

Excavation U Permit Submittal Checklist

Applicant Name	Contact Phone
Project Title	Contact Email
U-Permit Reference #	Date

To Applicant: Please carefully review all items below. By checking off the items as “OK” or “N/A” and signing below, you are confirming the items are included in your submittal package. The completed document shall be uploaded to the “Attachments” section of the on-line permit application. **For technical issues please contact the BOE District Office U-Permit Supervisor.**

A U-Permit is NOT required under the following circumstances:

- **No Substructure Work** – Work that contains no substructure work is not reviewed as a U-Permit.
- **Private Property and Easements** – No U-Permit required for any excavation conducted within private property or easements.
- **State Property** – No U-Permit required for work within the Caltrans right-of-way
- **Pole Installation/Removal & Pole Anchors** - When located within sidewalk areas ([LAMC 62.02](#))
- **Vacated Streets** – If there’s a recorded street vacation
- **Potholes & Soil Borings** – Permitted under an [E-Permit](#) (can be permitted under a U-Permit if the Applicant has a franchise agreement with the CPUC)
- **Monitoring Wells** – Permitted under an [E-Permit](#) (can be permitted under a U-Permit if the Applicant has a franchise agreement with the CPUC)
- **Maintenance Holes (MH)** – MH Opening Permits are only issued to owners of the respective maintenance holes, owner’s authorized representatives, and licensed sewer or storm drain contractors. Visit the Development Services Procedures Manual for a [FAQ on Maintenance Holes](#) for additional information

Applicant must check “OK” or “N/A” for each item. City Staff to complete “OK” or “Incomplete”

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On-Line Application				
1. Job Address should be selected from NavigateLA to best represent the actual location of the cut(s)				
2. Proposed Start and Completion Dates				
3. Job Description- Should only contain information that pertains to the work that is being approved under the U-Permit. Internal information (e.g. job number) should not be included.				
4. Above Ground Facilities (AGF) Review Any structure (e.g. cabinet, electric meter, antenna, monopole) intended to be installed above the surrounding grade in the public right-of-way shall require a review from the AGF group.				
Geocoding Verification				
5. All applications shall include cut dimensions and locations that are consistent with the plans. If plans are <u>not</u> required, cut dimensions and locations must be incorporated into the job description and shall be consistent with the Geocode.				
6. Surface Type: <ul style="list-style-type: none"> • Verify the correct surface type has been selected for each geocoded cut. Note: There is a surface type for raising Maintenance Hole (MH) covers. • Alleys: If the cut is within an alley that has no selectable centerline in NavigateLA, select “Alley (No Centerline)” 				
7. Backfill must comply with the submitted trench details and adhere to any applicable BOE requirements.				
8. Micro-trench: Select “Add Micro-trench” option when adding the cut. Please verify that the linear footage quantities (LF) indicated on the plans align with the geocode. Subsurface Tunnel: Select “Add Subsurface Tunnel” option and select appropriate backfill option when utilizing PPM or HDD construction methods, including tunneling under curb and gutter. Please verify that the linear footage quantities (LF) indicated on the plans align with the geocode.				

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General Requirements					
9.	<p>Conduit Clearances:</p> <ul style="list-style-type: none"> • New conduit shall have a clear distance of 1-ft from any existing substructure. • New Conduit shall have a clear distance of 2-ft from the edge of existing sewer line. • Fully research ALL existing substructures, including: <ul style="list-style-type: none"> ▪ The appropriate substructure map in NavigateLA. <ul style="list-style-type: none"> - All previously geocoded U-Permits within 10-ft of the proposed conduit. All electronically issued U-Permits are indicated as a geocode (point/line) on the “BOE Permits” and “Archived BOE Permits” layers in NavigateLA. 				
10.	<p>Water Mainline and Sewer:</p> <ul style="list-style-type: none"> • LADWP Water Main Lines shall have a clear clearance of 10-ft when placed in parallel to existing main Line sewers and 1-ft clear distance when placed perpendicular above the existing main line sewers. • For any water main line installation within 4-ft of any secondary main line sewer (15-inch and smaller), dimensioned cross sections of the crossings and parallel installations are required to verify adherence to the Sewer Design Manual and the Guidance Memo 2003-02 page 10-11. • For any water main line installation within 10-ft of any major main line sewer (15-inch and larger), WCED Third Party Group review is required. 				
11.	<p>Trench Width:</p> <ul style="list-style-type: none"> • Asphalt Concrete (AC) = Minimum 24-in. (4-in if slurry backfill and bedding are used) per S-477-2 • Parkway (Dirt) = Minimum 12-in. 				
12.	<p>Trench Depth (below established grade of gutter flowline, per LAMC 62.03(b)):</p> <ul style="list-style-type: none"> • Parkway = At least 16-in. below the surface • Local/ Alley = At least 24-in. below the established grade • Boulevard/Avenue/Collector = At least 30-in. below the established grade 				
13.	<p>Concrete Streets and Pavement Restoration</p> <p>For any excavation on a concrete street, full slab replacement (to the nearest joint) is required. The following criteria must be followed:</p> <ul style="list-style-type: none"> • Areas where distinct slabs/panels do not exist, a minimum 150 sf rectangular shaped panel (minimum 3-ft wide) shall be removed and replaced. • If an existing joint is within 3-ft of the trench, the replacement limit shall be extended to that joint to avoid “floaters” per Greenbook 2021, Section 401-3.1 • Excavations shall be backfilled with an approved slurry mix, CLSM, CMB, or CAB. Native soil may only be used with City Engineer’s approval. Slurry material shall be consolidated with vibration. • Install 30-in dowels at 30-in on center (typical) per the current S-430 – Joints in Concrete Pavement plan. Use epoxy adhesive (Hilti HY 150 equivalent or better). • New pavement thickness to be 1-in greater in thickness than existing condition, per Greenbook 2021, Section 306-13.2. • Additional concrete pavement requirements per Greenbook 2021 and Brownbook 8th Edition, Section 302-6. • In the case where a concrete street is overlaid with AC pavement, the new pavement section shall match the existing section being removed. 				

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14.	<p>Trenches Within City Standard Improvements</p> <ul style="list-style-type: none"> • Curb and Gutter: Tunneling under the curb and gutter is not allowed (regardless of any size) unless the applicant submits a detail of tunneling under curb and gutter to BOE for approval in order to use it for all relevant projects. If there is no approved detail for tunneling, the curb and/or gutter shall be replaced to at least 5-ft on either side of the conduit per the current S-410-Types of Curb and Gutter . If an existing joint is within 3-ft of the replaced curb portion, the replacement limit shall be extended to that joint to avoid "floaters" per Greenbook 2021, Section 401-3.2. The work to replace the curb and/or gutter shall be called out on the plan. • Sidewalk: Trenching within the sidewalk shall require reconstruction of sidewalk panel from score line to score line per the latest versions of S-444 and S-431 • Driveway: Trenching through any compliant driveway will necessitate the replacement of concrete to the nearest construction joints; otherwise, replace the entire driveway per latest S-440 plan • Curb Ramp: See item 15, Potential Curb Ramp Upgrade. • Alley Intersection: Excavation through any portion of an alley intersection will require replacement of concrete to the nearest construction joints, otherwise the entire alley intersection shall be replaced per the current S-420 – Alley Intersections plan • Bus Pad: Reconstruct/replace per the latest version of S-433 • LADOT Speed Hump: If the excavation encroaches within a LADOT Speed Hump, the following note shall be added to the plans (if no plans, it shall be added to the Job Description), "SPEED HUMP TO BE RESTORED PER LADOT STANDARD PLAN S-483" 				
15.	<p>Potential Curb Ramp Upgrade– Determine whether any curb ramps need to be upgraded per Special Order 04-0222 (Alterations resulting in the construction, reconstruction, or upgrade of curb ramps.)</p>				
16.	<p>Approved Products – All proposed facilities within the public right-of-way must be per a City Standard Plan or listed in the BOE’s Approved Products List.</p>				
17.	<p>BSL Restricted Area (LAMC 62.03) – The area within the first 4-ft from curb face is reserved for use by Department of Public Works and any proposed work within this area may require concurrent review from BSL. Plan checker will notify the applicant if any other concurrent review is required.</p>				
18.	<p>Street Trees – Excavations, tunneling and boring within 10 feet of a tree necessitate review by Bureau of Street Services Urban Forestry Division (UFD). Submit a Customer Service Request (CSR) through the CSR Application using an Angeleno Account, selecting Streets LA as the agency, and Urban Forestry Division as the office/location. Attach the CSR response from UFD as an attachment to the U Permit application.</p>				
19.	<p>Multiple Locations Under One Permit</p> <ul style="list-style-type: none"> • In general, multiple locations may be included under one permit if on the same block AND locations within 500-ft of each other AND the work will be constructed continuously. 				
20.	<p>Joint Trench Guidelines</p> <ul style="list-style-type: none"> • Each utility agency installing conduits within a joint trench must apply for its own U-Permit. • Work Description should state "Joint Trench" and include the reference numbers of all other permits included in the joint trench. • The Joint Trench detail shall indicate all utilities to be placed in trench, including the appropriate reference numbers. • 1-ft separation permitted between conduits within trench. 				
21.	<p>Structural Review (performed by the Development Services Program (DSP) Structural Group)</p> <ul style="list-style-type: none"> • Shoring Plans – If Cal/OSHA pre-approved shoring is not used OR trench depth >10-ft, approved shoring plans are required per Special Order 01-0912. Review is done by the Structural Group. • Trench Plating Plan – If span > 6-ft OR not utilizing a BOE pre-approved plate, approved trench plating plan is required. (Note: if span > 6-ft, shoring plans must also be approved regardless of depth). Review is done by the Structural Group. <ul style="list-style-type: none"> • Exception: Excavation work that will be completed within one day and trench depth <10-ft. The following note shall be added on the plans: "No pedestrian / vehicular traffic is allowed over the area of excavation. The area of excavation to be fenced off. All temporary shoring to comply with CalOsha pre-approved hydraulic shoring". Approved TCP might be required. • Miscellaneous structural issues may require review from the Structural Group 				

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22.	<p>Street Moratoriums (Navigate LA can be used to verify information)</p> <ul style="list-style-type: none"> One-Year Moratorium – The trenching of AC streets that have been paved (not slurry sealed) by StreetsLA within the last year is prohibited. Exceptions are stated in the Excavation in One-Year Moratorium Streets Special Order (SO-06-0807). Street Resurfacing - Navigate LA displays recent and planned street resurfacing projects performed by StreetsLA. The StreetsLA website contains up-to-date information for Street Resurfacing Fiscal Year and Committed Lists Holiday Season Street Closure Restrictions –Refer to Holiday Season Street Closure Memo for restrictions. These restrictions apply to all work within the public right-of-way, including the parkway. 				
TRAFFIC CONTROL REQUIREMENTS					
23.	<p>Traffic Control Plans (TCP)</p> <p>Review latest LADOT TCP Flowchart to determine whether a TCP is required.</p> <p>If DOT S-488.1 is proposed, determine which TCP is applicable to the proposed work and attach to the U-Permit application.</p> <p>Temporary Full Street Closure Due to Construction Activities The BOE does not advise street closures. If a street closure is necessary, the utility company must obtain all the required documentation, including the LADOT-approved Traffic Control Plan (TCP) and collaborate with BOE to prepare a board report for review and approval by the Board of Public Works. Board reports can take up to six months to process, and approval is not guaranteed. Detailed information is available through the link provided: Temporary Full Street Closure Due to Construction Activities</p> <p>Peak Hour Exemption If work is scheduled between 6am-9am and/or 3:30pm-7pm, a Peak Hour Exemption is required. Obtain approval by submitting a Customer Service Request (CSR) at dcsr.lacity.org and attach the correspondence to this application once approved. Detailed information is available through the link provided: https://engpermitmanual.lacity.org/other-boe-permitsprocesses/technical-procedures/peak-hour-restrictionexemption-guidelines</p> <p>Noise Variance (Night Work) If the work is conducted between 7pm-6am, in accordance with LAMC 41.40, applicant must obtain noise variance approval from the Board of Police Commissioners through its Executive Director. Please attach the approval to this application. Contact the LAPD noise enforcement group at (213) 996-1250. Detailed information is available through the following link: https://www.lapdonline.org/police-commission/cid/noise-enforcement-team/</p> <p>All peak hour work and/or night work hours shall be included in LADOT approved TCP.</p> <p>Major Transit and Transportation Construction Traffic Management Committee (TCTMC) Impacts TCTMC approval is required when work falls within a TCTMC zone (Navigate LA or TCTMC Streets of Significance to verify), https://eng.lacity.org/permits/tctmc</p>				

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Plan Sheet Requirements					
24.	<p>Other Potential Conflicts (view different layers in Navigate LA to verify information)</p> <ul style="list-style-type: none"> • Agencies whose acceptance is required for U-Permit issuance: <ul style="list-style-type: none"> ▪ Historic Preservation Overlay Zone (HPOZ) – Approval from City Planning ▪ Historic-Cultural Monuments (HCM) – Approval from the Office of Historic Preservation ▪ Recreation and Parks Department (generally for medians) - Approval by the Dept of Recreation & Parks ▪ Metro Projects ▪ City Improvement Projects (CIP) ▪ City Street Furniture – Coordination required if any work is to occur within 5 feet of any city street furniture. ▪ Metropolitan Water District ▪ Metrolink, Amtrak, Union Pacific and other Railroad companies when working within Railroad R/W ▪ LAART Proposed Aerial Transit (Central) • Agencies that do not require review or approval for issuance of the permit. <ul style="list-style-type: none"> ▪ Los Angeles County Flood Control District (LACFCD) – Any proposed utility work within LACFCD right-of-way requires a Flood Control District Permit. ▪ Caltrans – Substructures within the Caltrans right-of-way do not require a U-Permit approval from BOE 				
25.	<p>Plans shall be drawn to scale including a graphic scale and include the following:</p> <ul style="list-style-type: none"> • Job Address • Reference to substructure map • Reference to latest STD plans when applicable • The note "EXISTING SUBSTRUCTURES WITHIN A MINIMUM OF 10-FT OF THE PROPOSED WORK/EXCAVATION ARE INDICATED ON THE PLANS" • North Arrow (preferably pointing upwards) • Contact information, including phone number and email. <p>Any work, structures or conduits not part of the BOE permit must be clearly identified as "Not Part of This Permit"</p>				
26.	<p>Proposed Work</p> <ul style="list-style-type: none"> • Proposed work will be designated with dark, solid lines. • All proposed substructures shall be fully dimensioned (e.g. offsets with respect to street centerlines and pipe diameter). • On curved streets, include dimension to street centerline. • Curve Data – Curve number, radius, curve length, tangent length and degree of curvature. • Do not show any improvements that are located on private property or clearly note that this work is under a LADBS permit. 				
27.	<p>Existing Substructures</p> <ul style="list-style-type: none"> • ALL existing (including abandoned) substructures within minimum 10-ft of the excavation shall be shown on the plans and tied to the street centerline (e.g. 2-in SCG, 10-ft N/CL). These include utilities, vaults, sewers & storm drains (both mainlines and laterals) and catch basins. <ul style="list-style-type: none"> ▪ Include reference to U-Permit number if provided in NavigateLA • Existing pipes - 36 in. diameter and larger should be shown as a full width pipe with two lines and a centerline. • Existing substructures shall be shown with a lighter line weight, see U-Permit plan templates. 				
28.	<p>Existing Street Cultures within 10-ft of the proposed work:</p> <ul style="list-style-type: none"> • Show all pertinent right-of-way and roadway dimensions, property lines, lot lines, including easements and dedications • Research NavigateLA for B-Permits that may have changed the roadway dimensions and include a reference to the P-plan number. • All pertinent elements within right-of-way (curb, gutter, trees, sidewalk, parkway, utility poles, speed humps, etc.) • Public art and other decorative/sensitive installations (e.g. decorative crosswalks) 				

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29.	<p>Vaults:</p> <ul style="list-style-type: none"> • Vaults shall have a minimum clearance of 1-ft from existing substructures. • Vaults shall be placed a minimum of 5-ft from any existing poles. (Excluding Streetlight Poles) • Vaults and MH's shall have manufacturer's name and part number as shown on BOE Approved Product List: http://boe.lacity.org/apm/menu.cfm Verify that the usage is consistent with what is permitted (e.g. "Pedestrian Area, excluding driveway"). • Vaults shall not be placed within driveway approaches or curb ramps. • Vaults or any other above ground structures shall not be located within an Equestrian Trail. • If the proposed vault is located within the BSL restricted area, approval from BSL is required. 				
Micro-trenching (per latest S-474)					
30.	<ul style="list-style-type: none"> • Micro-trenching is only allowed for telecommunication conduits. • Micro-trenching is not allowed on any concrete surface, such as sidewalks or cross gutters. • Micro-trenching is allowed on OV streets (concrete street with asphalt overlay) as long as the conduit is 1" below the bottom concrete layer. The trench shall be 1-2 inches minimum. Everything per S-474 applies. • Micro-trenching must be a minimum of 2-ft away from the edge of the gutter. • Up to two vertically stacked conduits can be placed within a Micro-trench. • If not on file, the cut sheets of the proposed equipment shall be submitted. Cut sheets must reflect the equipment that will be used. • Plans must indicate existing substructures within a minimum of 5 feet of micro-trench alignment. 				
Colocation on BSL Streetlight Pole					
31.	<p>Colocation - Installation of telecommunication equipment onto a BSL streetlight pole.</p> <p>Authority to access a streetlight pole, and to attach telecommunication equipment onto it, is given by BSL via a Site Permit (i.e., Site Permit no. 02863).</p> <ul style="list-style-type: none"> • If Contractor proposes to perform the streetlight relocation work <ul style="list-style-type: none"> ○ Work Description should state that Contractor shall install new streetlight foundation ○ 16 hours of "BCA special inspection fee" needs to be added to the permit by the plan checker ○ The following should be attached to the U-Permit application: <ul style="list-style-type: none"> ▪ BSL issued Site Permit (i.e., Site Permit no. 02863). ▪ BSL Approved Streetlight Relocation Plan. Plan must be signed/dated and include an Index Number (e.g. SL-9091) • If BSL proposes to perform the streetlight relocation work <ul style="list-style-type: none"> ○ Work Description should state that BSL will install new foundation ○ The following should be attached to the U-Permit application: <ul style="list-style-type: none"> ▪ BSL Approval (Site Permit) • If applicant proposes to only attach telecom equipment onto streetlight (no excavation work) <ul style="list-style-type: none"> ○ BOE will not issue a U-Permit since there is no excavation work. Applicant must obtain authorization via a separate access permit with BSL. 				
32.	<p>Installation of the new pull box</p> <ul style="list-style-type: none"> • Approval is required if the pull box encroaches within the Public Works 4-ft Restricted Area behind the curb 				
Horizontal Directional Drilling					
33.	<p>Review plan requirements such as profiles, clearances, engineer's stamp, etc. Special Order No. 015-1102. For fiber optic installation up to two inches in nominal diameter using HDD tools, comply with the Special Order No.06-0622</p>				
Pneumatic Piercing Method					
34.	<p>Per Special Order 05-0622, ensure inclusion of information regarding pipe material, type/grade series, joint system, length to be installed, and size of tool planned. Review additional required submittals and information outlined in the special order.</p>				
Anodes (Cathodic Protection)					
35.	<p>Job Description: State "Cathodic Protection" and whether the cathodic protection (CP) is to the mainline or the lateral.</p> <p>Anode wells shall not be within 2-ft of curb and gutter and 5-ft of sewer and storm drain mainlines and laterals. All the related excavation shall be shown on the plans and shall be geocoded. LA County well permit is required at time of construction for anode wells with depth exceeding 49-ft.</p>				

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36.	<p>For vertical and horizontal anode installations, a plan or sketch must outline details including the number and size of anodes, depth of excavation, lid and casing model and manufacturer, required anode clearance from each other, and backfill specifications.</p> <ul style="list-style-type: none"> • Backfill requirements: Native backfill is permissible only up to 12 inches above the gas main, with the remainder filled using Crushed Miscellaneous Base (CMB) or slurry. CMB must be compacted to 90% relative density, while native soil backfill is mandated for parkways and slurry for concrete sidewalks and streets. 				
Emergency Work					
37.	<p>"Emergency Work" shall be defined as immediate and unplanned action that must be taken to alleviate a hazardous condition, which represents an immediate threat to life, health, safety, or property. Emergency Work includes, but is not limited to, efforts to affect the restoration of interrupted utility services (electrical, water, gas, wastewater, and telecommunications). (Added by Ord. No. 186,854, Eff. 1/14/21.)</p> <p>Fill out the basic information: Job Title, Address, Cross Street, Job requester information and Description of the Emergency under Job Description. U-Permit application automatically assigns a U-Permit number which can be used to request inspection.</p>				
38.	<p>One Year Moratorium: Resurfacing will include a minimum width of 5-ft on all four sides of the trench limit. (Per Note 4 of Special Order 06-0807)</p>				

Date	Printed Name of Person Authorized to Submit this Form	Signature of Person Authorized to Submit this Form