



## COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

### “BLANKET EXCAVATION PERMIT ATTACHMENT”

#### SPATS – SIMPLE PERMIT APPLICATION and TRACKING SYSTEM

1. **USE OF SPATS.** The SPATS system may only be utilized when submitting simple service cut applications online prior to beginning any utility work. An annual blanket excavation permit must be obtained for each permit office that has jurisdiction over the location of the proposed service cuts. Work within incorporated cities for which the County issues permits are not allowed in SPATS. Please follow standard permit application procedures.
2. **APPLICATION REQUIREMENTS.** The SPATS application requires the entry of specific data in order to submit application. The following information is also critical during the review process:
  - a. Provide a complete description of utility work to be performed. Incomplete or inadequate descriptions may result in a delay in processing, and in some cases, cause the application to be denied.
  - b. Underground Service Alert number is required; however if application is submitted prior to obtaining a valid number please enter **Pending** or **TBD**. Permittee will be responsible for providing a valid USA number at the time of SPATS log number validation.
  - c. SPATS applications that do not contain valid addresses or Thomas Guide map page numbers and grids may result in a delay in processing, and in some cases, cause the application to be denied.
3. **SCOPE OF WORK.** A validated SPATS log number authorizes the utility company (permittee) to perform the following:
  - a. Proceed with utility work on the date specified when notification was given to the inspecting permit office.
  - b. Perform utility service cut, not to exceed 20' long x 5' wide, within the road right of way.
  - c. Maintain or repair existing facility.
  - d. Pothole to determine depth of utility.
  - e. Complete final repairs within 30 days of completion of utility work.
  - f. Adjust hand holes, manholes, valve covers or vaults to grade.
  - g. Maintain or repair street light and utility pole appurtenances.
4. **RESTRICTED WORK.** The following activities will not be issued through SPATS:
  - a. Installation of new facilities or new service lines, even if the excavated area complies with the dimensions specified for a utility service cut.
  - b. Installation, relocation or replacement of any street light or utility pole.
  - c. Utility work to be done after normal business hours or on weekends.
  - d. Utility work requiring multiple lane closures or full road closure.

A complete permit application package must be submitted for review. A simple one-page drawing, accompanied by a “wet” signed permit application may be mailed or hand delivered to any one of the permit offices listed below. More complex permit applications shall be directed to the main permit office located at 900 South Fremont Avenue, 8<sup>th</sup> Floor in the City of Alhambra.

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5. **SPATS PERMIT VALIDATION.** Prior to starting work, the permittee must notify the inspection office 24 hours in advance to validate SPATS log numbers. Notifications received after 12 o'clock noon will result in the scheduling of inspection for the **2nd business day** after the day notification is received.
  - a. A validated SPATS log number is approved for single day use only, unless specifically authorized by the County.
  - b. All utility work must be completed the same day and permanent repairs must be made within 30 days of the utility work.
  
6. **FEE REQUIREMENT.** Per Los Angeles County Code ([see Title 16, Division 1, Chapter 16.14.030](#)) some permittee's are eligible for monthly billing of required fees. Permittee's will be responsible to pay the current rate for each service cut inspection.
  - a. All validated and completed, SPATS log numbers will be closed and the permittee will be billed the current rate for service cut inspection.
  - b. All validated and not exercised (within 30 days of validation) SPATS log numbers will be closed and the permittee will be billed the current rate for service cut inspection. The permittee will be responsible for obtaining a new permit.
  - c. SPATS log numbers not yet validated by the Proposed Completion Date (P. C. D.) are considered **expired** and will be closed. An inspection will be performed to verify that work was not performed without validation and the permittee will be billed the current rate for service cut inspection. If it is determined that work was performed without validation and the right of way has not been repaired, the County will issue a standard road permit and bill the permit issuance fee and perform inspections on an actual cost basis, until the road right of way is restored to the satisfaction of the County. If work was not performed, the permittee will be responsible for obtaining a new permit.
  - d. For city owned utilities or special districts, inspection fees may be waived per Los Angeles County Code (see [Title 16, Division 1, Chapter 16.10.110](#)).
  
7. **PERMIT EXTENSIONS.** A onetime 30 day extension will be granted for SPATS log numbers that have not yet been validated. The permittee must notify the inspection office prior to the Proposed Completion Date (P. C. D.).
  
8. **PERFORMANCE OF WORK.** All work shall comply with County Ordinances, Public Works Standard plans, APWA Standard Plans for Public Works Construction, the "GREENBOOK" and "GRAYBOOK" ([See Title 16, Division 1, 16.06](#)).
  - a. Excavations 2' wide or less require the use of one (1) sack slurry or other approved Controlled Low Strength Material (CLSM) backfill (See [Title 16, Division 1, Chapter 16.18.100](#)).
  - b. If traffic plates are used, they shall be installed flush with the existing pavement. All gaps surrounding the plates must be filled with temporary asphalt.
  
9. **TRAFFIC CONTROL REQUIREMENTS.** Work authorized under a validated SPATS log number shall require advanced warning signs, lights and barricades per County requirements (see [Title 16, Division 1, 16.06.090](#)).
  - a. All traffic control devices must be placed and maintained according to the most current edition of the Work Area, Traffic Control Handbook (W.A.T.C.H.).
  - b. A validated SPATS log number authorizes the set-up of temporary single lane closures, on 4 lane highways or greater.

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- 10. EMERGENCY WORK.** All emergency work performed without a permit shall be applied for the next business day; either through SPATS (not to exceed 20' long x 5' wide) or through the normal permitting process (see [Title 16, Division 1, 16.18.130](#)).
- 11. MORATORIUM.** It is the applicant's responsibility to confirm that the roadway to be cut is not under a moratorium. **Preventative maintenance work requiring an excavation will not be allowed until moratorium period ends.**
- a. Moratorium roadways cut due to emergency utility work shall be repaired as directed by and to the satisfaction of the County.
- 12. RIGHT OF WAY SAFEGUARDING AND RESTORATION.** When utility work is performed under a validated SPATS log number, the permittee shall maintain & protect the worksite and protect & restore the road right of way to the satisfaction of the County (See [Title 16, Division 1, Chapter 16.06.080](#)).
- a. Permittee shall be responsible for implementing, inspecting, and maintaining water pollution control practices for wind erosion control, tracking control, non-storm water control, and waste management and materials pollution control as detailed in the [Best Management Practices \(BMPs\) Attachment](#).
- 13. INSPECTION.** Each validated SPATS log number will allow for a maximum of 2 inspections within 30 days from the date the utility work is performed.
- a. Scheduled inspections may be cancelled or postponed with proper notification to the inspecting permit office. When cancelling work, same day notifications are allowed until 8:30 am. Failure to notify the inspecting permit office will result in additional fees and/or inspection charges.
  - b. Upon request, the permittee shall submit compaction test results (non slurry backfilled trenches), inspection logs (City owned utility or Special District Self Inspection), material tickets, soils reports and any other information related to the restoration of the road right of way.
  - c. Permittees shall provide a listing of authorized agency personnel responsible for performing utility work and road right of way restoration. If contractors are used, their insurance documentation shall conform to the County's [insurance standards](#) and be submitted to the field office performing inspection.
  - d. Inspection by a city owned utility or special district is subject to quality control inspection by the County for compliance with minimum County standards (see [Title 16, Division 1, Chapter 16.06.200](#)). All cost for County inspection will be billed to the Permittee.
    - If quality control inspections reveal substandard repairs or poor right of way conditions, permittee shall make all necessary corrections or repairs immediately upon notification by the County and pay the cost if inspection until the road right of way is restored or repaired.
    - Permittee's self inspection privileges may be revoked or suspended upon five (5) documented substandard inspections.
    - If self inspection privileges are revoked or suspended, city owned utilities or special districts will be billed the current rate for service cut inspection as indicated above (6. FEE REQUIREMENT – a, b & c).

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**14. WORK DEFICIENCIES.** Permittee’s failing to complete repairs or restore the road right of way, as directed by the County, are subject to the following:

- a. Issuance of a standard road permit and bill the permit issuance fee and perform inspections on an actual cost basis, until the road right of way is restored to the satisfaction of the County.
- b. County to perform work at the expense of the permittee (see [Title 16, Division 1, 16.06.230](#))
- c. Suspension of privileges to use SPATS or revocation of the annual blanket permits allowing access to SPATS.

**15. INVOICE AND PAYMENTS.** Invoices are sent on a monthly basis and should be paid within 30 days of receipt. Failure to pay outstanding invoices may result in suspension of permit processing through SPATS until the bills are paid (Los Angeles County Code 16.14.050).

- a. It is the permittee’s responsibility to immediately notify the Agency of all discrepancies or disputes so we may investigate, resolve, or clarify any billing errors or questions.
- b. Discrepancies or disputes shall be noted on the invoice and the disputed charges may be deducted from the total amount due. A copy of the invoice, detailing discrepancies or disputes shall be included when remitting payment.
- c. The utility company shall remain responsible for any outstanding balance until notified otherwise by the Agency.

If you have any questions about what type of permit is appropriate or questions about the process, please call any of our Permit Technicians or Head Inspectors at the appropriate field office or contact our main permit counter.

Permit Office 1 - Baldwin Park  
Telephone (626) 338-9515      Fax (626) 814-1763

Permit office 2 - Valencia  
Telephone (661) 222-2948      Fax (661) 222-2952

Permit Office 3 - Westchester  
Telephone (310) 649-6300      Fax (310) 215-3952

Permit Office 4 - Hollydale  
Telephone (562) 869-0218      Fax (562) 869-2895

Permit Office 5 – Palmdale  
Telephone (661) 947-4151      Fax (661) 947-5022

Main Permit Counter  
Telephone (626) 458-3127      Fax (626) 576-7739

Website address: [dpw.lacounty.gov](http://dpw.lacounty.gov) - Simple Permits link under Online Services.