

Public Works Bureau of Engineering (BOE)

Lateral Support Review Process

To get started:

What we need from you*:

- ☐ A copy of the **Lateral Support Acknowledgement Form** acknowledged by BOE as part of your plan submittal to the Los Angeles Department of Building and Safety (LADBS)
- ☐ Verify Engineering District from Navigate LA: <https://navigatela.lacity.org/navigatela/>
- ☐ Start E-permit application with the District Office with the followings (See page 2 for location):
 1. Payment: A payment of \$2,066.50 (initial deposit of \$1,500.00 into an Excavation permit for bond estimate preparation, BOE plan check and \$566.50 bond preparation fee). Additional \$1000.00 of plan check deposit is required for expedited plan check request.
 2. Documents: (1) hard copy and PDF on USB drive/disc:
 - ☐ Architectural site plan showing proposed construction setback and in relationship to both new and old property, and Architectural cross section showing proposed excavation depth in relationship to the lateral support 1:1 line.
 - ☐ Fully dimensioned site plan showing public street improvements
 - ☐ Shoring plan showing proposed shoring and setback in relationship to both old property line and new property line after highway dedication or street dedication.
 - ☐ Civil/Grading plan if any grading works or soil remove and re-compaction that removed the lateral support. Grading plan shall includes grading and construction sequence, and grading profile detail (ex. Slot cut.)
 - ☐ Soil report and soil report approval letter from LADBS grading division
 - ☐ Expedited review request form
 - ☐ Copy of grant deed to show current owner
 - ☐ Contact information including email address and phone number

Notes to applicant:

- As determined by the **District Office**, if **structural review by Central District Office** is required, applicant shall submit a copy of the work order deposit receipt, completed expedited request form, and all documents in number 2 above to Central District Excavation section for structural review and approval.
- All final shoring and grading plans shall also be stamped and signed by Geotechnical Engineer with review and conformance statement.

What the District Office will provide to you:

- Estimated value of public improvements at risk from your project (**Bond estimate**)
- Prepared bond forms for execution with a surety company with execution instructions
- Approved shoring plans (for shoring in public right of way only, if applicable)
- Amount of additional inspection deposit required
- Instructions on providing proof of general liability insurance to the City Risk Management Group (CAO)

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What's next?

To clear BOE Lateral Support clearance on Building and Safety Permit:

What we need from you:

- ☐ Public Works lateral support guaranty bond posted (either executed bond documents or cashier's check in the amount of **Bond estimate**)
- ☐ Proof of general liability insurance on file with the CAO (per instructions provided)
- ☐ Building permit and clearance summary worksheet
- ☐ Additional inspection deposit, as determined

What we will provide to you:

- Issuance of Public Works Excavation Permit
- Clearance of Building permit requiring Public Works inspection during removal of lateral support

If E-permit has not be obtained within 18 months from the date of submittal, then permit application will expire and be canceled.

IMPORTANT: DURING CONSTRUCTION, PUBLIC WORKS INSPECTION IS REQUIRED. Failure to schedule inspection with Department of Public Works – Bureau of Contract Administration will delay BOND release and Certificate of Occupancy if applicable.

Public Works Lateral Support Bond release:

Lateral support bonds will be released 2 years after reinstatement of lateral support (or final inspection of Excavation permit). (Section 62.02 (f) 4 of the Los Angeles Municipal Code)

*-- Required documents can be submitted at any BOE District office public counter or uploaded to the BOE excavation permit website at: <http://engpermits.lacity.org/epermits/>

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			