

## Section VIII

# **EXCAVATION PERMITS**

**(E-Permit)**

- Soil Borings
- Monitoring Wells
- Street Light Relocation
- Lateral Support and Shoring



## VIII. EXCAVATION PERMIT (E-PERMIT) PROCEDURE

### 1. Soil Borings

1.1. Verify the location of the soil borings are within the Central District.

1.2. The following are required to be submitted:

1.2.1. Two copies of the sketch.

- Showing soil borings, must be a minimum of 2-ft away from gutter out and no drilling is permitted on the sidewalk, gutter or bus pad area.
- Sketch must show street center lines, property lines, curbs, sewer lines and storm drains.
- Must be wet stamped by a Registered Civil Engineer.

1.2.2. Proof of \$1,000,000 general liability insurance on file with the CAO.

- Print a copy showing the CAO number and expiration date.

1.2.3. Cash Bond Pay \$500 per soil boring.

- Fill-in Cash Bond application (Attachment VIII-1).
- Call \_\_\_\_\_ at (213) 978-0936 to obtain a Miscellaneous Cash Bond number and write it in the bond application.
- Process payment with cashier and mail pink copy to the Bond Control Group (MS 901, Attn: Fil Reyes).

1.3. Open Excavation Permit Application and login.

1.3.1. Select "Apply for new permit."

1.3.2. In "Purpose of Excavation", select "Soilboring" and click **Next**.

1.3.3. Fill-in the following information:

- Job address.
- For "Engineering District" select "Central".
- Enter Property Owner Contractor or Agent information.
- Select "No" for "Do you have an A-Permit?".
- Enter "Proposed Start Date" and "Proposed End Date".
- Select payment method.
- Enter Plan submittal information (By Mail, Online, N/A).

- Enter your first name for “Password” and “Confirm Password”.
- Click on **Submit**.

1.3.4. Select “Bond Insurance” and enter the following information:

- CAO number.
- CAO number expiration date.
- For “Misc. Receipt No.” enter the number shown in the top right corner of the Cash Bond.
- Misc. Cash Bond Number.
- Click on **Update**.

1.3.5. Select “Status Card” then “Add Submittal” and enter the following information:

- For “Type of Plans” select “Street”.
- Enter number of sheets submitted.
- Enter date plans were submitted.
- Enter date plans were assigned to a plan checker.
- Enter date plans were returned to the private engineer.
- Check the box labeled “Check if this is the Final Plan Check”.
- Click **Add**.

1.3.6. In “Fees”, refer to the current “Standard Fees, Charges & Deposits” in the Permit Manual in the Technical Document Center, and enter the following information:

**“E Permit Fee”**

- Enter “1” for “Units”.
- Enter current fee for “Fee/Unit”.

“Special Inspection”

- Enter “4” for “Units” if less than 6 soil borings or,
- Enter “6” for “Units” if 6 or more soil borings.
- Enter current fee for “Fee/Unit”.
- Click on **Update**.

1.3.7. Select “Application”

- Select “Check to Lock Application”.
- Select “Issued Permit”.
- Click **Update Application**.

- 1.3.8. Print two copies of the E-Permit.
- 1.3.9. Collect fees and give the permit copies to the cashier for processing.
- 1.3.10. Stamp the two E-Permits with the Inspection Note Stamp and the DigAlert Stamp (Attachment VIII-2).
- 1.3.11. The applicant prints and signs both copies.
- 1.3.12. The engineer signs and dates both copies.
- 1.3.13. The register stamped permit copy is placed in the office file and the customer copy is given to the applicant.
- 1.3.14. Geocode the permit.
- 1.4. Sketch Approval
  - 1.4.1. Stamp and sign both sketches with the approval stamp.
  - 1.4.2. Give one copy to the applicant and place the other copy in the office file.
- 1.5. Create Project Folder (Manila folder) that includes:
  - E-Permit
  - White copy of Cash Bond
  - Sketch
  - CAO number copy
- 1.6. File Project Folder in the "Active" file cabinet.

## **2. Monitoring Wells**

- 2.1. Verify that the location of the monitoring wells are within the Central District area.
- 2.2. The following are required to be submitted:
  - 2.2.1. Two copies of the sketch.
    - Showing monitoring wells, must be a minimum of 2-ft away from gutter out and no drilling is permitted on sidewalk, gutter or bus pad area.
    - Sketch must show street center lines, property lines, curbs, sewer lines and storm drains.

- Sketch must include cross-section of monitoring wells.
- Must be wet stamped by a Registered Civil Engineer.

#### 2.2.2. Waiver of Damages Agreement.

- Must be notarized.

#### 2.2.3. Proof of \$1,000,000 general liability insurance on file with the CAO.

- Print a copy showing CAO number and expiration date.

#### 2.2.4. Cash Bond

- Pay \$1,000.00 per monitoring well.
- Fill-in Cash Bond application (Attachment VIII-1).
- Call \_\_\_\_\_ at (213) 978-0936 to obtain a Miscellaneous Cash Bond number and write it on the bond application.
- Process payment with cashier and mail pink copy to Bond Control Group (MS 901, Attn: Fil Reyes).

### 2.3. Open Excavation Permit Application and login.

#### 2.3.1. Select "Apply for a new permit".

#### 2.3.2. In "Purpose of Excavation", select "Monitoring Well" and click **Next**.

#### 2.3.3. Fill-in the following information:

- Job address.
- For "Engineering District" select "Central".
- Enter Property Owner, Contractor or Agent information.
- Select "No" for "Do you have an A-Permit?".
- Enter "Proposed Start Date" and "Proposed End Date".
- Select payment method.
- Enter plan submittal information (By Mail, Online, N/A).
- Enter your first name for "Password" and "Confirm Password".
- Click on **Submit**.

#### 2.3.4. In "Add/Edit Deposit" select "Add Deposit".

#### 2.3.5. Fill-in the following information:

- Enter \$1,000.00 for “Deposit Amount”
- Enter today’s date for “Deposit Date”.
- Select payment method.
- Select “Design Permit Deposit” for “Deposit Purpose”.
- Click on **Add Deposit**.

2.3.6. From the Work Order Binder (white binder located on Jason’s desk), enter the next consecutive number starting with E100 and enter job address/description.

2.3.7. In “Review Application” select “Work Order”.

2.3.8. Fill-in the following information:

- Enter work order number (E100....) for “W.O. Number”.
- Enter job address for “Permit Title”
- Enter job address for “Report Title”.
- For “Project” select “EUPERGEN”.
- For “Major Project Code” select “EUPER”.
- For “Engineering District Code” select “E6201500”.
- Enter appropriate council district number for “Council District”.
- Enter 0400 for “Program”.
- For “Reimbursement Flag” select “Yes”.
- For “Restriction Flag” select “No”.
- For “Direct/Indirect” select “Direct”.
- Enter 76 for “Other Departments”.
- Enter Owner information.
- Click on **Update**.

2.3.9. Print two copies of the Work Order.

2.3.10. Collect \$1,000.00 and give the permit copies to the cashier for processing.

2.3.11. Select “Bond Insurance” and enter the following information:

- CAO number.
- CAO number expiration date.
- For “Misc. Receipt No.” enter the number shown in the top right corner of the Cash Bond.
- Misc. Cash Bond Number.
- Click on **Update**.

2.3.12. Select "Status Card" then "Add Submittal" and enter the following information:

- For "Type of Plans" select "Street".
- Enter number of sheets submitted.
- Enter date plans were submitted.
- Enter date plans were assigned to a Plan Checker.
- Enter date plans were returned to the private engineer.
- Check the box labeled "Check if this is the Final Plan Check".
- Click **Add**.

2.3.13. Select "Fees" then "E-Permit Fee", refer to current "Standard Fees, Charges & Deposits" in the Permit Manual in the Technical Document Center and enter the following information:

- Enter "1" for "Units"
- Enter current fee for "Fee/Unit"
- Click on **Update**.

2.3.14. Select "Application"

- Select "Check to Lock Application"
- Select "Issued Permit"
- Click on **Update Application**.

2.3.15. Print two copies of the E-Permit.

2.3.16. Collect fees and give the permit copies to the cashier for processing.

2.3.17. Stamp the two E-Permits with the Inspection Note Stamp and the DigAlert Stamp (AttachmentVIII-2).

2.3.18. The applicant prints and signs both copies.

2.3.19. The engineer signs and dates both copies.

2.3.20. The register stamped permit copy is placed in the office file and the customer copy is given to the applicant.

2.3.21. Geocode the permit.

2.4. Sketch Approval



- 2.4.1. Stamp and sign both sketches with the approval stamp.
- 2.4.2. Give one copy to the applicant and place the other copy in the office file.
- 2.5. Create Project Folder (Manila folder) that includes:
  - E-Permit
  - White copy of Cash Bond
  - Sketch
  - CAO number copy
  - Waiver of Damages Agreement
  - Work Order
- 2.6. File Project Folder in the “Active” file cabinet.

### **3. Street Light Relocation**

- 3.1. Verify the location of the street light relocations are within the Central District.
- 3.2. The following are required to be submitted:
  - 3.2.1. Approved sketch from Street Light Division.
  - 3.2.2. A-Permit.
  - 3.2.3. Proof of \$1,000,000 general liability insurance on file with CAO.
    - Print a copy showing the CAO number and expiration date.
  - 3.2.4. Cash Bond
    - Pay amount indicated on sketch approved by the Street Lighting Division.
    - Fill in Cash Bond application (Attachment VIII-1).
    - Call \_\_\_\_\_ at (213) 978-0936 to obtain a Miscellaneous Cash Bond number and write it in the bond application.
    - Process payment with cashier and mail pink copy to Bond Control Group (MS 901, Attn: Fil Reyes).
- 3.3. Open Excavation Permit Application and login.
  - 3.3.1. Select “Apply for new permit”.

3.3.2. In “Purpose of Excavation”, select “Street Light Relocation” and click **Next**.

3.3.3. Fill-in the following information:

- Job address.
- For “Engineering District” select “Central”.
- Enter Property Owner, Contractor or Agent information.
- Select “Yes” for “Do you have an A-Permit?”.
- A-Permit Number
- Select “Yes” for “Do you have a sketch approved by Bureau of Street Lighting?”.
- Enter “Proposed Start Date” and “Proposed End Date”.
- Select payment method.
- Enter Plan submittal information (By Mail, Online, N/A).
- Enter your first name for “Password” and “Confirm Password”.
- Click on **Submit**.

3.3.4. Select “Bond Insurance” and enter the following information:

- CAO number.
- CAO number expiration date.
- For “Misc. Receipt No.” enter the number shown in the top right corner of the Cash Bond.
- Misc. Cash Bond Number.
- Click on **Update**.

3.3.5. Select “Status Card” then “Add Submittal” and enter the following information:

- For “Type of Plans” select “Street”.
- Enter number of sheets submitted.
- Enter date plans were submitted.
- Enter date plans were assigned to a plan checker.
- Enter date plans were returned to the private engineer.
- Check the box labeled “Check if this is the Final Plan Check”.
- Click **Add**.

3.3.6. Select “Fees”, refer to the current “Standard Fees, Charges & Deposits” in the Permit Manual in the Technical Document Center, and enter the following information:

"E Permit Fee"

- Enter "1" for "Units"
- Enter current fee for "Fee/Unit"

"Special Inspection"

- For "Units" enter number indicated on sketch approved by the Street Lighting.
- Enter current fee for "Fee/Unit".
- Click on **Update**.

## 3.3.7. Select "Application"

- Select "Check to Lock Application"
- Select "Issued Permit"
- Click on **Update Application**.

## 3.3.8. Print two copies of the E-Permit.

## 3.3.9. Collect fees and give the permit copies to the cashier for processing.

## 3.3.10. Stamp the two E-Permits with the Inspection Note Stamp and the DigAlert Stamp (Attachment VIII-2).

## 3.3.11. The applicant prints and signs both copies.

## 3.3.12. The engineer signs and dates both copies.

## 3.3.13. The register stamped permit copy is placed in the office file and the customer copy is given to the applicant.

## 3.3.14. Geocode the permit.

## 3.4. Sketch Approval

## 3.4.1. Stamp and sign both sketches with the approval stamp.

## 3.4.2. Give one copy to the applicant and place the other copy in the office file.

## 3.5. Create Project Folder (Manila folder) that includes:

- E-Permit
- White copy of Cash Bond
- Sketch approved by Street Lighting.
- A-Permit

- CAO number copy

3.6. File Project Folder in the “Active” file cabinet.

**4. Lateral Support/Shoring**

4.1. Verify the location of the laterals are within the Central District.

4.2. The following are required to be submitted:

4.2.1. Architectural

- Full set of plans

4.2.2. Structural

- Full set of plans
- Full set of calculations

4.2.3. Grading

- Full set of plans
- Soils Report
- Approval Letter from the Grading Department.

4.2.4. Shoring

- Full set of plans
- Full set of calculations

4.2.5. Copy of Building Permit Application.

4.2.6. Copy of a valid Grant Deed of Title Policy.

4.2.7. Deposit in the amount of \$1,000.00.

4.3. Open Excavation Permit Application and login.

4.3.1. Select “Apply for new permit”.

4.3.2. In “Purpose of Excavation”, select “Shoring (Lateral Support)” and click **Next**.

4.3.3. Fill-in the following information:

- Job address
- For “Engineering District”, select “Central”.
- Enter Property Owner, Contractor or Agent information.
- Select “No” for “Do you have an A-Permit?”
- Select payment method.

- Enter Plan submittal information (By Mail, Online, N/A).
- Enter your first name for "Password" and "Confirm Password".
- Click on **Submit**.

4.3.4. In "Add/Edit Deposit" select "Add Deposit".

4.3.5. Fill-in the following information:

- Enter \$1,000.00 for "Deposit Amount".
- Enter today's date for "Deposit Date".
- Select payment method.
- Select "Design Permit Deposit" for "Deposit Purpose".
- Click on **Add Deposit**.

4.3.6. From the Work Order Binder (white binder located on Jason's desk), obtain the next consecutive number starting with E100 and enter job address/description.

4.3.7. In "Review Application" select "Work Order".

4.3.8. Fill-in the following information:

- Enter work order number (E100....) for "W.O. Number".
- Enter job address for "Permit Title"
- Enter job address for "Report Title".
- For "Project" select "EUPERGEN".
- For "Major Project Code" select "EUPER".
- For "Engineering District Code" select "E6201500".
- Enter appropriate council district number for "Council District".
- Enter 0400 for "Program".
- For "Reimbursement Flag" select "Yes".
- For "Restriction Flag" select "No".
- For "Direct/Indirect" select "Direct".
- Enter 76 for "Other Departments".
- Enter Owner information.

4.3.9. Print two copies and give to cashier along with the \$1,000.00 for processing.

4.3.10. Log project in Log Book (black hardbound columnar record book, located on Jason's desk).

4.4. Create Project Folder (Manila folder) that includes:

- E-Permit
  - Work Order
  - Structural calculations
  - Shoring calculations
  - Soils Report
  - Approval Letter from the Grading Department
  - Building Permit
  - Grant Deed of Title Policy
- 4.5. File Project Folder and Plans in the “Pending” file cabinet.
- 4.6. Plans that have been approved and stamped by plan checker.
- 4.7. The following are required to be submitted:
- 4.7.1. Proof of \$1,000,000 general liability insurance on file with CAO.
- Print a copy showing the CAO number and expiration date.
- 4.7.2. Cash Bond or Surety Bond
- Cash Bond
- Pay amount indicated by plan checker.
  - Fill-in Cash Bond Application (Attachment VIII-1).
  - Call \_\_\_\_\_ at (213) 978-0936 to obtain a Miscellaneous Cash Bond number and write it in the bond application.
  - Process payment with cashier and mail pink copy to Bond Control Group (MS 901, Attn: Fil Reyes)
- OR**
- Surety Bond
- Two duplicate copies that have been stamped with CAO number.
- 4.7.3. Pay additional fees for the E-Permit and Work Order as indicated by plan checker.
- 4.8. Open Excavation Permit Application and login.
- 4.8.1. In “Search for a permit” select “Project Address”.

- 4.8.2. In "Search Permit with" select "Project Address", type house number and click **Search**.
- 4.8.3. Choose appropriate address and click on corresponding "Log No."
- 4.8.4. Select "Bond Insurance" and enter the following information:
  - CAO number.
  - CAO number expiration date.
  - For "Misc. Receipt No." enter number shown in top right corner of Cash Bond

**OR**

- For "City Attorney (C.A.)" enter CAO number stamped on the Surety Bond.
  - Click on **Update**.
- 4.8.5. Select "Status Card" then "Add Submittal" and enter the following information:
    - For "Type of Plans" select "Street".
    - Enter number of sheets submitted.
    - Enter date plans were submitted.
    - Enter date plans were assigned to a plan checker.
    - Enter date plans were returned to the private engineer.
    - Check the box labeled "Check if this is the Final Plan Check".
    - Click **Add**.
  - 4.8.6. Select "**Fees**" then "**E Permit Fee**", refer to the current "Standard Fees, Charges & Deposits" in the Permit Manual in the Technical Document Center, and enter the following information:
    - **Enter "1" for "Units"**
    - Enter current fee for "Fee/Unit"
    - Enter additional fees as determined by plan checker. (ie. tie-backs, etc.)
    - Click on **Update**
  - 4.8.7. In "Add/Edit Deposit" select "Add Deposit".
  - 4.8.8. Fill-in the following information:

- For “Deposit Amount” enter amount determined by plan checker.
- Enter today’s date for “Deposit Date”.
- Select payment method.
- Select “Design Permit Deposit” for “Deposit Purpose”.
- Click on **Add Deposit**.

4.8.9. Select “Work Order”.

4.8.10. Print two copies of the Work Order.

4.8.11. Collect fees and give the permit copies to the cashier for processing.

4.8.12. The register stamped permit copy is placed in the office file and customer copy is given to the applicant.

4.8.13. Select “Application”.

- Select “Check to Lock Application”.
- Select “Issued Permit”.
- Click on **Update Application**.

4.8.14. Print two copies of the E-Permit.

4.8.15. Collect fees and give the permit copies to the cashier for processing.

4.8.16. Stamp the two E-Permits with the Inspection Note Stamp and the DigAlert Stamp (Attachment VIII-2).

4.8.17. The applicant prints and signs both copies.

4.8.18. The engineer signs and dates both copies.

4.8.19. The register stamped permit copy is placed in the office file and the customer copy is given to the applicant.

4.8.20. Geocode the permit.

4.9. Retrieve Project Folder from “Pending” file cabinet and include:

- Additional E-Permit
- White copy of the Cash Bond **or** (2) duplicate copies of the Surety Bond
- CAO number copy



- Final Work Order

4.10. File Project Folder in the “Active” file cabinet.

**5. Attachments**

- VIII-1: Cash Bond application
- VIII-2: Inspection Note Stamp and DigAlert Stamp



DEPARTMENT OF PUBLIC WORKS  
City of Los Angeles  
Bureau of Engineering

65416

IMPROVEMENT CASH BOND RECEIPT

PERMIT COUNTER: CENTRAL  WLA  HAR  VALLEY  LD & M

\$			
AMOUNT	MISCELLANEOUS CASH BOND NO.	DATE	FUND TYPE

Tract/Parcel Map No. \_\_\_\_\_ R3 (Highway Dedication)

Zone Case No. CPC  CUZ  ZY  YV  \_\_\_\_\_

Building Permit App. No. (R3/Sewer Avail.) \_\_\_\_\_

Project Location (Title) \_\_\_\_\_

Cash Payment Only  Cond. Nos. \_\_\_\_\_

Street  Sewer  Stm. Drn.  Trees  St. Lts.  Curb/Gutter/Sidewalk

LM  Future Street/Alley  Other \_\_\_\_\_

Subdivision Imp. Bond \$ \_\_\_\_\_ Subdivision L & M Bond \$ \_\_\_\_\_

All work shall be accomplished under permit issued by the Board of Public Works pursuant to Chapter 1, Article 2 (R3, Highway Dedication, Zoning Cases/Chapter 1, Article 7 (Subdivisions)/Chapter 6, Article 2 (General Improvements), L.A.W.C., and shall be completed on or before one year from this date, or two years from the date the final subdivision map is filed for record with the County Recorder.

PARTY TO WHOM REFUND IS TO BE MADE (INDIV., CORP., ETC.)			
STREET ADDRESS			
CITY		STATE	ZIP CODE
		TELEPHONE	

NOTE: COMPLETE THE FOLLOWING:

COUNCIL DIST. NO. \_\_\_\_\_

CHECK # \_\_\_\_\_

Received by \_\_\_\_\_

DISTRIBUTION:  
White - Office File  
Blue - Bureau of Accounting  
Pink - Bond Section  
Yellow - Depositor

NOTICE: Any change in the above party entitled to a refund will require execution of an assignment of funds by the above party in triplicate with notarized signature.



BEFORE START OF WORK  
MUST CALL  
FOR INSPECTION  
**213 580 5080**  
24 HRS NOTICE  
BEFORE NOON

**IMPORTANT NOTICE**

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 1-800-227-2600  
Two working days before you dig.