



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
ROAD PERMIT APPLICATION

Pre-inspection Request.
R.F.S. #: _____

DATE: _____ SUBDIVISION ID NO. (DS - PC - PM - TR) _____

PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM.
COMPLETE PERMIT APPLICATION PACKAGES WILL BE PROCESSED IN THE ORDER RECEIVED.
THE OMISSION OF ANY REQUESTED INFORMATION MAY RESULT IN PERMIT PROCESSING DELAY.

OWNER/APPLICANT: _____ PHONE: () _____

eDAPTS PROFESSIONAL ID _____ PRINT NAME _____ SIGNATURE (REQUIRED) _____

COMPANY NAME _____

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

hereby makes application to perform work within the Public Highway at the following described locations, subject to the provisions required by the Highway Permit Ordinance (Division 1 of Title 16 Los Angeles County Code) as amended or the Municipal Code and city ordinance of the city for which this permit is issued, the attachments hereon specified, AND THE SPECIFIED REQUIREMENTS INDICATED ON THE REVERSE SIDE. In consideration of the granting of this permit, it is agreed by the applicant that the County of Los Angeles and the city wherein the permit work is to be performed and any of the officers or employees, thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of the work, authorized by this permit, interferes with the future use of the highway by the general public, it must be removed or relocated as designated by the Road Commissioner or Director of Public Works at the sole expense of the permittee or its successor in interest. This permit is void if the permittee is not in compliance with Section 3800 of the labor code. IT IS FURTHER AGREED THAT THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.

AGENT CONTRACTOR CONSULTANT CONTACT OTHER _____

PRINT NAME _____ PHONE: _____

COMPANY NAME _____

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

SITE ADDRESS: _____ ASSESSOR'S PARCEL NO.: _____

CITY: _____ THOMAS GUIDE PAGE & GRID _____

LOCATION DESCRIPTION: _____

SCOPE OF WORK: _____

PLEASE COMPLETE THE FOLLOWING WHERE APPLICABLE

PERMITTEE WORK ORDER NO.: _____ USA "DIG ALERT" NO.: _____

Customer/Vendor ID Number _____ Address ID Number _____

PIPE OR CONDUIT MATERIAL TYPE: _____ SIZE: _____ LENGTH: _____

EXCAVATION LENGTH: _____ WIDTH: _____ TYPE OF SURFACE: _____

FOR LOS ANGELES COUNTY PERMIT OFFICE USE ONLY
PERMIT TYPE: CONSTRUCTION ENCROACHMENT ENCROACHMENT ANNUAL EXCAVATION EXCAVATION ANNUAL
ISSUANCE FEE: \$ (Non-Refundable) DATE RECEIVED:
PROCESSING FEE: \$ (Non-Refundable) RECEIVED BY:
PLAN CHECK: \$ (Calculated Fee or Actual Cost Deposit) PERMIT TRACKING NO:
INSPECTION: \$ (Calculated Fee or Actual Cost Deposit) PERMIT WRITER:
SECURITY DEPOSIT: \$ (Refundable upon completion of work) DATE APPROVED FOR ISSUANCE:
TOTAL: \$ Payment Type: CASH CHECK (#)



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

ROAD PERMIT APPLICATION

REQUIREMENTS FOR OBTAINING A ROAD PERMIT

- Complete and sign the permit application. Payment is required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.
- By signing the permit application, you certify that you are familiar with the requirements of the County Lobbyist Ordinance (Los Angeles County Code Chapter 2.160), and that all persons acting on behalf of the Owner/Applicant have complied with and will continue to comply with this ordinance throughout the application process.
- Complete and sign acknowledgement that the Owner/Applicant has read, understands, and **agrees to fully comply with the Best Management Practices (BMP) Attachment** to this permit per Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.
- Submit **5 sets of plans** showing the location of proposed work relative to the right of way boundary, centerline of the road or property line. Pipelines and utilities should be shown parallel to and at a constant distance from the R.O.W or roadway centerline. **Submit 2 sets of plans for:**
 - For bridge connections (Design Division review).
 - For river crossings (Watershed Management Division review).
- Traffic Control Plans are required for street closures, work within major highways, or busy intersections.
 - **Submit 2 sets of plans**, stamped by a registered engineer, for Traffic & Lighting Division review. An actual cost deposit of \$500.00 per sheet will be required.
 - Thereafter, submit 5 sets of Agency approved traffic control plans.
- Provide proof of **General Liability** and **Workers Compensation** insurance per current insurance requirements. The required endorsement for the General Liability must name **The County of Los Angeles** as an "Additionally Insured".
- If someone other than the property or facility owner applies for a permit, the owner must sign the application and provide a Letter of Authorization designating who is authorized to apply for and obtain the permit. **THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.** (Government Agencies may be exempt from this requirement).
- Newly paved or resurfaced roadways shall not be cut within two years from the date of final acceptance.
- A Flood Control District permit will be required when requested work affects the Flood Control District's right of way or facility.
- The installation of pipelines or utilities within the road right of way is allowed only after the individual or private company has obtained the County's consent through a franchise, a similar right granted by the State of California, or provides documentation establishing prior rights over the road dedication.
- Installation of oil pipelines requires approval from the Fire Prevention Division of the Los Angeles County Fire Department at 5823 Rickenbacker Road, Commerce, California 90040. Tel: (323) 890-4132.
- Utilities installed as part of a subdivision must be signed and stamped "Approved" by the Utility Company.
- All street crossings shall be made at right angles to the centerline of the roadway.
- Pipelines and utilities shall not be installed closer than two feet from any other pipeline or utility; three feet from any sewer line. Waterlines should not be installed closer than ten feet from a sewer line.
- The following minimum depths of cover, below gutter flow line grade, shall be required:
 - LOCAL STREETS**
 - A. 24" for service pipelines
 - B. 30" for all pipelines transporting nonhazardous substances
 - C. 30" for electrical facilities
 - D. 42" for pipelines transporting hazardous substances
 - MASTER PLAN HIGHWAYS**
 - A. 24" for service pipelines
 - B. 36" for pipelines transporting nonhazardous substances
 - C. 42" for electrical facilities
 - D. 42" for pipelines transporting hazardous substances
- Excavations deeper than five feet require a Cal OSHA permit.



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Acknowledgement Best Management Practices (BMP) Attachment

DATE: _____ PERMIT NO. _____

OWNER/APPLICANT: _____ PHONE: () _____
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

AGENT/CONTACT: _____ PHONE: () _____
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: _____
STREET CITY ZIP CODE

FAX: () CELL: () EMAIL ADDRESS: _____

hereby acknowledges reading, understanding, and agreeing to comply with the Best Management Practices (BMP) Attachment in accordance with Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.

SITE ADDRESS: _____
Street City Zip Code

NEAREST INTERSECTION: _____ THOMAS GUIDE: _____

PLEASE SUBMIT THIS DOCUMENT WITH THE APPLICATION