

SAMPLE R-PERMIT INACTIVITY LETTER (ON CITY LETTERHEAD)

Date

Applicant Company Name

Applicant Address

Applicant City, State ZIP

Attn: _____

Subject: NOTICE OF R-PERMIT INACTIVITY – Address of R Permit Project

Your application for revocable permission to encroach into the public right-of-way has been inactive for more than 90 calendar days. You have 30 calendar days from the date of this letter to notify us if you would like to keep your permit application active. If a response is not received within 30 calendar days, your application will be canceled.

All future requests for a revocable permit will require the submittal of a new application and payment of fees.

Please contact the appropriate Bureau of Engineering District Office if you have any questions.

Central District Office

201 N. Figueroa St., 3rd Floor
Los Angeles, CA 90012
(213) 482-7030

Valley District Office

6262 Van Nuys Blvd., Ste 202
Van Nuys, CA 91401
(818) 374-5090

Harbor District Office

638 S. Beacon St., Suite 402
San Pedro, CA 90731
(310) 732-4677

West Los Angeles District Office

1828 Sawtelle Blvd., 3rd Floor
West Los Angeles, CA 90025
(310) 575-8384

Sincerely,

Gary Lee Moore, P.E.
City Engineer
Bureau of Engineering

cc: Bureau of Engineering, _____ District Office

