

## UTILITY SERVICE BLANKET 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)

A utility who holds a Utility Service Blanket permit from the County shall report their activity by applying for a Utility Service (US) permit for which an inspection fee will be applied. The provisions set forth below apply to the US permit.

### A. SCOPE OF WORK

Only one of the following activities are permitted for each 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. Replacement of a single street light or utility pole and appurtenances without requiring full road closures or overnight lane closures.
3. 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 or full road closures are not allowed.

The following activities are not permissible under a US permit and require a standard road permit:

1. Installation of new facilities or main lines.
2. Relocation, replacement, or upgrade of main lines, vaults, street light systems or utility poles due to system capacity upgrades.
3. Grade adjustments to manholes and vaults.
4. Exploratory excavations (potholing) of other utilities for purposes other than for installation of service connections and ordinary maintenance.
5. Any work requiring a traffic control plan.
6. Emergency repairs.

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

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

**C. APPLICATION REQUIREMENTS**

1. For excavation work, the Underground Service Alert (USA) validation or “ticket” number.
2. For pole replacement/repair work, the pole number, JPA number, and the final Joint Utility (if applicable).

**D. WORK NOTIFICATION INSPECTIONS** – The permittee must notify the appropriate 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.

1. Inspections may be cancelled or postponed with prior notice. At a minimum, the applicant must contact the field office prior to 8:30 AM the same day of scheduled work.
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 approval. A one-time extension of 60 days may be granted if the permittee contacts the jurisdictional 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. BILLING AND PAYMENTS (LACC 16.14.050)** – Permittees will be invoiced for the permit fee for the work requested. All invoices shall be paid within 30 days of receipt. 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 bills so they may be investigated and resolved.
2. A copy of the invoice and details of the dispute must be included when remitting payment.

3. The utility company shall remain responsible for any outstanding balance until notified otherwise by the County.
4. Copies of invoices can be obtained by contacting our Fiscal Division customer assistance section at (626) 458-5990 or at the following link: <http://dpw.lacounty.gov/financial/invstat/Default.aspx>.

**G. 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 annual Utility Blanket permit.

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