



COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

“BLANKET EXCAVATION PERMIT ATTACHMENT”

SPATS – SIMPLE PERMIT APPLICATION and TRACKING SYSTEM

Online Permitting System:

In order to use the system, a valid blanket excavation permit must be obtained from each permit office that has jurisdiction over the location of the *simple* service cut. The Department requests that your specific work order number be entered into the system for each *simple* service cut permit application. This will aid in resolving billing inquiries or disputed transactions. The online permit system should **only** be utilized when performing *simple* service cut excavations for the repair and maintenance of existing facilities. All excavations equal to or smaller than 5' wide by 20' long are considered *simple* service cut excavations and will be billed at the current rate for inspection, per approved application. Up to three separate service cut excavations, may be entered on one application when they are located within the same block. A precise description and location of the work must be entered into the Description Field to certify that the work qualifies as a *simple* service cut excavation. Incomplete or inadequate descriptions may result in a delay in processing, and in some cases, cause the application to be to denied or canceled. In addition, applications that do not contain valid addresses or Thomas Guide map page number and grids may also cause the application to be to denied or canceled.

The on-line application requires a proposed start and proposed completion date. If the work has not begun within 60 days of the proposed start date and the utility company failed to notify the Department of any delays, the permit will be closed and the associated permit fee will be forfeited. Once the work has begun, a diligent effort towards completion is required by County Ordinance 16.06.080. **If the work, is not completed within 30 days from the proposed closed date, including the placement of permanent pavement per County Ordinance 16.06.200; the permit will be closed, the associated permit fees will be billed and a new permit with additional fees, will be issued for the remaining work per County Ordinance 16.06.050. Failure to comply may result in the suspension of on-line permitting privileges.**

New facilities or new service installations within the road right of way shall not be installed under a *simple* service cut application, even if the excavated area complies with the dimensions specified for a *simple* service cut. All emergency work must be applied for or permitted the next business day; either through SPATS or through the normal permitting process (County Ordinance 16.18.130).

New facilities, new service installations or excavations that are larger than the allowed dimensions will require submittal of a complete excavation permit application package. A simple one-page drawing, accompanied by a signed excavation permit application may be mailed, faxed or hand delivered to any one of the permit offices listed below or to our main permitting office. More complex applications shall be directed to the main permit office located at 900 South Fremont Avenue, 8th Floor in the City of Alhambra. New facilities complying with the requirements for a *simple* service cut permit will be billed at the current rate for inspection, per approved application.

It is the applicant's responsibility to confirm that the roadway to be cut is **not** under a moratorium. Moratorium roadways cut due to emergency repairs will be repaired as directed by, and to the satisfaction of, the Department representative. **Preventative maintenance excavations will not be allowed until moratorium period ends.**

The Department also requests that the applicant include the County Project ID # (10 characters) when a *simple* service cut permit application is submitted as part of a County Project. The number shall be included in the description field or on the permit application and submitted plans. This information is critical in determining when permit fees may be waived. If the project ID number is not specified in the description field or on the permit application and plans, permit fees will automatically be applied.

If you have any questions about what type of permit is appropriate or questions about the process, please call any of our Permit Technicians or Head Inspectors at the appropriate field office or contact our main permit counter.

Permit Office 1 - Baldwin Park
Telephone (626) 338-9515 Fax (626) 814-1763

Permit office 2 - Valencia
Telephone (661) 222-2948 Fax (661) 222-2952

Permit Office 3 - Westchester
Telephone (310) 649-6300 Fax (310) 215-3952

Permit Office 4 - Hollydale
Telephone (562) 869-0218 Fax (562) 869-2895

Permit Office 5 – Palmdale
Telephone (661) 947-4151 Fax (661) 947-5022

Main Permit Counter
Telephone (626) 458-3127 Fax (626) 576-7739

Website address: dpw.lacounty.gov - Simple Permits link under Online Services.