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PERMIT PROCEDURES (OTHER THAN CLASS "B"),
APPROVALS, AND PUBLIC INFORMATION (C 300)

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C 300 PERMIT PROCEDURES (OTHER THAN CLASS "B"), APPROVALS, AND PUBLIC INFORMATION

C 310 AUTHORITY, DEFINITION, AND USES

C 311 AUTHORITY

Section 234 of the Charter of the City of Los Angeles provides, in part, that "The Board of Public Works shall have charge, superintendence, and control, except as otherwise specifically provided in this charter:

Of the construction and maintenance of all streets and other places and property enumerated in Subdivision 1 of the Section 233 of this charter;

Of all work and improvement in, on, over, or under all such streets, places, and property;

Of trees, plants, shrubs, and lawns in parkings along public streets; subject to street improvements authorized by the City;

Of the design, construction, and maintenance of all sanitary and storm sewers and drains of the City, and all connections therewith;

Of the cleaning, sprinkling, and lighting of all public ways, streets, avenues, boulevards, alleys, lanes, places and courts, and the lighting of all public parks; of the lighting, heating, and ventilating of all public buildings and the design, construction, alteration, maintenance, and care of all public works and improvements and of all public buildings belonging to the City; of the disposal of garbage, sewage, and street refuse; and of all excavations in public streets or other ways of travel herein mentioned (subject to ordinances regulating the same".

To implement this responsibility, ordinances have been adopted creating specific types of permits to control the many activities within or affecting public streets or facilities of the City. All of these ordinances pertaining to work under the jurisdiction of the Board of Public Works are codified in Chapter VI of the Los Angeles Municipal Code entitled "Public Works and Property". Although some of the permits established by this Chapter are actually issued by other Bureaus, the Bureau of Engineering is involved in the processing or approval. Therefore, while all permits and procedures under the jurisdiction of the Board of Public Works will be discussed to some extent in this Manual; those exclusively within the purview of the City Engineer will be examined in detail.

C 312 TYPES OF PERMITS

The various types of permits are intended for specific uses as defined in the LAMC sections authorizing their issuance. Care should be exercised by the issuing office to issue the proper permits for the requested activity in accordance with the standards and practices outlined in this Manual.

C 312.1 CLASS "A" PERMITS

LAMC Sections 62.104 through 62.109 (incl.), 62.112, and 62.114 through 62.118.1 (incl.) apply to Class "A" permits. LAMC Section 62.106 classifies the types of work allowed under Class "A" permit as:

"(a) Class "A" shall include only the repair, construction or reconstruction of curbs, sidewalks, driveway approaches or gutters and work appurtenant to the foregoing, where, in the opinion of the City Engineer, the work contemplated is so limited in extent and of such simplicity of design that the deposit of those fees provided hereinafter for Class "A" Permits will with reasonable certainty compensate and reimburse the City for the costs of the inspection and supervision entailed."

(b) Class "B" shall include all permits for work not included in Class "A". (Class "B" permit procedures are described in detail in Sections C 200 to C 242 of this Manual.)"

C 312.2 SPECIAL AND GENERAL DEPOSIT EXCAVATION PERMITS

LAMC Sections 62.00 through 62.05 (incl.) apply to excavation permits. LAMC Section 62.02(a) specifies that:

"Permit required. No person, nor any department or officer of this City, shall make an excavation in or under the surface of any public street or public place for the installation, inspection, repair, abandonment, or removal of any tank, pipe, conduit, duct, tunnel, or footing, or for any other purpose, or make an excavation on private property adjacent to a public street where lateral support to such street or improvements or property within such street is imperiled by such excavation, without first making and filing a written application therefore with the Board and receiving a permit from the Board to do so."

Either Special or General Deposit Excavation Permits are issued for this purpose by the Bureau of Engineering. The basic difference in these permits is the type of deposit which is made

with the City to guarantee payment of charges. LAMC Section 62.02(f) provides that no permit to excavate will be issued, subject to provisions within that section, until the applicant has deposited with the Board a special cash deposit. Special Deposit Excavation Permits are issued under this particular authority. As provided in LAMC Section 62.02(g), in lieu of a special cash deposit, any person may make and maintain with the Board a general deposit to be used for the same purpose as the special deposit. General Deposit Excavation Permits are issued when an acceptable general deposit is on file.

The amount of the General Deposit is specified by the LAMC as follows:

For excavations up to 1,000 square feet per month \$1,000;
For excavations up to 5,000 square feet per month \$5,000;
For excavations over 5,000 square feet per month \$10,000.

Whenever a cash deposit over \$1,000 is required, LAMC Section 62.02(h) provides that a surety bond, acceptable to the Board and the City Attorney, may be posted in lieu of the deposit. The originals of all such approved surety bonds are kept on file in the Utility and Estimating Division of the Bureau of Engineering.

C 312.3 SEWER AND STORM DRAIN CONNECTION PERMITS

LAMC Section 64.00 and Sections 64.11 through Section 64.25 (incl.) apply to this type of permit. LAMC Section 64.12 entitled "House Sewer Connection - Permit" specifies that:

"(a) No person shall make, construct, alter, or repair any house connection sewer, bonded house connection sewer, special house connection sewer, industrial waste sewer connection, industrial waste storm drain connection, storm drain connection, or special drainage connection, or any portion of any such sewer or storm drain connections, including sampling manholes, or connect any house sewer, soil pipe, or plumbing to any such sewer or storm drain connections or to a sewer or storm drain under the jurisdiction of the City of Los Angeles, without first obtaining a written permit therefore from the Board of Public Works."

C 312.4 BUILDING MATERIAL PERMITS

LAMC Section 62.45 through 62.56 (incl.) apply to Building Material Permits. LAMC Section 62.45 entitled "Materials or Equipment in Streets - Permits, Regulations, Fees" provides that:

"(a) Permit Required. No person shall deposit or maintain in or upon any public street, sidewalk, or parkway, any protection fence or protection canopy, building material of any kind, debris from any building or building excavation, or any kind of material or equipment used or intended for use in connection with any building or other work upon adjacent private property, without first making and filing a written application with the Board, receiving a permit therefrom so to do, and paying to the Board a fee as set forth in Subsection (c) of this section to cover all cost of processing the application for permit and inspection. The Board may, by such permit, require compliance with special conditions to safeguard the public and protect the street and sidewalk or other public improvements."

C 312.5 MANHOLE OPENING PERMITS

LAMC Sections 62.40 through 62.44 (incl.) apply to Manhole Opening Permits - Section 62.40 of the Code entitled "Manholes - Permit for Opening" specifies that:

"(a) No person shall open, or allow to remain open, the cover of any manhole in or upon any street, sidewalk, or right of way without have first obtained a written permit from the Board so to do, except as provided in Section 62.42."

C 312.6 OVERLOADS

LAMC Sections 62.135 through 62.150 (incl.) apply to the issuance of permits for the movement of overloads. Section 62.136, entitled OVERLOADS - PERMITS REQUIRED provides that:

"(a) It shall be unlawful for any person to move any overload upon any public street or place in the City of Los Angeles without a permit therefore from the Board of Public Works of the City of Los Angeles."

C 312.7 WATER COURSE OBSTRUCTIONS, STRUCTURES, INTERFERENCE - PERMITS

LAMC Sections 64.07 through 64.10 (incl.) require the issuance of a permit for the construction, reconstruction, alteration,

repair, or maintenance of any drainage structure or alteration, change, filling or obstruction, or maintenance of such fill or obstruction in any natural water course or natural drainage channel. See Manual Subsection G 070 of the Storm Drain Design Manual for additional discussion. Permit issuance is covered in Section C 370 of this Manual.

C 313 STREET ADDRESS

LAMC Sections 63.112 through 63.116 (incl.) establishes the authority and procedures for designation of street address numbers.

Section 63.112, entitled STREET ADDRESS - DESIGNATION by Engineer provides that:

"The City Engineer shall have the authority and it shall be his duty to designate the respective numbers for buildings fronting on streets heretofore laid out or to be hereafter laid out or extended."

C 314 FRANCHISES AND GRANTS OF PERMITS

C 314.1 FRANCHISES

Ordinance No. 58,200, codified in Chapter 1 of Division 13 of the City Administrative Code, prescribes the method of procedure for the granting of franchises, permits, and privileges along, upon, across, under, and over streets, highways, and other places in the City of Los Angeles. When appropriate, a condition of such a grant is the requirement to obtain a construction or excavation permit from the Board of Public Works.

C 314.2 SPUR TRACK PERMITS

Ordinance No. 61205, codified in Chapter 3 of Division 13 of the City Administrative Code, regulates the granting of permits for the construction, operation, and maintenance of spur or side tracks. Section 2 (5) of that ordinance, as amended by ordinance No. 137,215, provides in part that concurrently with the filing of the application with the City Clerk there shall be paid to the Board of Public Works a stipulated amount to cover the cost of printing, posting, and publishing of notices, engineering investigations, etc. Construction of the spur track, including any necessary street remodeling is covered by a subsequent Class "B" or excavation permit.