

Public Works Bureau of Engineering (BOE)

Early Manufacture Approval for Electrical Vaults

To get started:

What we need from you*:

- ☐ **Documents:** Attach these files as part of the B-permit application
 - ☐ Letter from the Owner to BOE stating the following:
 - i. The owner is requesting to have vaults manufactured before the review and issuance of the U-permit associated with the vaults.
 - ii. Acknowledgement that plans associated with the corresponding vaults have not yet been approved by BOE yet and may not be approved as submitted.
 - iii. A full assumption of liability and risk should the vault design not be approved for manufacturing and installation.
 - iv. Vaults will not be stockpiled on site nor installed until the U-permit has been issued.
 - ☐ Preliminary approval of electrical design from Los Angeles Department of Water and Power (LADWP). Issued document should detail number and type of vaults proposed for early manufacture and whether they would be placed in the roadway.
 - ☐ Email from Risk Management indicating that the liability insurance submitted online at <https://kwikcomply.org/> was approved.
- ☐ **Payment:** An initial deposit of \$5,000.00 for Bureau of Contract Administration (BCA) inspection of the vault manufacturing (additional funds may be required later).
- ☐ Request an appointment with the Utility Permit Manager at the appropriate BOE District Office for submittal of items above.

What's next?

Review and approval process by BOE as described below:

- BOE verifies that vaults are detailed on the BOE approved material list.
- BOE issues a new B-permit utilizing the liability insurance that was approved above.
- The Assistant District Engineer at BOE notifies the Material Control Inspection Group at BCA and requests that they assign an Inspector.
- BOE closes the new B-permit once BCA verifies that the manufacturing process is completed.

IMPORTANT: THIS PROCESS ALLOWS FOR EARLY MANUFACTURING OF THE VAULT ONLY

District Office Locations:

Valley District Office	Central District Office	West LA District Office	Harbor District Office
Braude Building	201 N. Figueroa Street,	1828 Sawtelle Blvd.,	638 Beacon Street,
6262 Van Nuys Blvd.,	3rd Floor Counter	3rd Floor	Suite 402
Suite 251	Los Angeles, CA	Los Angeles, CA	San Pedro, CA
Van Nuys, CA	90012-2601	90025-5516	90731
91401-2615			
Eng.valleyinfo@lacity.org	Eng.centralinfo@lacity.org	Eng.westlainfo@lacity.org	Eng.harborinfo@lacity.org