



# **GUIDELINES FOR BLANKET UTILITY SERVICE PERMITS**

**LAND DEVELOPMENT DIVISION**

REVISED MAY 2018

## BLANKET UTILITY SERVICE PERMIT GUIDELINES

Any city, municipal utility district, municipal water district, public utility having lawful authority to occupy the highway or metropolitan water district is entitled to a blanket permit issued by the road commissioner, renewable annually, for the installation of its service connections and for ordinary maintenance of its facilities located or installed in the county highway. (Streets and Highways Code Section 1469)

The permittee who holds a Blanket Utility Service permit from the County is entitled to report each of their aforementioned activities by applying for a Utility Service (US) permit, under the Blanket permit, for which an inspection fee will be applied. Application for the annual Blanket Permit and US Permit is made in the EPIC-LA portal <https://epicla.lacounty.gov/SelfService/#/home>. See Utility Service (US) Permit Guidelines for information on US Permits.

- A. FEES** - The annual Blanket Permit fee consists of the Processing and Issuance fees. The fees are due upon application submittal and must be paid before the Blanket Permit is issued.
- B. APPLICATION REQUIREMENTS** - Application for the annual Blanket Permit requires the following information and documents.
  - 1. Billing information (contact name, billing address, email address, phone number, account number, etc.)
  - 2. Contractor and sub-contractor information (names, address, email address, phone number, license number, general liability insurance documents)
  - 3. Names of all users who will be applying for US Permits for the agency/office under the Blanket Permit (name, email address, phone number). **IMPORTANT NOTE:** To allow authorized users to apply for future US Permits, each user must be registered in EPIC-LA and added as a Contact when application for the Blanket Permit is made.
- C. BILLING AND PAYMENTS** – Permit fees must be paid before the US Permit is issued. If additional fees are applied, the Permittee will be notified of a pending invoice for which payment can be made in EPIC-LA. The US Permit will remain open until all outstanding balances are paid in full. All invoices shall be paid within 30 days of invoice date. Failure to pay invoices within this time limit may result in suspension of permit issuance.
  - 1. The permittee is responsible to immediately notify the County of all disputed invoices so they may be investigated and resolved. Please provide the permit number and invoice number along with a detailed description of the disputed item.
  - 2. The utility company shall remain responsible for any outstanding balance until notified otherwise by the County.
- D. WORK COMPLIANCE (LACC 16.06.060)** – Permittee's failure to comply with the provisions of the permit will be subject to revocation of the Blanket Utility Service permit.