

PEAK HOUR EXEMPTION REQUEST APPLICATION PACKET

Application Checklist (all must be checked and submitted for the packet to be complete)

Completed Peak Hour Exemption Application packet via email to the appropriate District Office:

- Central - Eng.CenInfo@lacity.org
- West LA - Eng.WLAInfo@lacity.org
- Harbor - Eng.HarborInfo@lacity.org
- Valley - Eng.ValleyInfo@lacity.org

If applicable, a Police Commission Noise Variance is required for what [LAMC 41.40\(a\)](#) and [LAMC 41.40\(c\)](#) defines as “Night Work”. Night Work includes 1) 9:00 p.m. to 7:00 a.m. Monday through Friday; 2) before 8:00 a.m. and after 6:00 p.m. on Saturday; 3) all of Sunday; and 4) any National Holiday. Contact the Police Commission at (323) 236-1400 for additional information.

Approved Traffic Management Plan (TMP)/Traffic Control Plan (TCP)/WATCH Traffic Control Plan (WTCP). Failure to provide will result in a denial. Deviations from these standards will require LADOT approval.

Copy of all communication with all appropriate City Council District(s) office(s)

If applicable, schedule of street closures for projects lasting 24-months or longer

Payment of the Peak Hour Construction Exemption Fee ([LAMC 62.61\(b\).3](#)) and Peak Hour Compliance Fee ([LAMC 62.61\(b\)](#)) only applicable to Excavation U-Permits) is required

- Checks – Made payable to the City of Los Angeles (include a phone number on the “Note” line)
- On-Line Check (no additional fee) or Credit Card (2.7% additional third party fee applies) Processing through BOE’s Universal Cashiering online application.

Peak Hour Exemptions are issued for no more than 2 months. Longer exemptions must be accepted by LADOT and indicated on the TMP. Extensions are also available.

All the required materials and payment can be submitted electronically or by mail to the appropriate District Office:

City of Los Angeles, Bureau of Engineering

- Central District Office - 201 N. Figueroa St., 3rd Floor, Los Angeles, CA 90012
- West Los Angeles District Office - 1828 Sawtelle Blvd., 3rd Floor, Los Angeles, CA 90025
- Harbor District Office – 638 Beacon Street, Suite 402, San Pedro, CA 90731
- Valley District Office – 6262 Van Nuys Blvd., Suite 251, Van Nuys, CA 91401

In accordance with [BOE Special Order No. 02-0418](#) and [LAMC 62.61 – Work Within or on a Public Street or Right-of-Way, Obstruction of a Public Street or Right-of-Way Permit Required, Regulations, Penalties for Non-Compliance](#), BOE will review all the documents received for completeness and proper justification per the procedures in the on-line [Development Services Manual – Peak Hour Restriction/Exemption Guidelines \(www.engpermitmanual.lacity.org\)](#)

PEAK HOUR REQUEST FORM

Date:

Project Name:

Project Address or Intersection:

Person Authorized to Discuss the Project:

Business Name:

Address:

Contact:

Contact Phone Number:

Contact Email Address:

Is the "Person Authorized" a subcontractor? Yes No If Yes, please provide the following:

Prime Contractor Full Name:

Contact Name:

Phone Number:

Email Address:

BOE Permit Type (check one): *(Note: If you are applying for a Bureau of Street Services (BSS) permit or have one, you must file for a PHE with BSS. Call 213-847-6000 for further information.)*

A Permit

B Permit

E Permit

U Permit

S Permit

Permit #:

Requested Exemption Times: Peak Hours are Monday - Friday from 6:00 a.m. to 9:00 a.m. and from 3:30 p.m. to 7:00 p.m. You may request exemptions for morning work, evening work or a combination. Be aware, work from 6:00 a.m. to 7:00 a.m. is considered "night work" and requires a Police Commission Noise Variance.

Requested Dates (M/D/YR): From:

To:

Total project duration (in months):
schedule of street closures).

(Projects lasting 24 months or longer, must include a

Morning Hours:

Afternoon Hours:

Applicable Days (check all that apply and remember "night work" requirements):

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Impacted Lanes: *List specific lanes & directions impacted. "See attached" is not acceptable. Include all impacted lanes (i.e. parking & 1st) and the direction (i.e. north bound):*

Additional Information:

1. Description of the work or activity

2. Explanation of why the obstruction is needed during Peak Hours

3. Affected City Council District(s):

Did the affected City Council District(s) concur with this PHE request? YES NO

If YES, please attach your communication with the City Council District(s)

If NO, please attach documentation of outreach the City Council District(s).

See the on-line [Development Services Manual – Peak Hour Restriction/Exemption Guidelines](http://www.engpermitmanual.lacity.org) for additional information (www.engpermitmanual.lacity.org).