

ENCROACHMENT PERMIT REQUIREMENTS FOR ROAD CLOSURE

1. Department of Public Works must determine that there will be no significant disruption in neighborhood circulation.
2. Department of Public Works must notify the Supervisor of the Supervisorial District involved.
3. Applicant must obtain the written agreement of all residents of the segment of street to be closed.
4. Applicant must obtain the concurrence for the closure from the Sheriff and Fire Departments and the California Highway Patrol.
5. Applicant must obtain liability insurance coverage in the amount of at least \$500,000 liability and \$100,000 property damage with the County of Los Angeles named as co-insured.
6. Applicant must provide the necessary barricades to effectuate the closure.
7. Applicant must post a \$250 deposit to assure street clean-up.
8. After all the above-conditions are satisfied, the applicant must obtain an Encroachment Permit from the Department of Public Works. The issuance fee for this permit is \$40.
9. The request for the permit along with all necessary approvals, agreement, insurance documentation, deposit, and fee must be submitted to:

**COUNTY OF LOS ANGELES
Department of Public Works
Construction Division, 8th Floor
Permits and Subdivisions Section
P.O. Box 1460
Alhambra, CA 91802-1460**

Please arrange for submittal of this information **at least one month prior to the event.**

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