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C 340 SPECIAL AND GENERAL DEPOSIT EXCAVATION PERMITS - PROCESSING

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Two types of permits are issued for excavations in or under the surface of any public street or public place as required by LAMC Section 62.02(a). (See Subsection C 312.1.) These permits are for the installations, inspection, repair, abandonment or removal of any tank, pipe, conduit duct, tunnel, or footing, or for any other purpose, or for any 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 the excavation.

- a. Special Deposit permits require a cash deposit computed on the unit area or minimum fee basis shown in LAMC Section 62.02(f), plus special inspection cost when required. These permits are generally used for private construction such as footings, basements, building excavations, tunnels and pipelines crossing streets or by utility companies which make infrequent installations.
- b. General Deposit permits require the posting and maintenance of a general deposit of cash or an equivalent surety bond or other guarantee (i.e., undertaking) as described in LAMC Sections 62.02(g), (h), and (i). These permits are generally used for public utility installations under franchise or City Charter authority.
- c. "No Fee" and "No Charge" permits are authorized only in special cases. (See Subsection C 344.5.)
- d. Leakage Detection Holes Permit is a special form of the General Deposit Excavation Permit which are issued on an annual basis. (See Section C 360 for details.)

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C 341 BUILDING PERMIT CLEARANCES RELATING TO WORK UNDER SPECIAL AND GENERAL DEPOSIT EXCAVATION PERMITS

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Approval of the Department of Public Works must be obtained prior to the issuance of any permit for a building, structure or excavation which involves an encroachment into the public way. Such approval is usually granted by the issuance of a Special or General Deposit Excavation Permit by the appropriate District/Division office of the Bureau of Engineering. See Subsection C 342.6 for detailed information on encroachment and removal of lateral support, and Figures C 371 and B for clearance procedure.

C 342 ISSUANCE OF SPECIAL AND GENERAL DEPOSIT EXCAVATION PER-  
MITS

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C 342.1 WHERE AND HOW TO FILE APPLICATIONS

Applications for a Special Deposit Excavation Permit must be made at the public counter of the Bureau of Engineering office having jurisdiction over the location of the proposed work. Public utilities or other applicants for General Deposit Excavation Permits may complete the application and file it by mail or messenger, with the required drawings, at the appropriate permit office of the Bureau. A map showing the district boundaries of the various district offices, with addresses and telephone numbers is included in Section C 321.

Applications for Special or General Deposit Permits for work in the Hollywood District must be filed at the permit counter of Utility and Estimating Division.

C 342.2 ISSUANCE OF THE GENERAL DEPOSIT EXCAVATION PERMIT  
(SUMMARY)

General Deposit Excavation permits comprise the major portion of all excavation permits processed by the Bureau of Engineering. Acopy of the permit is shown in Figure 342.2.

General procedure for issuance of the permit is listed below. Detailed procedure will vary somewhat in each office.

The issuance procedures are:

- a. As each permit application with required permit drawing is received at the public counter, the information on the application form is logged into a ledger. The log number (from the ledger) is entered on the face of the permit drawing. Exception: Applications for services, repairs, etc., which do not require drawings are not logged. Note that:
  1. The proposed work must be within the jurisdiction of the engineering office. See map of Engineering Districts.
  2. The permittee must have authority to occupy the street (i.e., Franchiese, Ordinance, or by law). (See Subsection C 342.441.)
  3. The permittee must have an approved General Deposit on file with the Utility and Estimating Division. Consult the General Deposit and Undertaking list. (See Subsection C 346.6.)

- b. Stamp the back of the permit drawings with appropriate stamps, such as a circulation stamp and "Approved as to Location" stamp.
- c. Check the office file for new streets and streets resurfaced within five years. If the proposed work is within a street area listed in this file, special authorization must be given by District/Division Engineer. At this time conditions such as tunneling or immediate permanent resurfacing and slurry backfill should be added to drawing and made a part of the permit. (See Subsections C 342.445 and C 346.52.)
- d. Check the classification of the street (i.e., major, secondary, etc.) in which the proposed work is to be performed. If traffic is a consideration, an additional permit condition relating to traffic lane requirements must be indicated on the "Approved as to Location" stamp. Enter the traffic lane requirements in the appropriate space provided on the stamp. (See Subsection C 323.11.)
- e. When the proposed work is located within a street designated as a State Highway, an encroachment permit must first be processed with the State Department of Transportation. This State encroachment permit must be approved and returned to the issuing office before the City permit will be issued. For minor work, not in the travelled roadway, the State permit may be issued by the City Engineer, under terms of a maintenance agreement currently ineffect between the City and State.
- f. Check for Holiday Season. If the work to be done date is expected to extend into the Holiday Season (November 15 to January 1) and it will effect shopping or holiday activities, then check the appropriate permit condition on the "Approved as to Location" stamp. (See Subsection C 342.432.)
- g. Structural check (i.e. Plan Check) may be required as a permit condition, and, if so, open a work order account for the Engineering Division and obtain an estimate of time required for checking. Multiply the time required by an hourly fee determined by the permit engineer. Exact estimate is not necessary because with General Deposit Permits the permittee is billed after the project. Complete the Work Order form Engr. 3.351 as shown in Figure C 344.7(b). (See Subsection C 344.7.)

- h. Circulate the permit drawings to the appropriate divisions/squads for location clearance. Location clearance is indicated on the circulation stamp and must be returned to the permit office before the permit can be issued. (See Subsection C 342.42.)
- i. Delineate proposed permit work on substructure maps whenever location clearance has been received. Check proximity of proposed work to existing utility installations. (See Subsection C 346.3.)
- j. Special Inspection may be required when: continuous inspection is desired by the permit engineer; the utility requests to perform their own resurfacing; or an unusual installation is requested by the utility. If plan checking is involved (see item g. above,), include under the same work order. The inspection costs are determined by the permit engineer using information provided by the utility company. (See Subsections C 342.442 and C 342.445.)
- k. Determine the appropriate inspection agency for the permittee to contact prior to construction. Routine inspection is performed by the Street Use Division of the Bureau of Street Maintenance. Other inspection is performed by the Bureau of Contract Administration. Indicate the proper inspection agency on the "Approval as to Location" stamp. (See Section 345.)
- l. Sign off the "Approved as to Location" stamp. Each office has an individual designated to "Sign off" the stamp.
- m. Stamp the date and permit number on the drawings, and log the permit out in the permit ledger. Issue the permit by initialing, stamping, and dating in the appropriate boxes on the application form. (See Figure C 342.2.)
- n. If a valid General Deposit or Undertaking is not on file, a written commitment (i.e., Purchase Order, Interdepartmental Order [IDO], letter, etc.) to pay plan check and Special Inspection charges must be obtained before opening a work order.
- o. The permittee may be required to have a safety permit from the California Division of Industrial Safety (see Subsection C 323.22). If a DIS permit is required, issue the excavation permit only when the applicant has shown proof of a valid DIS permit.

C 342.3 ISSUANCE PROCEDURES FOR THE SPECIAL DEPOSIT EXCAVATION  
PERMIT (SUMMARY)

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The Special Deposit Excavation Permit is issued to applicants that do not have a General Deposit or Undertaking Agreement on file with the Bureau.

The applicant form and the Description of Entries are shown in Figure C 342.3. Spaces on the application are provided for reference to permit conditions such as the waiver of damages, etc. which are made a part of the permit.

The issuance procedures are:

- a. Check the proposed permit drawings for specific requirements such as North arrow, dimensions, etc. (See Subsection C 342.431.)

Stamp the permit drawings with Approved as to Location stamp and a circulation stamp.

Examine the permit drawings as to content. When a structural plan check seems necessary, a work order account must be opened and a deposit collected. Engineering form 3.351 shown in Figure C 344.7(c) is completed to open the account. Specific procedures are discussed in Subsection C 344.7.

Determine the requirements pertinent to issuance of the permit. See the Manual Subsections listed below which describe general types of excavation work:

Installation of Private Conduit	C 343.1
Installation of Private Services	C 343.2
Tank Installation	C 343.3
Tank Removal	C 343.4
Excavation and/or Walls Affecting Lateral Support Incl. Shoring	C 343.5
Encroachment of Vaults, Footings, Caissons, Walls, Driveway Bridge	C 343.6
Tunnel Structures	C 343.7
Abandonment of Basement Structures	C 343.8

The permit engineer will evaluate every application with reference to the requirements generally applicable to the above types of work. The permit engineer may stipulate additional requirements or delete requirements as the situation demands. If the proposed work does not fit into the general categories listed above, the permit engineer will determine all the requirements.

- e. Inform the applicant of permit requirements and assist the applicant in complying with these requirements. Standard handout sheets should be given to applicant in this regard.

A list of common permit conditions or requirement follows in tabular form:

<u>Permit Requirements</u>	<u>Reference</u>	<u>Action</u>
Insurance	C 322.2	Give applicant standard hand-out on insurance procedure. Figure C 322.2.
Lateral Support Bonds	C 342.62	Give applicant standard bond forms - Figure C 342.62. Instruction for applicant are on form
Waiver of Damages	C 322.1	Provide the Waiver of Damages Form with description of work and other pertinent information. Supply appropriate second sheets (corporation or private [Figures C 322.1(b), (c), and (d)]). Give applicant standard handout titled <u>Waiver of Damages Instructions</u> to the applicant.
Board of Public Works Authorization	C 322.3	A report will be written by the issuing office. Inform applicant a considerable time is required for this process and that Board must act before permit can be issued.

<u>Permit Requirements</u>	<u>Reference</u>	<u>Action</u>
Excavations during "Holiday Season" Restrictions	C 342.432	If the job is to be constructed in a street which will be effected by holiday shopping traffic, then check the condition on the Approved as to Location stamp which limits construction during the period November 15 to January 1.
Traffic Lane Requirements	C 323.11	Investigate traffic requirements of the street in which the excavation is proposed. Specify the number of lanes which the applicant must keep open on the "Approved as to Location" stamp.
Working Hours	C 323.3	If the street is a major arterial street then restrict all work between 7:00 to 8:30 a.m. and 3:30 to 6:00 p.m. in all traffic lanes. Check the appropriate box in the "Approved as to Location stamp. Should the applicant wish to work after the hour of 9:00 p.m. direct him to the Police Traffic Bureau for the necessary permit.

- f. Circulate the permit drawings to all design divisions/squads if the proposed work permanently encroaches into public right-of-way, or if the proposed work is in close proximity to an existing facility. Include all available information on the permit application form. Record the applicant and date of application into the permit ledger, and transmit the plans to all design divisions/squads. Structural plans and soils report must be sent to the Structural Engineering Division if required as a condition of issuance.
- g. When the proposed work is located within a street designated as a State Highway, an encroachment permit must first be processed with the State Department of Transportation. This State encroachment permit must be approved and returned to the issuing office before the City permit will be issued. For minor work, not in the travelled roadway, the State permit may be issued by the City Engineer, or his Designee,

under terms of a maintenance agreement currently in effect between the City and State.

- h. Record the permit requirements on all permit drawings. These requirements include those by the permit engineer and comments received on location clearance approval.
- i. Estimate inspection time (see Subsection C 342.422) and calculate amount resurfacing required, (under Item 25 on Figure C 342.3). These items will be multiplied by the appropriate charges obtained from the current Public Works list titled "Standard Fees, Charges, and Deposits" to obtain the total special deposit. However, should the permittee desire to place resurfacing under separate permit then only inspection is charged to the permit. (See Subsection C 342.445.)
- j. Receipt the special deposit and/or monies for opening a work order account. See Subsection C 344.2 for instructions on receipting.
- k. Complete the permit application form (Figure C 342.3) and assign the permit numbers. (See Subsection C 344.11.)
- l. The permittee may be required to have a safety permit from the California Division of Industrial Safety. (See Subsection C 323.22.) If a State permit is required, issue the excavation permit only when the permittee presents proof of a valid DIS permit.

#### C 342.4 DETAILED APPLICATION REVIEW PROCESS

Upon receipt of either the Special or General Deposit Excavation Permit application, engineering personnel will review and notify the applicant of plan and permit requirements.

#### C 342.41 PRELIMINARY REVIEW

Applicants may inquire at the issuing office in person or by phone, with only an idea or brief sketch for a proposed installation. At that time, the permit engineer can briefly review all the available information with reference to permit requirements, applicable Board policy, and the LAMC requirements. If the sketch contains enough significant information, as judged by the permit engineer, two sets of the sketch may be circulated to the various district/division office and design offices/squad for preliminary location clearance. When the proposed work appears feasible, and is eligible for construction under an excavation permit (i.e., meets the various legal and policy criteria), the permit engineer can give the applicant any standard

handout sheets or other information to assist the applicant in processing the permit.

C 342.42 PLAN REVIEW, LOCATION CLEARANCE AND STRUCTURAL PLAN CHECK

The engineering review generally begins whenever an application and plan for the proposed installation is received at the issuing office. The plans must include the appropriate data (see Subsection C 342.431).

- a. Copies of the plan must be circulated to other affected offices and design divisions/squads for a location clearance check, including Structural Engineering Division if the installation affects any City structures. (See Subsection C 342.431 for distribution.) Location clearance is processed at each office or squad by:
  1. Reviewing the proposed location of the installation for conflict with any existing or proposed public or private facilities;
  2. Noting any conditions or requirements for conditional clearance on all sets of plans;
  3. Initialing the clearance stamp if location is satisfactory or noting the plan if the proposed location is unacceptable for any reason.

The circulated plans must be returned to the issuing office/squad for further processing.

- b. When accepting the plan for location clearance, permit personnel must also ascertain the necessity for any formal structural checks. Should a formal structural check be necessary, arrangements must be made to prepay for the service. (See Subsection C 342.442.) Necessary structural details, drawings, and soils report shall be submitted to Structural Engineering Division for plan check. The approved plans must be returned directly to the issuing office with structural approval noted before a permit may be issued.
- c. While the plans are being checked and circulated for location clearance and structural plan check, counter review items such as Board Reports, bonds, insurance, and Waiver of Damages should be processed and held until plan review is completed. However, the recordation of the waiver should be postponed until the permit is ready to be issued.

3. Two sets go to the inspector - Bureau of Contract Administration (if a W.O. is involved) or the Street Use Division of the Bureau of Street Maintenance.
4. One set is required by issuing office.
5. If another district/division or agency is involved, one set is transmitted to that district/division or agency.

#### C 342.432 EXCAVATION IN PUBLIC STREET DURING HOLIDAY SEASON

Excavation permits which would cause undue interference with shopping activities or movement of traffic during holiday season, November 15 through January 1, are not to be issued except where emergency or extenuating conditions exist. Division/District Engineers are responsible for establishing a list of such streets within their districts where such conditions are applied.

Should the excavation be of an urgent nature, the engineer may stipulate additional traffic provisions as conditions of the permit. One such provision may be to require the permittee to work on an extended schedule to speed the work and thus restore traffic capacity to the street.

#### C 342.433 CUTTING OF NEW PAVEMENT

Council policy stipulates that "Utility cuts other than for emergency repairs or under other reasonable circumstances shall be disallowed in any paving less than five years old". A file is maintained in each permit issuing office which includes new streets and streets resurfaced within the last five years. The Division/District Engineer must determine if the circumstances in each case warrant the issuance of a permit.

#### C 342.44 PERMIT CONSIDERATIONS

##### C 342.441 AUTHORITY TO OCCUPY THE STREET

The legal authority to occupy City street area is acquired by law, ordinance, or franchise.

- a. Authority by State allows public agencies to occupy the street. Any public agency that is established by State of California Codes has the authority to occupy streets or highways within its area of jurisdiction. Los Angeles County Flood Control District and the Metropolitan Water District are two such public agencies authorized to occupy City Streets by State Codes. Regulations of such occupancy is reserved to the local government.

Section 2(11)m. of Article 1 of the Charter of the City of Los Angeles has given the City authority to occupy the street with sewer, storm drain, tunnels, subways or other public or local improvements. The City Charter establishes certain proprietary Departments of the City such as the Department of Water and Power, the Department of Airports, and the Harbor Department which also have the authority to occupy the street.

- b. Authority by Ordinance. The City has the power to enact ordinances as set forth in Article 1, Section 2(11)b of the City Charter. Other cities of Governmental agencies may be authorized to occupy the street under this procedure. This process is authorized and described in detail in the State of California Government Code.
- c. Authority to Occupy the Street. The City has the right to impose conditions for any utility or company which has been granted any authority to occupy the street. The City Charter specifies that the Board of Public Works, as the Superintendent of City streets has the duty to review and authorize any utility location in the street, issue required permits, and perform inspection on these installations.
- d. Private Installations. Private installations are permitted in the street only in limited circumstances. (See Subsection C 343.1.)

#### C 342.443 MINIMUM COVER AND LOCATION STANDARDS

- a. Cover - LAMC Section 62.03(b) requires that all substructures, with the exception of manholes and vaults be installed in a roadway or alley at a minimum cover of two feet below established grade of the gutter of such roadway or alley. Installations in the area back of an existing or proposed curb shall be made at a minimum depth of at least 16 inches below the surface. The Board has delegated authority to the City Engineer to issue revocable permits for specific installations at less than minimum cover, providing such installations are of a usual and recurring nature. Any other case where the proposed installation is of an unusual or controversial character will require Board action.
- b. Location Considerations - The preferred location for utilities, when practical, shall be between the curb and property line, or in a center island if one is available. The next most desirable location would be in a parking lane.

A four-foot-wide area parallel to and behind the curb line is reserved for Public Works use, but the City Engineer may issue revocable permits for installations in this area. Unusual installations or those with controversial character must have Board approval before a permit may be issued.

- c. Alignment Consideration - Precedent to final approval as to location in either the parkway or roadway, alignment of the utility must be carefully checked by engineering personnel.

The location as far as practical should be on a constant centerline offset.

The utility alignment should not conflict with the existing alignment or future extension of other utilities. Any conflict for alignment will be resolved by the permit engineer before issuance of the permit.

The proposed utility alignment should avoid unnecessary interference with surface traffic and surface improvements in the roadway and should whenever possible be confined to one traffic lane. Special consideration should be given to protecting structural integrity of bus pads.

#### C 342.444 PERMANENT RESURFACING BY CITY

LAMC Section 62.04(m)3 requires that permanent resurfacing of street improvements removed or damaged by a permittee during an excavation operation must be performed by the City unless otherwise authorized by the Code or the Board. After the excavation is backfilled and temporarily resurfaced by the permittee, permanent resurfacing is performed by the Bureau of Street Maintenance and the cost is billed to the permittee. Special Deposit Excavation Permit resurfacing fees must be prepaid in accordance with the current cost schedule in LAMC Section 62.05(b). In the case of General Deposit permits, payment for resurfacing is guaranteed by the General Deposit, surety bond, or Undertaking and is billed monthly to the permittee.

#### C 342.445 PERMANENT RESURFACING BY PERMITTEE

- a. LAMC Section 62.04(m)4 allows a permittee to install permanent resurfacing in lieu of temporary resurfacing whenever an excavation is made to install, remove or abandon a pole or a structure which forms a portion of the finished surface of sidewalk, driveway or alley surface. The permanent resurfacing should be replaced to the nearest score lines of sawcut lines. This permanent resurfacing must be performed in accordance with the current City standards.

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- b. Permanent resurfacing may be placed by a person under contract to another governmental agency with a "No Fee" permit issued under the authority of LAMC Section 62.02(a)4. See Subsection C 344.5 for discussion of "No Fee" permits.

As provided in LAMC Section 62.04(m)4, the Board can authorize permanent resurfacing by the permittee. In this regard, the Board has delegated to the City Engineer and the Director, Bureau of Street Maintenance authority to jointly approve permanent resurfacing of sidewalks, driveways, curbs, and gutte by utilities and private individuals following their excavation operations. A sample of an office memorandum used to obtain this joint approval is shown in Figure C 342.445. This memorandum must be returned to the issuing office with both approvals before the permit will be issued. Should either the City Engineer or the Director of Street Maintenance recommend denial of the resurfacing request, then a report must be submitted to the Board. In order to permanently resurface roadway areas removed or damaged by excavation operations, specific approval must be obtained from the Board.

The procedure to allow permanent resurfacing must meet the following requirements:

1. All work shall comply with the current "Standard Specifications for Public Works Construction".
2. The trench backfill shall be mechanically compacted under continuous inspection (Special Inspection by Bureau of Contract Administration).
3. The sidewalk shall be replaced full width except in return areas and where it extends from the property line to the curb. In the accepted areas, the sidewalk shall be sawcut.
4. Any necessary roadway excavations will be resurfaced by the Bureau of Street Maintenance.
5. Class "A" Permit shall be obtained in addition to the Excavation permit at the appropriate District/Division office.

#### C 342.446 MISCELLANEOUS POINTS TO COVER

- a. Environmental requirements for the Special and General Deposit Excavation Permits are satisfied either by preparation of an Environmental Impact Report (E.I.R.), submittal of a negative declaration, or exemptions in accordance with the

current Environmental Impact Report Guidelines Adopted by the Council. See Section C 320 for specific information and procedures to meet these environmental requirements.

- b. Notification of excavation permits issued by the City within the Coastal Zone Commission's jurisdiction (i.e., 1,000 yards inland from mean sea level line) must be forwarded to the South Coast Regional Commission as required by Section 27421 of the California Public Resources Code. The following types of excavation permits do not have to be forwarded to the commission:
  - 1. Excavations for the purpose of obtaining soil data or substructure locations.
  - 2. Utility services to new buildings for which building permits have been issued.
  - 3. Repairs, maintenance and replacement activities, provided that such activities do not result in additions or enlargement of existing facilities.
- c. Work in a City maintained State Highway will require an issuance of a State encroachment permit prior to issuance of a permit.

#### C 342.5 FIELD INVESTIGATION

A field investigation by engineering personnel may be necessary to clarify a submitted plan, determine traffic, or other restrictions. In some cases, photographs of the permit site taken by the permittee may be acceptable as evidence of actual field conditions.

#### C 342.6 ENCROACHMENT AND LATERAL SUPPORT CONSIDERATIONS

##### C 342.61 LATERAL SUPPORT - GENERAL

Removal of lateral support as defined in LAMC Section 91.2811 is whenever an excavation exposes any adverse geological formations which could effect lateral support of a public way or improvement therein, or the excavation extends below a plane sloping downward at an angle of 45 degrees from the edge of the public way. In general, excavations less than two feet in depth or above the 1:1 plane downward from the property line will not be construed as removing lateral support and therefore no Public Works permit will be necessary.

A Special or General Deposit Excavation Permit will be required whenever lateral support of a public way is imperiled by an excavation exceeding the limitations of LAMC Section 91.2811 as described above. (See Subsection C 343.5 for details on permit requirements.)

#### C 342.62 LATERAL SUPPORT BONDS

Whenever an excavation imperils the lateral support of a public way, structure, and Public Works improvements as discussed in Subsection C 342.6, a lateral support bond should be posted as required in LAMC Section 62.02(j)4. Lateral support bonds must remain effective for the period the excavation remains open and two years thereafter; or if the excavation is to remain permanently open, the placement of permanent support and for two years thereafter.

The amount of the bond to be posted by the property owner is determined by engineering personnel using the following method. The permittee will be required to submit a plan which ties the limits and depths of the excavation to the frontage streets and cross street centerlines. Engineering personnel will check the substructure map to determine underground lines, vaults, etc. which are above a 1:1 slope projected upwards from the top of the excavation. Personnel will contact the representatives of the affected utilities for estimates of utility replacement, and the appropriate design divisions/squads for replacement or repair estimates for Public Works improvements. Itemize and total the estimates and notify the applicant of the bond amount.

The lateral support bond is submitted on a standard form shown in Figure C 342.62. This form is to be executed and notarized by the property owner in accordance with instructions on the form.

#### C 342.63 ENCROACHMENTS

Encroachment is defined as an intrusion of a privately owned facility, either above or below surface, of publicly controlled property or rights-of-way. An "Architectural Projection" as defined by LAMC Section 91.4501 is permitted under authority of the building permit without specific approval of the Department of Public Works.

Building footings or caissons, basements, vaults, driveway bridges, tanks, and tunnels are typical examples of privately owned facilities which could be allowed to encroach in public right-of-way, providing a permit is issued and the encroachment does not interfere with the intended public use of the property or right-of-way. Utilities installations are considered to be

an accepted public use of a street right-of-way and therefore have priority over a proposed private encroachment.

The Board of Public Works, by authority rendered in the LAMC, may grant permits for encroachments into public property. The Board has delegated to the City Engineer the right to approve minor encroachments. The District/Division Engineer will make the final determination as to which encroachments are minor and which require Board approval.

Section 165 of the City Charter indicates all encroachments into the public right-of-way must be referred to the Municipal Art Department for approval. However, a guideline has been established by the City Engineer providing that all visible building encroachments, carports, bridges, and walls greater than eight feet in height or 500 square feet in area must be approved by Municipal Art Department. This is obtained by submitting architectural plans together with an application form to the Secretary of the Municipal Art Commission. The application forms are available at the Structural Engineering Division Office.

Other special forms of permit have been created by action of the Board for the purpose of implementing special revocable authority granted by the Board for the private use or occupancy of a public right-of-way. These permits include the City Engineer's Revocable Permit and the Revocable Permit issued by the Bureau of Right-of-Way and Land. Both types are intended to supplement any required construction or excavation permits and are discussed in detail in Section C 360.

Additional requirement for encroachments such as waiver of damages, liability insurance, surety bonds, must also be completed before a permit can be issued.

## C 342.7 ABANDONMENT AND REMOVAL CONSIDERATIONS

### C 342.71 PIPELINE ABANDONMENT AND REMOVAL - (GENERAL)

a. A general departmental policy has been established for utility pipeline abandonment or removals. A specific policy has been developed for petroleum product pipelines (see Subsection C 342.72). When service is discontinued in a steel or iron pipe over 12 inches in diameter, the pipe shall be removed or it shall be abandoned in place by either of the following methods:

1. By draining the pipe and plugging at approved intervals;

2. By draining the pipe and filling with sand or rotary mud or combination of, or alternate for, such materials.
- b. Decision as to whether the pipe shall be removed or the method under which the pipe shall be abandoned in place will be made by the District/Division Engineer in each case, taking into account the size, depth, location thickness, etc.
- c. Abandoned pipelines should be removed when the pipeline is within the limits of a trench for another pipeline, or, whenever (within the limits of a street improvement) the abandoned line is less than two feet below the proposed finished grade, or otherwise interferes with the improvement.

#### C 342.72 PIPELINE ABANDONMENT AND REMOVAL (FRANCHISE PROVISIONS)

Companies having franchises which provide for abandoned pipes to be removed must obtain permission of the Board of Public Works, if they wish to abandon them in place.

It is preferable to remove unused petroleum product pipeline because of the potential hazard from explosive vapors. However, if permitted to be abandoned in place, the pipe must be filled with an inert material acceptable to the Bureau of Fire Prevention such as a thixotropic clay with an additive to prevent shrinkage.

A utility line which is permitted to be abandoned in place by the Board will become property of the City.

Whenever the ownership of the former franchise utility line has been transferred to the City, the City is responsible for removal of the pipeline on future City improvement project. Should the City sell the abandoned line, the new buyer will be responsible for future removal of the line.

#### C 342.73 PIPELINE ABANDONMENT AND REMOVAL BY PROPRIETARY CITY DEPARTMENTS UNDER THE CITY CHARTER

Pipelines and accessory structures belonging to a proprietary department (i.e., Water and Power, etc.) which are abandoned remain their property. The facilities may be ordered removed at any time by the Board.

#### C 342.74 PIPELINE ABANDONMENT AND REMOVAL FOR COUNCIL CONTROLLED DEPARTMENTS

Abandonment of pipelines or accessory structures owned or operated by a City Department operating as a governmental agency, (i.e., - providing a public service on a non-revenue

producing basis), such as the Department of Public Utilities, Department of Public Works, or Department of Traffic shall be in accordance with the policy detailed in Subsection C 342.71.

#### C 342.75 PIPELINE ABANDONMENT AND REMOVAL FOR OTHER GOVERNMENTAL AGENCIES

Pipeline abandonment and removal policy for governmental agencies such as the Federal, State, or County which have the authority to occupy the street (see subsection C 342.441) without a franchise, is identical with the policy for proprietary City Departments. Outside Cities must have a franchise to occupy the street and the removal or abandonment of the pipeline is the same as with other franchises.

#### C 342.76 ABANDONMENT OF SUBSURFACE STRUCTURES

The decision regarding abandonment or removal of subsurface structures (i.e., tanks, vaults, etc.) and method of abandonment will be made by the District/Division in each case, taking into account such conditions and factors as: effect on future installation or improvements; potential hazard; public convenience; prior agreements with the City; etc.

Manholes and catch basins when permitted to be abandoned, shall conform with the applicable provisions of the current edition of the "Standard Specifications for Public Works Construction".

#### C 342.8 FRANCHISE CONSIDERATIONS

A franchise granted by the City or the State is an authority to occupy City streets (see Subsection C 342.441). The privately-owned utility with a franchise to operate within the City limits may do work under a either type of excavation permit. The General Deposit requirements can be met by the conventional deposit (bonds or cash) or an undertaking agreement with the City provided the utility is eligible. (See Subsection C 344.13 for discussion of the undertaking.) The Special Deposit Excavation Permit, although rarely used by a utility with a franchise, will be issued to the utility company whenever they do not have a general deposit or undertaking.

Whenever an excavation permit is issued to a franchise utility, the permit engineer must determine whether the utility is authorized to occupy the particular street right-of-way or easement. (See Subsection C 342.441 for further discussion of occupation authority in streets.)

Abandonment of property owned by a franchised utility company is particular to each franchise ordinance. Any abandonments should be researched in the ordinance, or the Franchise Engineer of the Department of Public Utilities and Transportation may be contracted regarding the franchise provisions.

Permit personnel must be aware that General Deposit Excavation Permits can be issued to the utility companies only within public streets and public places authorized by the franchise ordinance. Work is generally limited to installation, maintenance, and modification of the existing facilities. Permit personnel should consult the franchise ordinance before the issuance of an excavation permit if the location or type of installation seems unusual, or if an installation is to be installed under unusual circumstances. An application for extension of the utility plant outside of franchise limits should be denied, and the applicant directed to the Department of Public Utilities and Transportation.

#### C 343 TYPES OF EXCAVATION WORK

##### C 343.1 INSTALLATION OF PRIVATE CONDUIT

A private conduit may be installed under excavation permit in the public street or sidewalk in the following cases: The conduit may run across the street, approximately perpendicular to the property line, provided that the properties on both sides of the street are under the same ownership; when circumstances dictate that no other alternative is possible, the District/Division Engineer may approve the installation of private conduit running parallel to the property line, but only in front of a single parcel of property. In the former case, a long term lease has been interpreted to satisfy the requirements of ownership.

The general requirements to be submitted before permit issuance are liability insurance, waiver of damages, a 8-1/2" x 11" location sketch and location approval from design divisions/squads. In addition, location clearance by the Department of Public Utilities and Transportation for a conduit location parallel to the property line may be deemed necessary by the permit engineer. The conduit must meet the minimum cover and other location considerations as discussed in Subsection C 342.443. For any utility service connection approval must be obtained by the applicant from the appropriate serving utility.

Sometimes the construction of a private improvement, such as a driveway, will require the relocation of City traffic signal and street lighting conduits. With permission from the Department

of Traffic or the Bureau of Street Lighting, a licensed electrical contractor may relocate the conduit under an excavation permit.

### C 343.2 INSTALLATION OF SERVICE CONNECTIONS

An excavation permit (generally a Special Deposit Excavation Permit) is required to make and maintain a service connection to a meter which is located within the parkway or other City right-of-way. A utility company which runs its service to a meter on private property must also obtain an excavation permit for that portion within the City right-of-way. Such service connections should be approximately perpendicular to the street centerline.

A longitudinal service connection by the property owner within an unimproved dedicated City street, is normally not permitted. (See Subsection C 343.1.)

Permits for installation of electrical conduit between the property line and meter box/pole may be issued to licensed electrical contractors only. Even then, the Department of Water and Power - Power Design and Construction Division must approve the connection.

### C 343.3 TANK INSTALLATION

When underground storage tanks cannot be installed within private property, they may be conditionally maintained within City right-of-way, preferably in a street parkway or alley, with written permission of the Board. Authority for tank installation and future removal or abandonment is assigned to the Board by LAMC Sections 62.03(c)1 through 62.03(c)5 and has been delegated to the City Engineer in routine and non-controversial situations. See Subsection C 343.4 for details regarding tank abandonment and removal.

When an applicant has a valid reason for installation and the installation conforms to physical constraints described in the next paragraph, the issuing office will issue either a Special or General Deposit Excavation Permit. When the tank installation is deemed of an unusual or controversial character by the District/Division Engineer, then Board approval must be obtained prior to issuance of permit.

LAMC Section 62.03(c)5 limits maximum capacity of the storage tank to 4,000 gallons. The tank must have a minimum of four (4) feet clearance between the tank and back of the curb and a minimum of ten feet of cover above the tank. The bottom of the tank must be above a 1:1 line projected downward from the footings.

A concrete cradle  $1/8$  of the diameter of the tank must run the entire length of the tank. Due care must be given to avoid possible undermining of existing building footings, etc.

General requirements for permit issuance are an 8-1/2" x 11" plan of the installation (6 copies), a location review by Design Divisions/squads, structural approval, a record waiver of damages, and liability insurance. Special Inspection should always be required. Resurfacing deposits are collected and the City will perform the resurfacing. However, the applicant may wish to perform his own resurfacing under an "A" Permit. (See Subsection C 342.445.)

The excavation permit is issued subject to obtaining a permit from the Los Angeles Fire Department for the installation. Permit personnel should inform the permittee of this obligation.

#### C 343.4 TANK REMOVAL AND ABANDONMENT

Unused underground tanks within public rights-of-way must be removed unless Board approval is obtained to abandon these tanks in place. Tanks with 10 feet or more of cover may be abandoned if the permit engineer concludes it is located where it will not interfere with future utility installation. Abandonment may be accomplished by filling the entire tank with a Fire Department approved mixture (See Figure C 343.4), or the upper one-third portion of the tank may be removed and the remaining portion backfilled by conventional methods and materials. The removal of the fill box and pipe to a depth of at least four feet is always required. LAMC Section 62.03(c)3 allows both methods of abandonment. LAMC Section 57.31.16 lists LAFD requirements for underground tank abandonment.

The general requirements for permit issuance are an 8-1/2" x 11" plan of the tank to be abandoned with appropriate dimensions, a substructure check, and liability insurance. Special Inspection should always be required.

#### C 343.5 EXCAVATIONS AND/OR WALL AFFECTING LATERAL SUPPORT, INCL. SHORING

The preliminary requirements for an applicant to obtain a Special or General Deposit Excavation Permit for this work are submittals of plans, structural calculations, and soils report. Plans are circulated to design offices/squads for location approval. Soils report and structural calculations are sent to the Structural Engineering Division for Plan Check.

Tieback shoring systems are sometimes used to provide the lateral support. Conditions required for approval of tieback systems include the determination of adequate clearance from substructures in order to allow for any deviation during the drilling operations for the anchors. The permit applicant must submit cross sections showing all substructure locations and must verify locations and elevations to the satisfaction of the Structural Engineering Division Engineer. The approved shoring plans should clearly delineate the location of the anchors which may possibly conflict with substructures in the area of the tiebacks.

The policy regarding concrete anchors and rods remaining in place is outlined below:

- a. Tie-rods may be left in place if located at least 20 feet below the street surface. They shall be removed above this point.
- b. Encroaching soldier beams located at or adjacent to the property line shall be removed to a depth at least 12 feet below the street surface.
- c. Tie-rods may be left in tension subject to the City Engineer's approval.

There are additional fees involved with this system. See the Bureau of Engineering List "Standard Fees and Charges".

Once structural approval has been obtained, liability insurance and the Excavation/Lateral Support Bond (Figure C 342.62) must be presented by the applicant. Special Inspection fees and fees for tie-rods and anchors, if applicable, must be calculated and included on the permit.

#### C 343.6 ENCROACHMENT OF VAULTS, FOOTINGS, CAISSONS, WALLS, DRIVEWAY BRIDGES

The encroachment of any of these privately-owned facilities must be authorized by either the Board, if a major encroachment, or by the District/Division Engineer if the encroachment is minor. Encroachments are discussed in Subsection C 342.63.

Structural approval of a vault, driveway bridge or wall encroachment in the street is usually required. In addition, these privately-owned facilities must be structurally independent so that they may be removed without affecting the structural stability of an adjacent structure.

The location of the encroachment must be approved to insure that the facility will not interfere with intended public use of that portion of the street. Location of utilities is an acceptable public use of a street right-of-way and therefore has priority over a proposed private encroachment.

Normal requirements for permit issuance are an 8-1/2" x 11" plot plan, substructure clearance check, liability insurance, and waiver of damages. A lateral support bond may be required. Include inspection and resurfacing fees on permit. Municipal Art Department approval may be required for driveway bridges and wall encroachments. (See Subsection C 342.63.)

Driveway bridges encroaching on public property have some additional considerations: Protective railings may be required if deemed necessary by the permit engineer. The applicant must also obtain a Class "A" or Class "B" Permit for construction of the driveway.

Basement encroachments are recommended only if there is more than 10 feet of cover remaining for use for future utilities.

#### C 343.7 TUNNEL STRUCTURES

A tunnel structure is defined in LAMC Section 62.00 as an underground structure such as a passageway, gallery, or conveyor housing, the construction of which may have involved the making of an open excavation.

LAMC Sections 62.02(a)1, 62.02(c)1 and 62.04(1)3 require that Council permission be obtained prior to issuance of a permit for the tunnel structure and that plans be submitted to the City Engineer showing proposed location, utility location (existing and proposed), structural details, construction, and backfill material and methods. LAMC Section 62.03(d) lists four restrictions on the tunnel structure: the tunnel structure cannot be located as to prevent lawful use of the street by a utility; tunnels must be subject at any time to inspection by the City; reservation of the right to revoke permission to maintain a tunnel structure in the City street; and no machinery other than conveyors may be installed in the tunnel structure.

The applicant should submit a request in writing together with a location sketch to the Board or City Engineer. The location sketch should show all dimensions and the distance from the centerline of the nearest cross street to the tunnel centerlines as well as angle between the tunnel centerline and the street centerline.

The District/Division office having jurisdiction over the street into which the tunnel encroaches, will investigate and prepare a Board Report. A Board Report recommending approval should include the plot plan, recommendations on type of permit to be issued for the tunnel structure, and a draft of a proposed ordinance or resolution to be submitted to the Council. At the same time, the plot plans are transmitted to Street Opening and Widening with a letter requesting a legal description and plot plan be prepared and sent to the Bureau of Right of Way and Land.

A permit agreement is processed by the Bureau of Right of Way and Land and must be executed by the applicant. The proposed ordinance or resolution will be reviewed by the Board and then presented to the Council for action. An ordinance or resolution must be adopted before the permit process can be completed. The Council permission required by LAMC Section 62.02(a)1 has generally been satisfied by an ordinance, but the time required to prepare and obtain formal approval is lengthy. When appropriate, the simpler Councilmanic resolution process can be completed in a shorter time.

The applicant must submit tunnel construction drawings on City Engineer standard sheets. These plans must be prepared by a registered professional engineer and will be indexed and become a permanent City record.

The plans will be circulated for location approval and structural drawings will be sent to Structural Design Division for plan check. Structural approval and location clearance must be received before the permit may be issued.

The applicant must provide liability insurance and post necessary bonds. The tunnel structure must meet the provisions of the State Division of Industrial Safety "Tunnel Safety Orders".

Note: The applicant must own, or have a long term lease on the properties on both sides of the street. Provisions for removal when no longer in use should be included in the Board Action. Tunnel structures should have enough cover to allow other substructures, utility lines, sewers and storm drains to pass over the top slab. Existing lines may be encased in the tunnel if proper approvals are obtained.

When advantageous and appropriate, the District/Division Engineer may specify that a tunnel structure be constructed under a Class "B" permit rather than a Special Deposit Excavation Permit. In such cases, location of the tunnel should be delineated on the substructure maps to preclude conflict with future utility installations. See Section C 200 for Class "B" Permit procedures.

### C 343.8 ABANDONMENT OF BASEMENT STRUCTURES

Privately-owned basement structures within City right-of-way may be abandoned in place if permitted by the District/Division Engineer.

The applicant should submit an 8-1/2" x 11" plot plan of the encroaching basement. A standard drawing, shown in Figure C 343.8, may be given to the applicant which he may complete and return as the plot plan requirement. Liability insurance and special inspection are normally required. The permit engineer may require additional conditions.

An approved method of demolishing or abandoning the basement is to support the walls and backfill with an appropriate material compacted at a minimum of 90 percent. Figure C 343.8 shows this basement demolition method in both plan and cross section, together with construction notes which may be modified for each occasion. Whenever this method is employed, drainage holes should be provided through the basement slab whether or not the backfill is to be flooded. In addition, if the upper portion of the basement is to be removed, the permit engineer will indicate the amount to be removed, the permit engineer will indicate the amount to be removed in the appropriate notes on the handout. If the outer basement wall is located under or immediately adjacent to the curb and gutter, the permit engineer should consider the effect of removing the wall.

The support of basement walls will probably be necessary if the first floor slab is removed. Any proposed support should be checked by the Structural Division.

### C 344 ADMINISTRATIVE PROCEDURES

#### C 344.1 DEPOSITS AND FEES-DEFINITIONS

A deposit is defined in this manual as any money which when collected will be assigned to an account so that any unused balance is returnable to the depositor. A fee is money collected which goes into the City General Fund and is not considered refundable.

#### C 344.11 "SPECIAL DEPOSIT" AND "SPECIAL INSPECTION" (SPECIAL DEPOSIT EXCAVATION PERMIT)

A permit to excavate in accordance with LAMC Sections 62.02(a) and 62.02(f)1 will not be issued until a cash deposit has been made to cover the anticipated City costs. In practice, this cash deposit is a combination of a "Special Deposit", comprised of the resurfacing deposits, (See Item 25 of Figure C 342.3)

and "Special Inspection", comprised of the estimated cost of plan check, inspection, and testing (see Items 26, 27 and 28 of Figure C 342.3).

The amount of Special Deposit is determined using the resurfacing rates in LAMC Section 62.05(b). The minimum amount must be included in the Special Deposit for each type of resurfacing required.

For accounting purposes, a Special Deposit Number (Item 24, Figure C 342.3) on the application is assigned to the amount of money collected as a Special Deposit. This permit number must be assigned to every permit. (See Figure C 344.2(a).) Therefore, when no resurfacing is required for the job, a minimum deposit on the "dirt" item is entered as the Special Deposit. (See Subsection C 344.2 for details on receipting the Special Deposit and Figure C 344.2(c) for an example of the minimum "dirt" deposit.)

"Special Inspection" is the sum of the estimated plan check, inspection, and testing. Charges for rods and anchors (tie-back shoring systems - see Subsection C 343.5) are also entered on the permit form under the Special Inspection section when applicable. The Special Inspection Number (Item 24 on Figure C 342.3) is the accounting reference for the collection of required rod and anchor fees, or the estimate of total inspection, plan check, and testing fees in the amount of \$100 or less. When the estimate of plan check, inspection and testing fees is greater than \$100, a work order account (see Subsection C 344.7) is to be opened and the work order number is then the accounting reference. [See Figures C 344.2(a) and C 344.2(c).]

#### C 344.12 "GENERAL DEPOSITS" (GENERAL DEPOSIT EXCAVATION PERMIT)

A General Deposit may be posted in lieu of a cash deposit as per LAMC Section 62.02(g). The applicant must make and maintain a deposit with the Board in the amount specified in LAMC Section 62.02(g).

A surety bond (see Figure C 344.12) may be posted in lieu of the cash deposit if the amount is over \$1,000 and guarantees payment to the City of all charges in connection with the permit. General deposit bonds must be issued by an approved surety company and must be approved as to form and legality by the City Attorney per LAMC Section 62.02(f).

All charges for resurfacing and other related work performed by City forces are billed to the permittee by the Bureau of Accounting. The City will recover charges for unpaid bills by deducting from the cash deposit or proceeding against the surety

bond or undertaking posted in lieu of the cash deposit. See LAMC Section 62.05(a)3.

#### C 344.13 UNDERTAKINGS (GENERAL DEPOSIT EXCAVATION PERMIT)

Utility companies, regulated by the Public Utility Commission of the State of California, may file an Undertaking with the Board for all work within the franchise jurisdiction of the utility. The Undertaking is a formal agreement, signifying that the utility will undertake to reimburse the City for all fees, charges, and any judgments registered against the City whenever the utility company works under permit within the public property and is within the franchise provisions. The Undertaking is a substitute for a general deposit and insurance, as authorized by LAMC Sections 62.02(i) and 62.02(j).

#### C 344.14 WAIVER OF DEPOSITS

LAMC Section 62.02(i) provides that "any Federal, State, or local governmental agency, municipal corporation, or district established by law will not be required to post a deposit as a condition precedent to the issuance of a permit". They will be billed for costs incurred by the City.

The section also provides that contractors performing work under contract to the governmental agencies will not be required to post a deposit precedent to permit issuance, unless Public Works personnel are required to perform engineering, inspection, testing resurfacing or any other work in connection with the permit.

#### C 344.2 RECEIPTING

A written receipt or cash register validation imprinted on the permit is issued for a Special Deposit Excavation Permit. General deposit permit fees and charges are billed directly to the permittee, therefore, receipts are not required.

The following procedure is used to receipt fees or deposits. Resurfacing deposits are receipted under the "R" fund which signifies that the deposits will go into the Public Works trust fund and are refundable as provided in the LAMC Section 62.04(a)3. Special Inspection, plan check, and testing fees along with inspection fees for concrete tie back anchors and minimum dirt fees and are receipted under the "V" fund which signifies that the fees collected will go into the General Fund. The resurfacing deposits receipted under the "R" fund are assigned to the Special Deposit Permit Number while other fees (Special Inspection, etc.) are assigned to the Special Inspection Number. See items 23 and 25 of Figure C 342.3. An example of a Special Deposit

Excavation Permit with the two cash register imprints is shown in Figure C 344.2(a).

Permit counters which do not have cash registers use a pre-numbered Engineering Receipt Form (Eng. 3.669). The Special Deposit Number and the Special Inspection Number should be indicated on the receipt form with the respective amounts assigned to each number. An example receipt form is shown in Figure C 344.2(b).

C 344.3 DISTRIBUTION OF COPIES OF SPECIAL DEPOSIT EXCAVATION PERMIT

Distribution of copies is listed on the permit tab.

C 344.4 DISTRIBUTION OF COPIES OF GENERAL DEPOSIT EXCAVATION PERMIT

- a. 1st and 2nd white - Permittee
- b. 3rd white - Permit Office
- c. 2 Yellow - Bureau of Street Maintenance
- d. Pink - Bureau of Contract Administration or Bureau of Street Maintenance.
- e. Last white - Retained by applicant.

C 344.5 NO FEE OR NO CHARGE PERMITS

- a. LAMC Section 62.02(a)4 provides for issuance of special "No Fee" excavation permits, when specifically authorized by the Board for work to be performed under contract for other governmental agencies. The permittee is exempt from provisions of LAMC Section 62.04(m) and may perform the permanent resurfacing. All permanent resurfacing performed by the permittee must comply with the Standard Specifications for Public Works Construction. "No Fee" permits issued under authority of this section do not exempt the permittee from payment for all services performed by City personnel.
- b. The Federal Government is exempt from payment of all fees on an excavation permit for war purposes.
- c. All budgetary departments, bureaus, or offices of the City are exempt from paying fees and charges on the excavation permit (LAMC Section 11.08). The permit will be labeled as "No Charge per LAMCE Section 11.08". However, the exemption does not apply to the following two exceptions:

1. Any department, bureau, or office of the City which has control of its own funds with the exception of the Library and Recreation and Parks Departments;
2. Any fees or charges which are reimburseable from the following funds: Revolving, Trust, Bond, or Capital Improvement Projects.

NOTE: In order to receive the latter exemption, a written certification, signed by the administrative head of the department, bureau, or office stating that the fees or charges are not reimbursable under the above funds, must be submitted with the permit application.

- d. "No Charge" excavation permits are issued to utility companies whenever the City requests location and elevation of substructures ("potholing") in connection with proposed construction by the City. The City will bear the cost of resurfacing on the understanding the utility company will bear the cost of all other work in making the excavation.

The procedure generally followed for "No Charge" permits is to have all design squads/divisions forward sketches showing location of potholes to the permit office. A General Deposit Excavation Permit is prepared with the design sketch as the permit drawing. The statement "No Charge" is entered prominently upon the permit and counter personnel may sign the permit application in lieu of the permittee. The permit, together with the sketch, is forwarded to the affected utility who will then perform the work and report the utility location and elevations directly to the design squad/division.

Some utilities do prefer to guarantee the location and elevation of the substructure. The utility will have a seven day period to guarantee the location to the design squad/division before a permit is issued.

- e. "No Charge" permits are issued to utility companies for adjusting manholes to new surface elevations.

#### C 344.6 DURATION AND EXPIRATION OF EXCAVATION PERMITS

Work must commence within six months from the date of issuance to comply with LAMC Section 62.02(m), and to avoid expiration. If the work is not diligently prosecuted, the permit may be cancelled and the permittee assessed the minimum charge per LAMC Section 62.05(d).

If the permit is cancelled, or allowed to expire, the permittee must apply for a new permit. Permits for leakage detection holes are annual permits and not subject to the six-month restriction.

A permittee may request cancellation of a permit at his discretion, subject to a minimum charge determined by LAMC Section 62.05(d).

The provision for the commencement of the excavation work within six months from date of issuance and diligent prosecution of that work is determined by the inspector in the field. If a permit is deemed invalid, the permittee must then obtain another permit and pay the minimum charge as discussed above.

#### C 344.7 WORK ORDER ACCOUNTS FOR EXCAVATION PERMITS

A Bureau of Engineering Work Order must be opened for excavation permits that involve structural plan checking, special inspection, or testing charges amounting to \$100 or more. When opening these work orders, the following procedures should be observed:

- a. No work order should be opened until the deposit for structural plan checking is actually received at the District or Division public counter. Under no circumstances should a work order be opened on the basis of a promised deposit.
- b. Work order numbers for Special and General Deposit Excavation Permits may be requested by telephone from the Administration Division at the time that the deposit is being made, or the bond being posted. Work order numbers for excavation permits with an approved purchase order do not require a cash deposit or bond. The permittee's purchase order number should be noted in the "Comments" section of the work order. An example of a work order opened on a General Deposit Permit is shown in Figure C 344.7(a).
- c. The work order number will be used as the deposit number which is transmitted to the Bureau of Accounting. A receipt is issued for monies received and a copy given to the depositor, permittee or his agent. Do not issue a receipt for purchase orders or Interdepartmental Orders (IDO). (See Subsection C 344.2 for receipting procedures.)
- d. A work order document must be made out when the initial fee is deposited. The work order document must be sent to the Administration Division within two working days of fee receipt. The name of the person (depositor) who makde the deposit for plan check and the name of the permittee (contractor) who deposits fees for inspection, permit, etc.,

should be noted on the work order. If the name of the permittee (contractor) is not available when the work order is opened, a revised work order should be issued when such information is available.

The accompanying examples illustrate the format that Special Deposit Excavation Permit work orders should follow. The First of the two examples [Figure C 344.7(b)] illustrates the case of an initial work order document with no permittee designated. The second [Figure C 344.7(c)] illustrates the case in which both the initial depositor's and the permittee's names are known. (This may be an original, or, as shown here, a revised work order.)

- e. Under no circumstances should plan checking begin until the deposit has been collected and work order opened.
- f. Do not issue an excavation permit until all deposits and fees are paid, plans approved, and permit conditions met.
- g. When the job has been completed, the Bureau of Contract Administration will notify the Administration Division to close the work order. However, when a job is abandoned prior to a permit being obtained, the workorder should be closed by the issuing District/Division. This is done by forwarding a Work Order Closing Notice (Form 2.222) to the Administration Division, attention: Chief Clerk.

## C 345 INSPECTION PROCEDURES

### C 345.1 INSPECTION AGENCIES

The inspection for all excavation permits is performed by one of two agencies of the Department of Public Works: the Street Use Inspection Division of the Bureau of Street Maintenance; or the Special Construction Division of the Bureau of Contract Administration.

#### C 345.11 INSPECTION OF EXCAVATIONS BY BUREAU OF CONTRACT ADMINISTRATION

LAMC Section 62.02(f)1 provides that inspection for work of a special nature may be specified by the City Engineer fna LAMC Section 62.02k(6) defines this inspection as special inspection. In practice, whenever the excavation includes work of a special nature or work which requires continuous or re-occurring inspection, the inspection is "Special Inspection". Responsibility for this type of inspection has been assigned to Contract Administration by the Board and is performed by the Special Construction Division.

Special inspection for either type of excavation permit must have provisions for the payment of inspection fees by the permittee. On Special Deposit permits this is accomplished by prepayment, where inspection and plan checking costs can be accurately estimated. When these costs cannot be accurately predicted, a work order account should be opened. (See Subsection C 345.7.) On General Deposit permits, payment for required special inspection is also accomplished by a work order, or it is guaranteed by an undertaking in the case of a franchised public utility.

The Bureau of Contract Administration has the responsibility for the inspection of utility trench backfill where such utility installation or reconstruction is in connection with the construction of new street improvements. This includes streets constructed under Class "B" permits. Excavations within streets that have improvements scheduled for construction by the City will be inspected by the Bureau of Contract Administration provided a work order for the proposed improvements has been issued.

When specifically authorized by the Board, a permittee may perform permanent resurfacing. (Invoke LAMC Section 62.04(m)4.) The Board has adopted a policy whereby a utility may permanently resurface that portion of the trench under the curb, sidewalk, and driveway. Concurrence of the City Engineer and Director, Bureau of Street Maintenance is required, and the inspection for the resurfacing is provided by issuance of a Class "A" Permit. In addition, the Board has instructed the Bureau of Contract Administration to perform special inspection under the excavation permit. (See Subsection C 342.445.)

All other requests by the permittee to perform his own resurfacing must be directed to the Board for approval.

#### C 345.12 INSPECTION OF EXCAVATIONS BY BUREAU OF STREET MAINTENANCE

The Street Use Division of the Bureau of Street Maintenance has the responsibility for all excavation and utility trench inspection not specifically assigned to the Bureau of Contract Administration by the Board.

#### C 345.2 NOTIFICATION

The permittee is required by LAMC Section 62.04(b) to notify the Street Use Inspection Division of the Bureau of Street Maintenance not less than 24 hours before starting work. The same policy of notification applies to the Special Construction Division of the Bureau of Contract Administration.

The "Approved as to Location" stamp, which is placed on all permit drawings, has a check list of conditions which includes a provision for contacting either the Street Use Inspector or the Construction Inspector. If more than 24 hours notification time is required for any reason, the condition must be noted and initialed on the "Approved as to Location" stamp.

#### C 345.3 WORK REQUIREMENTS

Construction materials and performance of the construction must meet the requirements of the LAMC, current edition of Standard Specifications for Public Works Construction, and other permit conditions. City inspectors also enforce the traffic control procedures contained in the current edition of the "Work Area Traffic Control" manual, and specific traffic control requirements noted on the permit.

#### C 345.4 WORK APPROVAL

The inspector's approval of the work under an excavation permit is withheld until the permitted work, any necessary repairs to damaged improvements, and temporary trench resurfacing are completed to his satisfaction.

Once the work has been approved, the inspector forwards a copy of the permit to Street Maintenance for permanent resurfacing. The inspectors copy is retained in the Bureau of Contract Administration in cases when the permittee is allowed to perform the permanent resurfacing.

#### C 345.5 TRANSMITTAL OF PERMIT AND DRAWINGS TO INSPECTION AGENCY

Inspectors copies of General Deposit Excavation permits are usually sent to the Bureau of Street Maintenance, Street Use Inspection Division, along with one copy of the permit drawing. If Special Inspection is required, the inspectors copy of the permit, together with one copy of the permit drawing(s), are forwarded to the Bureau of Contract Administration.

Inspectors copies of Special Deposit Excavation permits which include Special Inspection are sent to the Bureau of Contract Administration together with two copies of the permit drawings. Special Deposit Excavation Permits covering minor work (no Special Inspection) will be sent to the Street Use Inspection Division of the Bureau of Street Maintenance.

For complete distribution of permit copies, see Subsections C 344.3 and C 345.4.