

PAINTING HOUSE NUMBERS ON CURBS PERMIT GUIDELINES

The following requirements shall be made a part of the permit and the Permittee shall comply with all of them, either prior to receiving the permit and/or while the permit is in force.

1. Only house numbers painted on the face of curbs are permitted. No logos, designs, graphics or symbols of national, military, religious, sports, flags, college/university, etc., are permitted. Such logos, designs, graphics, and symbols may be registered trademarks and may have copyrights.
2. An Encroachment Permit issued by Los Angeles County Department of Public Works (LACDPW) is required per Los Angeles County Code Title 16, Highways. The Permittee shall comply with all requirements set forth in the County codes.
3. The Permittee shall notify the property owner whether the curb painting service being solicited is for payment or "charitable donation." Charitable donations are not mandatory contributions. The County of Los Angeles (County) and the LACDPW do not establish nor regulate the amount for payments or charitable donations.
4. The Permittee must first obtain the permission of the property owner before painting any house number on the curb. If the Permittee paints the curb without the property owner's permission, the property owner is not obligated to provide payment for the curb painting services.
5. The Permittee must submit the following documents for review and approval a minimum of ten working days prior to the start of work:
 - a. A permit application.
 - b. All advertising literature including flyers that he/she proposes to use in soliciting services.
 - c. Proof of liability insurance coverage in the amount required in the latest "Greenbook" and "Graybook," and a separate endorsement form naming the County as additional insured.
 - d. Stencil type and "traffic" paint type that will be used and applied to the curb face.
 - e. County Engineer's House Numbering Maps for the area. Contact the Survey Division of LACDPW located on the 4th floor of 900 S. Fremont Ave., Alhambra, CA 91803.
 - f. Upon approval of the documents listed above, the Permittee is then required to submit a complete permit application package a minimum of **ten working days** prior to the proposed starting date of painting house numbers on curb faces.

6. Solicitation of painting house numbers on curbs shall not take place between the hours of 6 p.m. – 8 a.m., during hours of darkness, during nonbusiness hours, weekends, or on holidays. Painting house numbers on curbs shall only take place between 8 a.m. – 4:30pm Monday through Friday. Painting house numbers on curbs shall not take place during hazardous weather conditions such as, but not limited to, windy or foggy days.
7. The Sheriff Department's Contract Law Enforcement Bureau may be notified of any complaints received from the property owners including, but not limited to, solicitation activities, attempts to collect payment for unauthorized work, work performed without an encroachment permit from LACDPW, etc.
8. The Permittee shall pay a nonrefundable permit issuance fee (Los Angeles County Title 16 Highways Code, Section 16.10.010).
9. Submit your complete permit application package to either the inspection office that provides inspection for the area you are proposing to operate in or to the general permit office in Alhambra:

Baldwin Park Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Permit Office
 14747 E. Ramona Blvd.
 Baldwin Park, CA 91706
 (626) 338-9515

Hollydale Permit Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Permit Office
 11282 S. Garfield Ave.
 Downey, CA 90242
 (562) 861-3580

Valencia Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Permit Office
 23757 W. Valencia Blvd.
 Valencia, CA 91355
 (661) 222-2948

Palmdale Permit Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Permit Office
 38126 Sierra Hwy.
 Palmdale, CA 93550
 (661) 947-4151

Westchester Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Permit Office
 5530 W. 83rd St.
 Los Angeles, CA 90045
 (310) 649-6300

Alhambra Permit Office

COUNTY OF LOS ANGELES
 Department of Public Works
 Construction Division, 8th Floor
 Permits and Subdivisions Section
 900 S. Fremont Ave.
 Alhambra, CA 91803
 (626) 458-3129

FLYER NOTIFICATION REQUIREMENTS FOR PAINTING HOUSE NUMBERS ON CURBS

Flyer notifications to the property owners must include the following statements:

1. A statement of whether the painting of house numbers on curbs is a service for payment or for "charitable donation."
2. Charitable donations **are not** mandatory.
3. The solicitor **is not** a County employee.
4. Legally, you **are not** obligated to have your house number on the curb.
5. The County **does not** require you to have a street number placed on the curb.
6. The County **does not** employ anyone, at this time, to paint house numbers on the curbs.
7. Whether or not you have your house number painted on the curb is **voluntary** on your part.
8. The solicitor is required to obtain the property owner's permission first **before** painting any house number on a curb.
9. A permit is **required at all times** while the Permittee performs the curb painting work.
10. The County and LACDPW shall not be held liable for payment or for the replacement of house numbers on curbs that become painted over, obliterated, removed, damaged, etc., as a result of County highway facility maintenance, repair, replacement, traffic control, etc.
11. If the solicitor is rude, insistent, or misrepresents the facts above, call the Sheriff Department's Contract Law Enforcement Bureau, Unincorporated Area Liaison at (323) 526-5743 and the permit inspection office located nearest you listed below.

Permit Office Locations:

Baldwin Park: (626) 338-9515
Valencia: (661) 222-2948

Westchester (near LAX): (310) 649-6300
Downey (Hollydale): (562) 861-3580

Palmdale: (661) 947-4151
Alhambra (Main): (626) 458-3129

12. The property owner agrees to hold harmless the County of Los Angeles for the work solicited and performed by the Permittee.

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Attach.

COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
PAINTING OF HOUSE NUMBERS ON CURBS

DATE:

PERMIT RIDER: To be attached to and made a part of Permit No. PCEN _____

1. The Permittee shall coordinate with the local permit inspection office on a daily basis Monday-Friday of the location he/she intends to work in.
2. The solicitor(s) may ask for payment from the property owner to have their curb painted with the house number only. Solicitation for payment or "charitable donations" for the work shall be made in a professional and courteous manner without inference that charitable donations are mandatory, or that the County of Los Angeles or the Public Works Department establishes or regulates the amount of such payments or charitable donations.
3. A person shall not make or perpetrate any misstatement, deception, or fraud in connection with any solicitation of any contribution for any charitable purpose or association (Los Angeles County Title 7 Business License Code 7.24.310).
4. A complaint from a property owner may result in the revocation of this permit.
5. The Permittee shall have a copy of their encroachment permit in their possession at all times.
6. The Permittee shall have in their possession valid identification at all times.
7. The Permittee shall wear a high visibility safety vest when painting house numbers on curbs.

Except as amended above, all other terms and provisions of the permit shall remain in effect.

This permit rider must be attached to the permit.

Section Head
Permits and Subdivisions