

together with anticipated flow.

## C 356 ADMINISTRATIVE PROCEDURES

### C 356.1 CHARGES AND FEES

Charges and fees for Sewer Connection Permits, Storm Drain Connection Permits, Dye Tests, Saddle Installation, Bonded Sewer Fees, Special Sewer Connection Fees, and Sewerage Facilities Charges are established by the LAMC and are summarized by the current Bureau of Engineering list entitled "Standard Fees, Charges, and Deposits". The Board is authorized to determine the applicable Sewerage Facilities Charge for occupancies not specifically enumerated in the Code, therefore, an additional list of charges (Sewerage Facilities Charge Guide - Eng. Form 4.213) has been established and is periodically updated.

In addition to the base permit fee, the Bureau of Accounting will bill the permittee for any required resurfacing and for inspection of the connection lateral within the street right-of-way. Billings for inspection of the lateral are based on quantities submitted by the inspector on his report (yellow). Billings for permanent resurfacing are based upon measurements submitted by the Bureau of Street Maintenance.

### C 356.2 RECEIPTING

Receipting of permits and charges is accomplished by cash register validation or by the handwritten receipt (Form 3.669E).

Cash register validation requires the use of the proper key:

Key L for sewer and storm drain connection permits and dye tests; Key M for saddle permits; Key D for bonded sewer fees and special connection charges; Key S for sewerage facilities charges.

These key designations correspond to the "Daily Cash Report" (Eng. Form). Individual cash registers may have different keys for these functions, but the keys must be reconciled to the "Daily Cash Report."

Handwritten receipts must indicate the type of permit or charge, its number, and whether payment is made in cash or check. These receipts are supplied prenumbered and the number must be shown on the permit or charge form and on a tendered check.

If it is necessary to void a receipt, it should be initialled by authorized personnel.

C 356.3 "NO FEE" PERMITS

- a. The Federal Government is exempt from payment of all fees and charges related to issuance of a sewer or storm drain permit for facilities being used for war purposes during time of war (LAMC Section 64.22.1(a)). Except by specific consent of the Council, permit will be invalidated six months after termination of war (LAMC Section 64.22.1(b)).
- b. All budgetary departments, bureaus, or offices of the City are exempt from paying fees and charges on a permit (LAMC Section 11.08). There are two exceptions:
  1. Any department, bureau, or office of the City which has control of its own funds with the exception of the Library Department and Recreation and Parks Department.
  2. Any fees or charges which are receivable from the following funds: Revolving, Trust, Bond, or Capital Improvement Projects.

In order to qualify for the exemption, the administrative head of the department, bureau, or office must submit a written certification with the application for the permit that such permit fee is not reimbursable from Revolving, Trust, Bond, or Capital Improvement Project Fund.

C 356.4 FORM CONTROL

Except for the "Request for Sewer Saddle Installation" (Form Eng. 3.667), which is prenumbered, all permit forms will require number control books or sheets to assure sequential numbering.

Sewer connections, storm drain connections, and dye tests all use a common form (Eng. 3.662, Figure C 351.1) and therefore use a common series of numbers.

The Bonded Sewer Fees and Special Sewer Connection Fees also use a common form (Eng. 3.664) and a common series of numbers. Whenever a Bonded Sewer Fee and Special Sewer Connection Fee are assessed simultaneously, only one number is required.

C 357 INSPECTION

All inspection on sewers and storm drain connection permits is performed by the Special Construction Division of the Bureau of Contract Administration. The permittee should notify the Special Construction Division no later than noon of the preceding work day.

Construction inspectors from the Special Construction Division

are responsible for assuring that the permittee performs the work properly and that the work is prosecuted diligently to completion. The Construction Inspector will also enforce the pedestrian and safety requirements of the Work Area Traffic Control Manual.

### C 358 OFFICE RECORDS

Office records relative to permit issuance are maintained by counter personnel and support personnel for their area of jurisdiction. Should a job fall within the jurisdiction of several offices, the permit will be issued and retained by one office. Copies of the permit are sent to the involved offices.

#### C 358.1 OFFICE PERMIT COPIES

The original permit copy (white) is maintained in a numerical file. When the inspector returns his copy with "As-Built" notations, it is permanently filed.

#### C 358.2 WYE MAPS AND ACCOMPANYING REFERENCE FILES

Sewer Wye Maps at a scale of 1" = 50' are maintained in each district/division office. These maps show all locations and details of the public sewer system.

Sewer connection permit numbers and dates are shown temporarily in pencil on the Wye Maps when issued. After construction, they are permanently entered on the Wye Map (counter copy and original tracing). Any sewerage facilities charge certificate or bonded and special sewer connection numbers when issued can be shown on the wye map.

Additional information such as lot area in acres, and sewerage facilities charge credit may be temporarily shown on the counter copy wye map to ensure proper credit to property owners for any tract deposits. Participation boundary may also be delineated to ensure collection of any bonded sewer fees due.

Drainage maps at a scale of 1" = 400' show locations and plan reference numbers for all drainage facilities. Storm drain connection permits are also indicated permanently on the drainage maps and may also be shown on the Wye Map.

#### C 358.3 SEWERAGE FACILITIES CHARGE FILES

A file must be maintained which contains all appropriate documents such as certificates, plans, permits, etc.

C 358.4 SEWER/STORM DRAIN CONTRACTORS FILE

Each district/division office involved in the issuance of sewer or storm drain connection permits should maintain a current file of contractors with a valid Sewer/Storm Drain Connection Bond and liability insurance. This can be obtained from the Board of Public Works, Central Indemnity and Surety Section.

An accompanying State Division of Industrial Safety Permit file should also be maintained for excavations in City rights-of-way of 5 feet or more (see Subsection C 354.42).

In addition, this file should include the permit number of the Contractor's Annual Division of Industrial Safety Permit. The number is entered on the file when the permittee presents a copy of the State permit.

C 359 CLOSING PROCEDURES

The final step in the processing of sewer permits is the payment of any resurfacing charges by the permittee to the Bureau of Accounting. Failure to pay these charges results in being placed on a "Trench Replacing Delinquency List" published monthly by the Bureau of Accounting.

Sewer permits should not be issued to contractors who have delinquent accounts. Call the Bureau of Accounting for verification of payments after the list is published.

C 360 MISCELLANEOUS BUREAU OF ENGINEERING PERMITS AND PERMITS ISSUED FOR BUREAU OF STREET MAINTENANCE

C 361 MANHOLE OPENING PERMITS

"Manhole Opening Permits" are issued under authority to LAMC Section 62.40 as explained in Subsection C 312.4. These permits are issued on either a one time basis or an annual basis and are issued only at the Engineering Services Division's public counter.

These permits must be at the site for any manhole opening.

C 361.1 MANHOLE OPENING PERMIT - PROCESSING

The "Application/Permit for Permit to Open Manhole Cover" Engr. Form 3.665, shown in Figure C 361.1A, is processed for either type of permit.

The type of permit (ordinary or yearly) is indicated on the form. If a yearly permit is issued, wallet cards (Figure C 361.18), which signify that a permit has been issued, are

available for use by employees of the permittee.

The manhole opening permit will be issued only to owners of the respective manholes or to licensed sewer or storm drain contractors.

#### C 361.2 EMERGENCY OPENING OF MANHOLES

In the case of emergency, the manhole cover may be opened for inspection, repair, adjustment or renewal of equipment, if a watchman or guard is in constant attendance at the exposed opening of the manhole. Within 48 hours of the emergency opening of the manhole, the permittee must notify the Permit Office or the owner of the manhole.

#### C 361.3 MANHOLE WARNING SIGNS

Except for emergencies, LAMC Section 62.43 provides that warning or barricade devices and at least two red flags shall be placed at each manhole opening from sunrise to sunset. Such devices should be located as to be clearly visible to traffic.

#### C 361.4 EXEMPTION

The opening of track switch box covers does not require a permit.

#### C 361.5 RECEIPTING

Permit fees are receipted under the "V" fund which is the General Fund of the City and are considered nonrefundable.

#### C 362 WATERCOURSE PERMITS

For work which lies in a natural watercourse where no City easement exists, a Watercourse Permit (Application/Permit to Perform Work in a Natural Watercourse) or a Class "B" Construction Permit is issued to the applicant. The Watercourse Permit is required for grading, minor drainage or other structures, and installation of pipe 18 inches or less in diameter. Any other work must be covered by the issuance of a Class "B" Permit. See Section C 200 for complete details.

Work by an applicant in a natural watercourse within a City easement may be permitted with the issuance of a Class "A" Permit. See Section C 330 for details on the Class "A" Permit issuance.

#### C 362.1 WATERCOURSE PERMITS - PROCESSING

A copy of an "Application/Permit to Perform Work in a Natural

Watercourse" (Engr. Form 3.651) is shown in Figure C 362.1A along with a description of entries on the permit (Figure C 362.18). Use of the description of entries will provide necessary instructions for engineering personnel to complete the permit. Fees are collected in accordance with the current provisions of LAMC Section 64.10.

#### C 362.11 REQUIREMENT OF WAIVER OF DAMAGES

A Waiver of Damages (Engr. Form 3685, 3.685A, and 3.685B) may be required to hold the City harmless from any damages resulting from work in the watercourse. Processing the Waiver of Damages is discussed in Section C 320. See Sections G 064 and G 070 of the Storm Drain Design Manual for additional discussion.

#### C 362.12 REQUIREMENT OF PLANS

If a plan or sketch is needed to define the work, a copy must be attached to the permit.

#### C 362.2 RECEIPTING

Fees for the watercourse permit are receipted into the General Fund ("V" key) and are in general not refundable.

#### C 362.3 INSPECTION

Inspection of work under a Watercourse Permit (Application/Permit to Perform Work in a Watercourse) shall be done by the Department of Building and Safety in conjunction with its grading permit. If neither a grading or construction permit is issued, personnel from the Drainage Systems Engineering Division or the responsible District Office shall inspect the work specified by the permit.

Inspection under a Class "A" or Class "B" Permit will be done by the Bureau of Contract Administration. See Section C 200 for details.

#### C 363 PERMIT FOR LEAKAGE DETECTION HOLES

Permits for drilling leakage detection holes are a special form of an excavation permit and are issued under the authority of LAMC Section 62.05(c). These permits are issued on either a one time or an annual basis and are issued only by the Engineering Services Division public counter.

#### C 363.1 LEAKAGE DETECTION HOLES - ANNUAL PERMIT PROCESSING

The permit for drilling leakage detection holes on an annual basis is a General Deposit Excavation Permit. The General Deposit

Excavation Permit Application is so noted as the annual leakage detection hole permit. Processing of the permit is identical to any General Deposit Excavation Permit (see Subsection C 342.2.).

Wallet cards (see Figure C 363.1) which signify that a permit has been issued for drilling the holes, are available to the permittee for an additional fee.

#### C 363.11 PERMANENT RESURFACING BY PERMITTEE

LAMC Section 62.04(m)4 includes the requirement that utilities issued an annual permit for drilling leakage detection holes must permanently resurface the holes. A Class "A" Permit will not be required for this resurfacing.

#### C 363.12 MONTHLY REPORT

LAMC Sections 62.02(b) and 62.05(e) require the permittee with an annual permit to prepare a monthly report on permit work. This report is to include the limits of such drilling operations, and pay a fee (see LAMC Section 62.05(c)), and for one thousand feet of mainline investigated.

#### C 363.2 LEAKAGE DETECTION HOLE PERMIT FOR ONE TIME BASIS

The permit for drilling leakage detection holes on a one-time basis is a Special Deposit Excavation Permit (see Section C 340). Inspection fees and resurfacing fees are collected in accordance with LAMC Section 62.05(b).

#### C 364 CITY ENGINEER'S REVOCABLE PERMIT

The City Engineer's Revocable Permit (see Figure C 364) was created by Board action in 1974, to help assure compliance with conditions required on revocable permissions granted on public easements. The City Engineer was authorized to issue these permits on revocable permissions granted by the Board for which a Revocable Permit is not required by the Real Estate Division, Bureau of Engineering.

A report which recommends the granting of revocable permission by the Board must specify which type of Revocable Permit is required. The Revocable Permit from the Real Estate Division is required whenever a rental fee is to be collected to use of the property. The City Engineer's Revocable Permit is required for all other revocable permissions.

The City Engineer's Revocable Permit is to be issued only after all stipulated conditions of the Board report have been complied with. Waivers of Damages must be filed with the County Recorder and other conditions such as liability insurance be enforced.

The City Engineer's Revocable Permit is required in addition to any other required engineering permits.

### C 365 PERMITS ISSUED ON BEHALF OF THE BUREAU OF STREET MAINTENANCE

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Certain permits within the jurisdiction of the Bureau of Street Maintenance may be issued by District Engineering Offices are detailed in this manual section. Authority for these permits is listed in Section C 310.

Since the Bureau of Street Maintenance has the responsibility for these permits, any questions or unusual requests should be referred to that Bureau.

#### C 365.1 BUILDING MATERIAL PERMIT

"Permits to Maintain Materials or Equipment in Street" are issued on behalf of the Street Use Inspection Division of the Bureau of Street Maintenance. A copy of the permit (Form 266) is shown in Figure C 365.1A.

The District Offices may issue permits for only the parkway or parking lane portions of the street. Additional usage of the street must be cleared with the Street Use Inspection Division. Provisions must be made for pedestrian access and drainage in the gutter. Generally, permits other than storage of building materials in a street must have prior clearance from Street Use Inspection Division.

In addition to the permit, Police Department notification is required for any use of the roadway. Phone the Watch Commander at the local Police Station for this notification.

#### C 365.11 PERMIT PROCESSING

Permits are processed by completing the application shown in Figure C 365.1A and as outlined in the Application Instructions (Figure C 365.1B).

#### C 365.12 DISTRIBUTION OF COPIES

The copies of "Permits to Maintain Materials or Equipment in Street" is as follows:

- a. Original and hard copy to Permittee. (Hard copy to be posted on job at all times.)
- b. Yellow copy to Street Use Inspection Division.
- c. White retained by issuing offices.

## C 365.2 OVERLOAD PERMITS

"Overload" as defined in LAMC Section 62.135 shall mean a vehicle or combination of vehicles exceeding height, width, length, size or weight of vehicle, or load restrictions as shown on the back of the permit form (see Figure C 365.23).

### C 365.21 ANNUAL OVERLOAD PERMITS

Annual overload permits are issued only by the Central Office of the Street Use Inspection Division of the Bureau of Street Maintenance. This permit is applicable to moving of overweight and/or oversize construction equipment, house trailers, oil well equipment, etc., and is limited to a maximum weight of 45 tons. Contact the Central Office of the Street Use Inspection Division for further information.

### C 365.22 30 DAY OR ONE DAY OVERLOAD PERMIT

The District Offices of the Bureau of Engineering have been authorized to issue overload permits for terms varying from one day to thirty days on behalf of the Street Use Inspection Division of the Bureau of Street Maintenance. Any questions regarding either type of overload permit should be referred to the Central Office of the Street Use Inspection Division.

The one day overload permit is valid for one day only. The permittee may make several trips in that day as long as the overload is identical and that the overload was not moved during restricted hours.

Overload permits can be issued for continuous movement of identical overloads over the same route for a period not to exceed thirty days. The permittee pays for the number of days the permit is valid.

The same form (Form 958) is used for both type permits and the processing is identical (see Subsection C 365.23).

### C 365.23 OVERLOAD PERMIT PROCESSING

Overload permit application forms (Form 958) are completed by the permittee. The application form is shown in Figure C 365.23A and instructions for processing the form are listed in Figure C 365.23C.

Important considerations relative to issuing the overload permit are discussed in the following subsections.

#### C 365.231 INSURANCE OR BOND REQUIREMENTS

The permittee must have a valid insurance policy or bond on file with the City Attorney. This coverage must be verified by checking the office file or by telephoning the Central Indemnity and Surety Section of the Board.

C 365.232 OVERHEIGHT, OVERWEIGHT, OVERLENGTH, AND OVERWIDTH  
CONSIDERATIONS

These considerations are outlined quite specifically for the permittee in the standard attachment sheet to the overload permit (see Figure C 365.23B). The attachment sheet should cover any situations which arise in the issuance of the permit. If not, contact the Central Office of the Street Use Inspection Division.

It should be noted that whenever the gross weight of the vehicle and load exceed 75 tons, prior structural approval is always required.

For overloads having a gross weight under 75 tons and not in a restricted street (see Subsection C 365.234) the legal axle weights and spacings should be checked. A sample computation is shown in Figure C 365.232.

C 365.233 INSPECTION

Inspection by Street Use Inspection Division unless waived by Central Division, is required for body or load exceeding 18 feet in width, body or load exceeding 100 feet in length, poles or pipes on dollies exceeding 80 feet in length, body or load exceeding one half width of narrowest roadway on route, and load exceeding 50 tons.

C 365.234 ROUTE CHECK

It is the responsibility of the permittee to select and field check the route to be travelled for all conditions: height, weight, width, construction areas, etc. If a route is found to be unsuitable for an overload permit vehicle, it shall be the permittee's responsibility to select a new route.

Overload permit vehicles shall not be allowed to travel on streets or alleys designated as restricted on Street Use Inspection Division Form 958A. Issuing personnel should check the overload route against this list.

Overload permits shall not apply to State Highways, Freeways, Vincent Thomas Bridge and approaches, and Harbor Department lands. State of California overload permits may be obtained from District No. 7 Office of the Department of Transportation. Overload permits for the Harbor Department lands may be obtained

at the Harbor District Engineering Office at the San Pedro Municipal Building.

#### C 365.235 RECEIPTING

The permit fee for the overload permit is receipted into the General Fund of the City. This fund is commonly designated as the "V" key on the cash register.

Inspection fees, when required, shall be receipted under the "V" key.

#### C 365.3 STREET TREE INSTALLATION ORDERS

Street Tree Installation Orders are issued for the Street Tree Division of the Bureau of Street Maintenance (see Subsection C 333.25 for details).

### C 370 ENGINEERING APPROVAL FOR BUILDING PERMIT APPLICATIONS

#### C 371 GENERAL

Applications for building permits filed with the Department of Building and Safety require Bureau of Engineering approval of addresses, driveways, flood clearance, sewer availability, clearance for additional highway dedication. City Department of Transportation approval may also be required.

Plans submitted with the application are reviewed for encroachment into the public way and for removal of lateral support which may be caused by excavating adjacent to the public way. Class "A" or "B" permits will be required for construction of driveways and other necessary street improvements.

When information provided on the building permit application for plans is inadequate for approval of the application, the permit applications and the plans should be returned to the Department of Building and Safety with the request to furnish the needed information. A form similar to the one shown in Figure C 321 may be used for this purpose.

In reviewing applicable items on the building permit application (see Figures 371 A, B, C, D, E, F, G, H, I, and J), make sure the requirements for the item have been met, then sign and date in the appropriate space to indicate clearance of this particular item. When processing an application to relocate a building (Figures C 371 C and D) from a location in one engineering district to another, clearance should be provided by the office having jurisdiction over the area into which the building is being moved.

If any of the required items cannot be cleared, the applicant shall be advised that the requirements pertaining to that clearance may necessitate changes in design and/or building layout.

### C 372 PROPERTY DESCRIPTIONS

The applicant for a building permit may wish to use the property description information on the City Engineer's records to obtain a complete legal description. Eng. Form 4.112, "Memo of Street Numbers and Property Description", may be filled out and given the application to present to the County Recorder for a complete legal description. See Section C 390 for more background on property descriptions.

### C 373 STREET ADDRESS APPROVAL

In order to coordinate the assignment of street addresses throughout the City, the City Engineer is authorized by ordinance to designate all street address numbers on buildings within the City. To accomplish this task, standard procedures have been established for assigning street address numbers. As part of this procedure, all building permit applications are referred to the City Engineer for checking of property descriptions and assignment or approval of street address numbers. See Section C 390 for details on assignment of these street address numbers.

### C 374 HIGHWAY DEDICATION

A permit to construct, remodel, or enlarge an apartment house, commercial or industrial building fronting on a major or secondary highway can be issued only subject to the applicant providing for dedication of the adjoining streets. However, highway dedication and improvement cannot be required for additions and accessory buildings incidental to other than a residential building existing on the lot as of March 1, 1962, if the total cumulative floor area of such additions and accessory buildings does not exceed 200 square feet. The system of major and secondary highways is shown on the Highways and Freeway Element of the General Plan File in the office of the Department of City Planning.

The authority for this dedication is LAMC Section 12.37 commonly called the R-3 Ordinance. This ordinance gives the specific requirements of street dedication and improvements which must be required on major or secondary highways and on local streets within a distance of up to 300 feet from such highways.

When highway dedication is required, the engineer reviewing the plans for approval should make sure the dedication line (new property line) is shown on the plans. Building setback, en-

croachments, and acceptable driveway grades must be determined based on the new property line.

The Board of Public Works may, in some instances, waive highway dedication as a requirement preceding the issuance of a building permit, conditional upon later dedication. In such cases, it is important that the engineer reviewing the plans make sure that no portion of the building, planter, or stairs extend in front of the future property line. It is also important that the elevation of garage floors and other parking areas are such that they provide acceptable driveway grades based on the back of sidewalk elevation of the future property line as well as the elevation of the existing property line.

### 375 LATERAL SUPPORT/ENCROACHMENT REVIEW

Applications for building permits filed with the Department of Building and Safety are checked to determine possible encroachment into the public way or the possibility of removing the lateral support of the public way.

All cases of actual or possible encroachment, or removal of lateral support are referred to the Bureau of Engineering for review. If it is determined that construction of the proposed building will cause no encroachment or removal of lateral support, so indicate, sign, and date in the box titled "Bureau of Engineering". When there is an encroachment or removal of lateral in the above-mentioned box.

If an Excavation Permit or a Permit to Encroach in Public Way is required, the applicant or engineer/architect should be advised about plan check, insurance, bond, and waiver of damages agreement requirements.

For detailed information regarding issuance of Excavation Permits, see Section C 340.

### C 376 DRIVEWAY APPROVAL

The building permit application should not be signed off for driveway approval, unless no new driveways are to be built, or until all of the applicable items listed below have been checked:

- a. Tract or Bureau of Engineering restrictions against driveways onto this street. Driveways, in many cases, are not permitted on major and secondary highways if another street or alley is available for driveway access.
- b. On a State highway, the driveway must conform with California State Division of Highways regulations.

- c. The driveway must comply with the requirements in Section C 331 and Form Eng. 5.902 titled "General Information Concerning the Construction of Curbs, Driveways, and Sidewalks under Class "A" Permits."
- d. If the driveway appears to exceed an upward or downward grade of 12-1/2 percent, the submittal of a driveway grading plan (see Figure C 322), showing curb elevations, property line elevations, garage floor elevations, and distances between elevations should be required.
- e. If the street is not improved and the grade not established, write "street grade not established" in the "Driveway Approved" space on the building permit.
- f. Approval of the Department of Transportation is required if noted on building permit application or otherwise deemed necessary.
- g. Driveways are not permitted where only partial ingress of vehicle on private property is possible and where the driveway approach does not lead to a legal parking area on private property.

Any restrictions should be noted in the space provided on the application (Item No. 13 on Figure 321 A).

#### C 377 SEWER AVAILABILITY

It is the City Engineer's responsibility to advise the applicant for a building permit about sewer fees due on the proposed development. This also includes permits to alter or enlarge an existing building. The authority for this responsibility is found in Section 64.11.2 through Section 64.22 of the Los Angeles Municipal Code.

In order to calculate the sewer fees due, the applicant may be required to submit plans for the proposed building or buildings. After the sewer fees have been calculated, the applicant is given a statement of sewer fees due (Notice of Sewer Availability, Eng. Form 3.691) and the amount due is shown on the building permit application.

- a. A public sewer may or may not be physically available to serve the property in question. There may be no sewer adjacent to the property or, even if there is it may not be available for a variety of reasons. See Subsection C 351.21 for detailed information. If it is determined that the sewer is not available physically, the building permit applications should be marked "Sewer Not Available" and a "Current Sewer Availability," form (Eng. 3.691) should be

made out and given to the applicant or returned with the application. If the sewer is physically available, the proposed construction must be examined to determine if the sewer fees are required.

- b. Where the property is already connected to the public sewer and it is determined that sewer fees are required, the City Engineer can withhold sewer availability for the proposed construction until the proper fees have been paid. The building permit is marked "sewers not available" and the amount due is shown. In addition to signing the building permit application, the appropriate box should be checked on a "Current Sewer Availability" form and given to the applicant or returned with the building permit application. When a district is processing an application for construction in one of the outlying districts, a copy of the forms should be sent to the appropriate district office. When the application is marked as indicated above, the Department of Building and Safety will not issue the building permit requested until the required sewer fees have been paid.
- c. When the fees have been paid, it is so shown on the building permit application and the designation is changed to "Sewers Available". If the fees were calculated in one district and paid in an outlying district, the originating district should be notified. Where the property is already connected to the public sewer and no sewer fees are required, the permit application is marked "Sewers Available" along with the reason no fees are due.
- d. If a sewer is physically available to the property, but the property is not already connected to it, a house connections permit is required. The building permit application should be marked "Sewers Available" and the amount due or the reason for none due shown. If there are no existing buildings on the lot, the fees due can be calculated and the appropriate box on the "Current Sewer Availability" form checked. If there are existing buildings on the lot, sewer fees can be calculated only if information is available concerning the use of existing buildings. Since the Department of Building and Safety may not require connection to the sewer in such a case, calculation of sewer fees may be postponed until a connection permit is requested and the proper information supplied.

#### C 377.1 CREDIT FROM DEMOLITION PERMITS

All demolition permit applications, are sent by the Department of Building and Safety to the Bureau of Engineering for address approval. See Section C 390 for information regarding address approval.

Although sent to the Bureau of Engineering for address approval, a secondary and equally important objective of circulating the demolition permit is so credit towards future sewer fees can be determined. This is done by examining the necessary information on the permit application and determine, by whatever means possible, the previous use and applicable credits. A suitable note indicating demolition should be entered on the wye map. Details regarding sewer fees and credits are found in Section C 350.

Sometimes, a property owner will claim a demolition credit and no record of demolition permit exists (the Department of Building and Safety destroys all records after 5 years). In this event, the burden of proof of demolition is on the property owner.

### C 378 INUNDATION CLEARANCE APPROVAL

The Department of Building and Safety required flood clearance approval on building permit applications for buildings in certain areas. When such clearance is required, or when records at the engineering counter indicate a certain is subject to inundation, the engineer assigned the task of providing such clearance must review the building plans and sign the building permit application. A Type 1, 2, or 3 clearance is provided.

Type 1 clearance is implied if the permit application is signed and dated. In providing a Type 2 or Type 3 clearance, the number of the type of clearance given is shown on the permit application in addition to the permit being signed and dated. In case of a Type 2 or 3 clearance, Form B & S B-172, is made out and attached to the building permit application. On this form is shown corrective measures recommended to reduce the flood hazard. See Storm Drain Design Manual Subsection G 052.3 for a detailed discussion and copy of the Inundation Report.

### C 380 FRANCHISES, PERMITS, OR PRIVILEGES

#### C 380.1 GENERAL

Franchises, permits, or privileges in this section parallel those enumerated in Division 13, Chapter 1, Article 3, of the Administrative Code of the City of Los Angeles. These include franchises, permits, or privileges to:

- a. Construct, maintain, or operate a street railroad;
- b. Construct, maintain, or operate an interurban railroad along, in, under, or over City controlled right-of-way;
- c. Construct, maintain, or operate an underground street railroad through subways and for the construction, operation,

and maintenance of elevated street railways;

- d. Erect, construct, lay, maintain, and operate poles, pipes, tubes, tunnels, wires, cables, or conduits for the purpose of transmitting water, gas, steam, heat, petroleum products, air, refrigerant merchandise containers, power, electricity or electrical energy, for communication by telephone, telegraph, or signal systems and other substances;
- e. Construction and operations of any plants necessary or convenient for furnishing the City with transportation, communications, terminal facilities, water, heat, power, refrigeration, storage, or any other public service.

#### C 380.2 INTERFACE OF BUREAU OF ENGINEERING AND THE DEPARTMENT OF PUBLIC UTILITIES AND TRANSPORTATION

The research, implementation, and administration of these franchise, permits, or privileges has been assigned to the City Department of Transportation.

The Bureau acts as an advisor to the Department of Transportation, and evaluates proposed locations as to street location and proximity to other utility plant and removal or abandonment of existing franchise facilities. The Bureau also issues permits for installation of facilities authorized by franchises which approve location, establish construction requirements, and record at the installation.

#### C 381 FRANCHISE UTILITIES

A company providing a utility service as described in Subsection C 380.1(d) and (e) is commonly termed a franchise utility. Franchises may be granted by the City or by the State. See Subsection C 342.441 for other discussion regarding franchise considerations.

A General Deposit Excavation Permit or the Special Deposit Excavation Permit is issued for each franchise utility installation. See Section C 340 for information of issuance of the excavation permit.

Removal or abandonments of franchise utility installations are discussed in Subsection C 342.7. Permanent resurfacing by the franchise utility is discussed in Subsection C 342.445.

#### C 382 SPUR TRACK PERMITS

Division 13, Chapter 1, Article 8, of the Administrative Code allows the City Council to grant a permit by ordinance for the construction and maintenance of spur tracks or side tracks with-

in public ways. These tracks must be used only for the purpose of transporting freight.

The Board of Transportation Commissioners or the City Council may request a Department of Public Works report on the spur track application.

The Bureau of Engineering's concern with this report is that the work be done in compliance under approved plans under a Class "B" construction permit with appropriate insurance, bonds, etc. See Section C 200 for details on issuance of Class "B" permits.

### C 383 NON-FRANCHISE OCCUPATION OF THE STREET

Private occupation of the street is allowed in some special cases such as a conduit crossing perpendicular to the street centerline, a conduit running parallel to the street in front of a particular property, and a physical encroachment into the street. See Section C 340 for details regarding these occupations of the street.

### C 390 PUBLIC INFORMATION AND RECORDS

#### C 391 INFORMATION GIVEN BY TELEPHONE

The following information may be provided in reply to telephone inquiries:

- a. Assigned addresses furnished from lot and tract.
- b. Approximate size of lots if established under subdivision procedures.
- c. Width and length of streets.
- d. Whether street is public or private.
- e. Whether or not property is located within City limits.
- f. General sewer information obtainable from sewer wye maps and sewer fee schedules (see Section C 350).
- g. General information pertaining to the issuance of Class "A" Permits (see Section C 330).

Counter personnel should advise caller that the information given by telephone should be verified by a personal investigation of available records.

### C 392 PROPERTY DESCRIPTIONS

The function of the City Engineer does not include providing legal descriptions of real property. This information should be obtained from the property deed, title policy, or from a property survey. If the applicant wishes to use the property description information shown on the City Engineer's records, he shall be advised that this is not an official legal description of the property.

Engineering Form 4.112, "Memo of Street Number and Property Description", may be used to give the basic information for obtaining a complete legal description of a property. This information is based upon a street address location furnished by the applicant. The street address numbering maps show the basic lot, block, and tract information or the sectional breakdown from which the applicant can obtain the complete legal description from the office of the City Clerk, or from the County Recorder. Legal descriptions as shown on tax bills are not always complete.

#### C 393 STREET ADDRESS NUMBERS

LAMC Section 63.113 states that:

- a. "Every person exercising or having ownership, possession, custody, control, or charge of any building, structure or parking lot shall have and maintain thereon, near or upon each entrance from a street of this City, in the manner and location designated by the City Engineer, a street address number.
- b. "Installation, change, substitution, or removal of any existing or subsequently designated street address number shall be completed within five (5) days after receipt by the owner, occupant, lessee, tenant, subtenant, fiduciary, or custodian of such building, structure, or parking lots, or any person or agent in charge thereof, of a written notice containing appropriate instructions therefor, from the City Engineer."

#### C 393.1 DESIGNATION OF STREET ADDRESS NUMBER

Street address numbers are to be issued only by authorized personnel of the City Engineer's office. The number issued is posted on the District Maps.

The district office involved is notified of the new address or change of address if the number or change has been authorized by the Street Address Number Section of the Engineering Services Division. Notice of change of address and new addresses made by district offices must be forwarded to the Engineering Services Division once a month.

On all types of applications for building permits, the property description must be checked against the address and verified by authorized personnel of the City Engineer's office. This eliminates the possibility of mistaken location and the necessity of an address correction at a later date.

Twenty feet of frontage shall be allowed for each street address number and the number shall be calculated from the end of the block at which the block number begins. Suitable adjustment must be made for curving or diagonal streets (except as noted in Subsection C 393.44).

The numbers on the northerly and westerly sides of the streets shall be odd numbers and the numbers on the southerly and easterly sides shall be even numbers.

It may at times be necessary to make a field investigation before new or additional street address numbers can be issued.

#### C 393.2 ISSUANCE OF NUMBER AND CHANGES OF STREET ADDRESSES BY REQUEST

The City Engineer's office often has requests for change of address for business firms, stores, and offices, with no other reason given than it "sounds good". The fact that a number is "easy to remember", or that it sounds good for advertising purposes is not a valid reason for making a change of address. On the issuance of new address, there should be no varying from the actual number scaled on the district map. The actual entrance establishes the address of new structures. This would usually preclude the issuance of a number such as 1600 for an entrance located 100 feet or more from the corner regardless of the frontage of the building. If more than one number per 20 feet of frontage is required, fractional numbers are to be issued.

An address with fractional designation is a legal address and when displaying the address the fraction should also be displayed.

Street address numbers should be displayed in such a manner that they are easy to locate and read. Numbers on curbs, lawns, etc., are not considered sufficient; numbers must identify each building where business is transacted or where people are residing. Where numbers are not properly displayed, the district engineer may issue a "Notice to Display Street Address," Form Eng. 4.111.

Size and location of numbers must conform with the current rules and regulations which are included in Subsection C 393.44.

When issuing numbers for apartment houses, it must be clearly

explained to the applicant that apartments are to be NUMBERED.

Under no circumstances are alphabetical designations to be used. To clarify this situation, it would be good practice to write the address followed by apartment numbers on the application; for example, 13231 Sherman Way (Apts. 1-14).

### C 393.3 CHANGES OF EXISTING STREET ADDRESS

In some instances it may be necessary to change an existing address because of improper sequence. The need usually arises at the time of assignment of an address for a new or remodeled structure or as the result of a complaint.

Examples of such situations include:

- a. Duplication of an existing address or the issuance of a new street address number not in sequence with existing numbers.
- b. A new building being constructed on a lot containing an existing structure.
- c. A building on a corner lot changing access from one street to the other.

This can be caused by a change in landscaping or by a structural change to the building.

Numbers being changed are processed on Eng. Form 4.110, "Notice to Change Street Address Number".

A copy of the notice is given to the owner or tenant of the property and a copy is filed in the Street Address Number Section of the Bureau of Engineering.

In addition, notice of changes are mailed to all utilities and emergency services each month on Eng. Form 4.126.

### C 393.4 STREET ADDRESS NUMBERS - RULES AND REGULATIONS

#### C 393.41 DEFINITION OF TERMS

**Entrance:** The main point of pedestrian access into a building, structure, or parking lot across a paved unobstructed approach from a street which affords public access.

#### C 393.42 BASE LINES FOR STREET ADDRESS NUMBERS

LAMC Section 63.114 states that the following shall be the respective starting points or dividing lines for numbers on buildings fronting on streets heretofore laid out or hereafter to be

laid out or extended, viz: from east to west, First Street; from north to south, Main Street from the south boundary of the City to a point on the west bank of the Los Angeles River, and the Los Angeles River thence to the north boundary of the City, numbers shall begin at the above-named starting point or dividing lines and continue to the terminal of the respective streets; provided that on all streets lying east of the Los Angeles River and extending north or northerly from First Street, the numbers shall continue to the northerly terminus of the street, or to Macy Street or Mission Road; and provided that on all streets extending south or southerly from Downey Avenue (Downey Avenue is now known as North Boradway and runs from the Los Angeles River easterly to Mission Road), the numbers shall begin at Downey Avenue as the dividing line and continue south to the terminus of the street or to Macy Street or Mission Road; and provided, further, that on all streets extending north or northerly from Downey Avenue, the numbers shall begin at Downey Avenue and continue to the northerly terminus of the street.

#### C 393.43 BLOCK NUMBERS AND SPACING

One hundred numbers or as many as may be necessary, shall be allowed to each block. No. 100 shall be the first number used at the respective beginning point on the south and east sides of the streets which are to contain the even number, and No. 101 for the north and west sides which are to contain the odd numbers. At the beginning of the second block from the starting point the first numbers shall be 200 and 201, respectively and so continue throughout the system.

Twenty feet frontage shall be allowed for each number, to be calculated from the end of the block at which the number begins. On all streets the numbering shall be done as if the streets extended to the dividing line for the City.

The base lines defined in LAMC Section 63.114 have been projected to the City boundaries to give an overall pattern for the City of Los Angeles, coinciding generally with the County of Los Angeles basic numbering system.

There are several areas, within the corporate limits of the City of Los Angeles, that have a street address numbering system of their own. Sections of Wilmington and San Pedro originate street numbers from 1st and Beacon Streets in San Pedro. Venice numbers start at the Pacific Ocean with 1 and increase in an easterly direction. The variation in numbering is due to the annexation and consolidation of the various sections long after establishment of their numbering systems.

#### C 393.44 PROCEDURES

- a. Designation: When a building permit application is submitted for street address assignment or approval, the legal description of the property is checked against the district map. The number assigned for each building or unit entrance is scaled from the map based on an allowance of twenty feet of frontage for each whole odd or even number beginning from the end of the block at which the block number begins.

If there is more than one entrance per 20 feet requiring number assignment, fractional numbers may be used. Suitable adjustment must be made for curvilinear or diagonal street alignments or mid-block tee intersections. This is necessary so that odd and even numbers on each side of the street and in parallel streets remain in approximately the same relationship. Keep in mind that unused numbers may be required for future construction.

When issuing numbers for apartment houses, the individual apartments in each unit are to be numbered. Alphabetical designations are not to be used. To avoid confusion, the assigned street addresses number followed by the apartment numbers should be written on the application; i.e., 13231 Sherman Way (Apt. 1-14). When issuing address numbers for residential complexes such as condominiums or townhouses, special effort should be made to assign individual numbers to each dwelling unit. If sufficient whole numbers are not available, because of limited frontage on a public or approved private street, unit designations (either numerical or fractional) shall be used (see Figures C 393.4 4, Case 11, 12, or 22 through 27).

- b. Specify dimensions and location for street address numbers: Section 63.113(c) of the LAMC requires that the minimum height, in inches, of any street address number designated by the City Engineer on or after June 1, 1973, shall be the sum of one-tenth (1/10) of the distance (measured in feet) of the number from the boundary of the property (upon which the building, structure, or parking lot is situated) abutting the street, plus two (2), providing that every number shall not be less than four inches in height. Other provisions therein regulate the overall width of any figure and thickness of any line portion of a figure. These requirements may also be expressed as a formula:  $h(\text{inches}) = d + 2d$ ;  $w(\text{inches}) = h/2$ ;  $t(\text{inches}) = h/10$ . In order to specify the minimum dimensions of any newly assigned street address number, the straight line of sight distance of the building entrance from the street property line will be scaled from the plot plan submitted with the application. For any distance of 20 feet or less, the minimum height will be four inches, for distance of more than 20 feet, the height and other dimensions will be determined from the ordinance pro-

visions. To facilitate field checking, all dimensions shall be given in inches and fractions, rounded off to the nearest 1/8 inch, rather than decimals.

To complete the designation of the official street address number, a stamp (identified as Stamp #1 on Figure C 393.44A), shall be stamped on sheet 1 of each set of the building plans and on the back of either the preliminary building permit application or the permittee's copy of the official application. Stamp #2 (Figure C 393.44A), with an arrow indicating location of the street address number, will be placed on the sheet showing the building elevations. Engineering counter personnel shall determine the minimum dimensions and complete and initial all blanks on the stamps.

In order to eliminate resubmittal of final building plans to district engineering offices for replacement of the stamped information, the instructions on Stamp #1 require that the street address number designation, dimensions, and location be transferred by the applicant to all sets of the final plans as stamped on the original plan check sets. Arrangements have been made with the Department of Building and Safety to verify this information against the stamped plan check set when completing their plan check procedures. Building inspectors will then verify that street address numbers are posted in accordance with the information on the building plans and will notify the Bureau of Engineering of any nonconformance.

- c. Location: The ordinance provides that the street address number shall be displayed near or upon the building or property entrance in such a manner that it is legible and easily readable from the street or approach to the entrance. The minimum dimensions in the ordinance will provide the necessary legibility in the majority of cases, but contrast with the background, locations of the entrance, landscaping, etc., must also be considered. A typical location for a street address number would be above or next to the entrance to which it is assigned. Numbers should not be placed on any door, transom, or window which is openable, because they may not be visible when it is open. When the building or its entrance is some distance or is obscured from the street, and in the case of parking lots, an acceptable alternate or duplicate location for the street address number or numbers is on a permanent post, sign, or wall adjacent to the principal entrance to the property. The maximum height of such posts, signs, or walls, when within a building setback area, shall be 42 inches. Except for unusual situations, posts and/or signs used for display of street address numbers in any other locations shall not exceed 6-1/2 feet in height or 3 feet in maximum horizontal dimensions.

- d. Variances and Special Applications: Unwarranted deviation from the expected regular pattern of street address number assignments or location defeats the purpose of street addresses, i.e., quick and simple location and identification of premises for business, delivery, social, or emergency purposes. Therefore, requests for an out of sequence number, special locations, or design of numbers should not be approved unless an investigation or considerations of the facts clearly justifies the merit of the request. Special situations such as buildings in an RW zone facing a named waterway (street) but having pedestrian and vehicular access from another street or named alley need special consideration.

Normally the address should be assigned from the street affording direct public entrance to the property.

If an applicant requests approval of an unusual design, size, location, or other deviation for a street address number, he should submit a plan showing his proposal in sufficient detail that it may be reviewed and approved, if acceptable. If approved, this plan or the information shown thereon, should be made a part of the final building plans in order that the building inspector will be aware of the approved deviation.

- e. Changing Numbers: It is sometimes necessary to change an existing address when new construction would create an out-of-sequence street address situation or an incorrect street address number has been in use. To accomplish this, Eng. Form 4.110 is used; a copy is given to the owner or occupant of the premises and a copy filed in the division/district office. If it is necessary to change an address on a building which is under construction or on an active building permit, B&S Form No. B-88 (Figure C 393.44B) should be used. Display of the correct street address number can be ordered, when necessary, by delivery of a "Notice to Display Street Address", Eng. Form No. 4.111 to the premises.

The attached examples represent typical situations where uniform application of street address number designations have been developed, and illustrate the orderly, planned, numerical sequence which is necessary to facilitate mail delivery or quickly locate a specific address to provide emergency service.

#### C 394 STANDARD FORMS USED IN ISSUANCE OF STREET NUMBERS

##### C 394.1 MEMO OF STREET NUMBER AND PROPERTY DESCRIPTION

Engineering Form 4.122 is used for furnishing record information

needed to verify ownership. It provides space for street address, lot, block, tract number, and district map number.

#### C 394.2 REQUEST FOR CHANGE OF STREET ADDRESS NUMBER

Engineering Form 726 is used when an applicant comes to the engineering public counter and requests a change of address. The form is completed in full and the applicant must sign the form. After a field investigation has been made to make sure the request is valid, the change of address is either allowed OR denied. The form is then filed in the office file for future reference.

#### C 394.3 NOTICE TO CHANGE ADDRESS

Engineering Form 4.110 is used when an address is changed and when an additional number is assigned to a building. The form is made out showing the existing number and the number to which it is to be changed. If the form is used to issue a new address, cross out: "to change your street address number from": and write in: "to use the following address". These numbers are then posted on the Street Address Numbering Changes Sheet. Each month the Street Address Numbering Changes Sheet is mailed to all utilities, emergency services, U.S. Post Office, and branch offices of the Bureau of Engineering. The form used for this notification is Eng. 4.126. A copy of the list of the Street Address Number Changes is kept on file in the Street Address Numbering Section of the Engineering Services Division. The list gives the old number, the new number, the street name, remarks, and the district map. The circumstance that brought about the change should be noted.

The original copy of Eng. Form 4.110 is given to the owner or tenant of the premises being changed and a copy is filed in the Street Address Numbering Section. The original must be signed by a representative of the City Engineer's office. Upon receipt of such notice the recipient is required to make the noted change within five (5) days as per LAMC Section 62.113.

#### 394.4 NOTICE TO DISPLAY STREET ADDRESS

Engineering form 4.111 is used when the district/division office receives a report of a failure to display a street address number. These situations are also at times revealed in the course of field investigations. The form is filled in and signed by a representative of the Bureau of Engineering. The issuance of such notice is noted on the Street Address Number Changes List (see Subsection C 394.3) and under "Remarks" is noted "Notice to Display" given. After issuance of such notice, the recipient has five (5) days to comply or may be cited under LAMC Section 11.000.

C 394.5 STREET ADDRESS NUMBERS, ISSUED, CHANGED, OR CORRECTED

Engineering form 4.116 is kept daily for all district offices of the Bureau of Engineering. Each week the district/division offices are notified of all numbers issued, changed, or corrected that pertain to their district. In this way the Bureau of Engineering is able to keep from duplicating addresses when issued in different offices.

C 394.6 B&S FORM B-88

In addition to the standard forms of the Bureau of Engineering, we have occasion to use a standard form of the Department of Building and Safety. This is Form B-88. This form is used to change an address on a building that is under construction or on a permit that has been issued. These forms are furnished by Building Plan Check. The Central Street Address Numbering Section of the Engineering Services Division has a supply of these forms for the convenience of the public. A sample of the completed B&S Form B-88 is shown in Figure C 394.6.