

Public Works Bureau of Engineering (BOE) Drill Borings/Potholing Permit Process

To get started:

What we need from you:

- Provide an electronic copy (PDF format) of drawing stamped and signed by Registered Civil Engineer to include the following:
 - A site plan drawn to scale showing:
 - Boring/Potholing locations in reference to centerline of streets. Boring/Potholing shall be set a minimum of 2' off the face of the gutter. Boring shall be a minimum 5' clear from the edge of existing storm drain pipes and sewer pipes (including sewer laterals), and a minimum 2' clear from other utilities typical. No drilling/potholing is permitted in the concrete gutter area, bus pad area, and sidewalk area.
 - Property lines, curbs, gutters, utility lines, sewer lines (including sewer laterals), and storm drains. Related City's maps are available in 1149 S. Broadway, Suite B-10, Tel: (213) 847-0700 or <http://navigatela.lacity.org>
- See LADOT flow chart, provide LADOT approved Traffic Control Plans as required: https://ladot.lacity.gov/sites/default/files/documents/tcp_requirement_flowchart_online.pdf
- See Navigate LA ("TCTMC Streets of Significance" layer), provide approval from Major Transit and Transportation Construction Traffic Management Committee (TCTMC) as required per: <http://navigatela.lacity.org/navigatela/>
- Permittee must have \$1,000,000 general liability insurance on file with the City Administrative Office. Please submit your certificate of insurance electronically via the City's compliance system at <http://kwikcomply.org/>. For any questions call the Risk Management Office at 213-978-7475.
- A payment for fees:
 - Processing and Inspection Fees:

Less than 6 borings	\$418.00
6 or more but less than 12 borings	\$627.00
12 or more but less than 18 borings	\$836.00
18 or more but less than 24 borings	\$1045.00

- Excavation Permit Fee: \$481.80
- Street Damage Restoration Fee (TBD by counter staff):

What we will provide to you:

- Issuance of Public Works Excavation Permit
- Copy of approved plans by Email (contractor to keep a hard copy on site for inspection).

IMPORTANT:

SECTION 4216/4217 OF THE GOVERNMENT CODE REQUIRES A DIGALERT IDENTIFICATION NUMBER BE ISSUED BEFORE A "PERMIT TO EXCAVATE" WILL BE VALID. FOR YOUR DIGALERT I.D. NUMBER CALL UNDERGROUND SERVICE ALERT TOLL FREE 1-800-227-2600TWO WORKING DAYS BEFORE YOU DIG.

BEFORE THE START OF WORK, CALL BUREAU OF CONTRACT ADMINISTRATION FOR INSPECTION AT 213-485-5080 or <https://bca.lacity.org/dispatch>

