



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
ROAD PERMIT APPLICATION

ALL TEXT MUST BE PRINTED IN INK

PERMIT TYPE

- CONSTRUCTION
ENCROACHMENT
EXCAVATION
Excavation Annual
Encroachment Annual

DATE:

SUBDIVISION TRACT No.

SUBDIVISION PARCEL MAP No.

OWNER/APPLICANT: PRINT NAME SIGNATURE REQUIRED PHONE:

ADDRESS: STREET CITY ZIP CODE

CONTRACTOR: PRINT NAME SIGNATURE REQUIRED PHONE:

ADDRESS: STREET CITY ZIP CODE

AGENT/CONTACT: PRINT NAME TITLE SIGNATURE REQUIRED PHONE:

ADDRESS: STREET CITY ZIP CODE

OWNER'S E-MAIL: CONTRACTOR'S E-MAIL:

hereby makes application for permittee to excavate in the Public Highway at the following described locations, subject to the provisions required by the Highway Permit Ordinance...

ESTIMATED START DATE: ESTIMATED END DATE: CONTRACTOR'S LIC. NO.

SITE ADDRESS/LOCATION DESCRIPTION:

ASSESSOR'S ID NO.

SCOPE OF WORK:

LENGTH, SIZE, AND MATERIAL OF PIPE OR CONDUIT: THOMAS GUIDE PAGE NO. and GRID:

EXCAVATION LENGTH & WIDTH: TYPE OF SURFACE:

PERMITTEE WORK ORDER NO. USA DIG ALERT NO. FRANCHISE NO.

FINANCIALLY RESPONSIBLE PERSON / COMPANY FOR ALL PERMIT FEES AND REFUNDS:

ADDRESS: PRINT NAME

TEL: FAX: EMAIL:

RECEIVE PERMIT BY: MAIL PICKUP IN PERSON EMAIL FAX

SEND PERMIT TO: OWNER DEVELOPER CONTRACTOR CONSULTANT AGENT/CONTACT OTHER

ADDRESS: STREET CITY ZIP CODE

PAYMENT TYPE: CASH OR CHECK ONLY (NOTE: CREDIT CARDS AND ATM CARDS ARE NOT ACCEPTED)

THE OMISSION OF ANY INFORMATION REQUIRED ON THIS PERMIT APPLICATION WILL RESULT IN THE DELAY OF YOUR PERMIT BEING PROCESSED IN A TIMELY MANNER. PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM.

VOID IF WORK IS NOT STARTED WITHIN 60 DAYS OF THE PERMIT ISSUANCE DATE AND CONTINUED TO COMPLETION

READ THE REVERSE SIDE FOR PERMIT REQUIREMENTS (TWO SIDED DOCUMENT)

FOR OFFICE USE ONLY

PAYMENT

- Bill the Permittee (PCA REQUIRED)
Collect Fees Up-Front
Collect Deposit Up-Front (PCA REQUIRED)
Waived (BOS, Government Agency, City, Other)

Permit Issuance Fee: \$

Plan Check: \$ (Actual Cost Deposit)

Road Security Deposit: \$ (REFUNDABLE)

Inspection: \$ (Actual Cost Deposit or Fee)

TOTAL: \$

Permit Office No.

Road District No.

Permit Writer:

Permit Number:

Date Received:

APPROVED BY:

APPROVED BY:

HOLD FOR PAYMENT [ ] YES [ ] NO

## REQUIREMENTS FOR OBTAINING A ROAD PERMIT

- For bridge connections, submit 2 extra sets of plans to Design Division.
- For river crossings, submit 2 extra sets of plans to Watershed Management Division.
- For high traffic volumes, submit 2 extra sets to Traffic & Lighting Division.
  
- Complete and sign the permit application for the road permit. A permit issuance fee, plan check fee, inspection fee, and road security deposit may be required prior to issuing the permit. Only complete permit application packages will be accepted for review and processing.
  
- Submit 5 sets of plans showing the work proposed in the road right of way. Show its location relative to the right of way or the centerline of the road. Pipelines and utilities should be parallel to- and at a constant distance from the right of way or centerline.
  
- Provide Proof of Insurance for **General Liability** and **Workers Compensation**. All insurance documents, including the **Endorsement Form**, must name the **County of Los Angeles** as Additional Insured as specified in the insurance requirements.
  
- Utilities installed as part of a development must be stamped approved by the Utility Company. In order to install a pipeline or utility within the road right of way, an individual or private company must have the franchise fee owner's consent or establish prior rights over the road dedication.
  
- Utilities deeper than five feet require a Cal OSHA permit.
  
- If the owner of the property wants to have his contractor or agent apply for and/or obtain the permit on behalf of the owner, then a Letter of Authorization from the owner of the property is required.
  
- Pipelines and utilities should not be installed closer than two feet from another pipeline/utility or three from a sewer line. Waterlines should not be installed closer than ten from a sewer line.
  
- Oil pipelines need approval from the Fire Prevention Division of the Los Angeles County Fire Department at 5823 Rickenbacker Road, Commerce, California 90040. Tel: (323) 890-4132.
  
- All street crossings shall be made at right angles to the centerline of street.
  
- The following minimum depths of cover below gutter 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

- Traffic Control Plans are required for street closures or work within major highways and busy intersections.
  
- A newly paved street shall not be cut within two years from the date of final construction approval.
- A bridge connection permit is required when connecting to a County owned and maintained bridge.
- A Flood Control Permit may also be required when crossing a Flood Control District channel.