, Hana Ngo.....	213 482-7441

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