



# **GUIDELINES FOR UTILITY SERVICE (US) PERMITS**

**LAND DEVELOPMENT DIVISION**

REVISED MAY 2018

## UTILITY SERVICE (US) PERMIT GUIDELINES

**A. AUTHORIZATION** – This permit allows a utility to report each installation of a service connection and ordinary maintenance activities on its facilities. The utility must be a holder of a Blanket Utility Service permit before application for a US permit can be made, which is applied as a sub-permit under the Blanket Utility Service permit.

**B. SCOPE OF WORK** - Only one of the following activities is allowed under the US permit:

1. Excavations for the installation of service connections and ordinary maintenance of existing facilities. Excavations shall not exceed 3 cuts per one block or one quarter-mile, 100 sq. ft. area in aggregate and/or 20 feet in length or 5 feet in width and not exceeding 10 feet in depth.
2. Potholing of own facilities, not exceeding 10 feet in depth.
3. Replacement of a single street light or utility pole and appurtenances in-kind not resulting in a “buddy” pole, overnight lane closure.
4. Temporary lane closure to access street light or utility poles, hand holes, meter boxes, valve covers, manholes, or vaults for routine maintenance of appurtenances or repairs. Overnight lane closures are not allowed.
5. After-the-fact “emergency” work that conforms to the above permitted activities.

The following activities are **not** permissible under a US permit and require a road encroachment or excavation permit:

1. Installation of new facilities (not service connection) or main lines.
2. Relocation, replacement, removal, abandonment, or upgrade of main lines, vaults, street light systems or utility poles due to system capacity upgrades.
3. Multiple street light or utility pole replacements.
4. Grade adjustments to manholes and vaults.
5. Exploratory excavations (potholing) of other utilities for purposes other than for installation of service connections and ordinary maintenance.
6. Any work requiring a traffic control plan.
7. Emergency repairs wherein the scope of work exceeds the activities and limits allowed for the US Permit.

**C. FEES** - Based on the work scope selected, the appropriate fee listed below will be applied prior to permit issuance. If the inspector determines the scope of work is not in compliance with Section B of this document, additional fees, including but not limited to, permit processing and inspections may be applied.

1. Service Cut
2. Pole Replacement
3. Potholing (10 feet max)
4. Crane Fee (per day)
5. Lane Closure (per day)

**D. WORK NOTIFICATION AND INSPECTIONS** – The permittee must notify the permit office to schedule an inspection at least 24 hours before starting work. Notifications received after 12 noon will result in the scheduling of inspection on the second business day. Normal inspection hours are Monday – Friday, 7:00 AM – 3:30 PM excluding holidays. Failure to notify the office before starting work may result in additional fees and/or inspection charges.

Inspections can also be scheduled via EPIC-LA. From the dashboard's Active permit list, select the permit number to open the case. Select Inspections to pick the inspection type. Select Continuous Inspection if work has started. Select Final Inspection if work has been completed.

1. Inspections may be cancelled or postponed with prior notice by contacting the appropriate permit office at least one business day in advance (before 3:30 PM). For cancellations, the permit fee will be refunded except when a cancellation notice has not been provided in advance as prescribed above.
2. Final pavement repair must be completed within 30 days after the work is completed.
3. The permittee is required to notify the local permit office immediately following completion of all work, including restoration. US permits will be closed following a field review and acceptance by a county inspector. Failure to notify the permit office may result in additional fees applied.

**E. PERMIT EXPIRATION AND EXTENSION** – Each US permit will expire if work has not commenced within 60 days from the date of issuance. An extension of 60 days may be granted if the permittee contacts the permit office to request the extension in writing prior to the expiration date. Expired permits will be closed and any inspection fees applied will not be refunded. The permittee will be required to obtain a new permit prior to starting work.

**F. WORK COMPLIANCE (LACC 16.06.060)** – Permittee's failure to comply with the provisions of the permit will be subject to the following:

1. Revocation of the US permit.
2. Revocation of the Blanket Utility Service permit.

**G. AUTHORIZED CONTRACTORS** – The contractor performing work under the US permit for the Utility shall be listed on file with the commissioner. Unauthorized contractors performing work are subject to work stoppage and revocation or suspension of the US permit and the Blanket Utility permit.

**H. 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.