TO ALL: Deputy City Engineers
Division/District Engineers
Division Heads

SUBJECT: Permittee/Agent Responsibility For Utility Notification

Effective April 1, 1982, each District/Division shall be responsible for assuring that every B-Permittee has notified utility owners and compiled a summary of responses from all utility owners who may be affected by the improvement project. Attached are copies of required documents and pertinent processing information.

Plans shall not be signed by the District/Division offices until the following procedure is completed:

(Permittee shall mean B-Permit Applicant or Agent Engineer)

1. After plans have been submitted for design checking, permittee's engineer shall research substructure maps to determine what utilities might be involved or interested in the improvement.

2. Permittee shall prepare and mail 1st Notice Form to utilities #1 through #8 on "Utility Notification Sheet" and to any other utilities involved. He shall retain copies of those mailings, one for his files, one for submittal to the District/Division office.

3. The permittee shall enter the responses from 1st Notice on the "Summary of Utility Notice Responses". If any responses are missing, a follow-up effort to secure a response shall be made.

4. Permittee shall submit copy of 1st Notices and copy of "Summary of Utility Notice Responses" to District/Division office for verification of completion of Utility Notification procedure.

5. District/Division office shall check the submittals and clear Utility Notification requirement prior to signing plans.

6. Copies of the "summary" shall be distributed by the issuing office to all interested City departments or bureaus. The required number of copies should be provided by the applicant.

INFORMATION TO BE GIVEN TO APPLICANT/AGENT/ENGINEER

The District/Division will provide the B-Permit Applicant the necessary instructions, forms and a list of names and addresses of utility companies which may be affected by the proposed improvement.
This procedure shall be explained and necessary data provided to the applicant prior to accepting his submittal of plans for checking.

Phil King
Acting City Engineer
Notice of New Construction

A PERMIT FOR CHECKING AND DESIGN HAS BEEN ISSUED TO

Permit No. (Ck. & Des.) PBD

Return this Notice to:

Permittee/Agent

Address

Phone

Work to be performed

PROPOSED IMPROVEMENT REFERENCE (TRACT OR R/W):

Title

Limits

Type

Plan Nos.

IMPROVEMENT PLANS TO BE REPORTED ON BY THIS NOTICE. PLEASE RETURN ONE COPY OF THIS NOTICE BEFORE.................................................................

You will be advised of approval of any remaining project plans and issuance of a Construction Permit if one has not been issued.

By..........................................................

Permittee/Agent

Failure to reply will be construed to mean you do not request any of the protection provided for in the current adopted edition of the Standard Specifications for Public Works Construction, Sec. 5-2.

Check applicable answer - add additional information below if necessary.

We the undersigned.

☐ (1) Have no installations within the improvement area.

☐ (2) Have installations that will not require relocation

☐ (3) Will mark our installations when requested by the Contractor.

☐ (4) Will complete our relocation or new installations before..................

Date

☐ (5) Have the following work which must be done in conjunction with permit construction.

Date

Public Utility

Note: - One copy to be retained by Utility Co.

One copy to be returned to

Permittee/Agent
SUMMARY OF UTILITY NOTICE RESPONSES

Permittee/Agent
Address:

Phone:
Title of Improvement:

.................................................................
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**UTILITY NOTIFICATION SHEET**

**SUMMARY MAILED TO**

**JOB TITLE**

**ORDER NUMBER**

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<th>Description</th>
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<td>Dept. Water &amp; Power, Underground</td>
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<td>9.</td>
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<td>10.</td>
<td>A.T. &amp; S.F. Railroad Company</td>
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<td>Atlantic Richfield &amp; Arco Oil Company (Four Corners Pipeline Co.)</td>
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<td>Los Angeles County Dept./Communications</td>
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<td>Standard Oil and Gas Company</td>
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<td>41.</td>
<td>Sun Oil Company</td>
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UTILITY COMPANY LIST

A.T. & S.F. R.R. Company
Attn: Division Engineer
1st. Floor-Atchison Bvld.
5200 East Sheila Street
Los Angeles, CA 90040

Aminoil USA, Inc.
Attn: John Tribble
P.O. Box 88
Huntington Beach, CA 92648

Alhambra, City of
Box 351
111 S. First St.
Alhambra, CA 91802

Amtrak
F.W. Fielder, Regional Engr.
800 N. Alameda St.
Los Angeles, CA 90012

Jack Barry
6382 Arizona Circle
Westchester, CA 90045

Beverly Hills, City of
450 N. Crescent Dr.
Beverly Hills, CA 90210

PP North America Trading, Inc.
1363 North Gaffey Street
San Pedro, CA 90731

Cheviot Hills Pipeline Company
P.O. Box 147
4121 South 11 St.
Bakersfield, CA 93302
Attn: Mary Pauly, Land Dept.

CALTRANS
Calex Eng. & Paving
2230 Lemon Ave.
Long Beach, CA 90808

Communicom
5731 Buckingham St.
Culver City, CA 90230

Culver City Bus Line
9818 Jefferson Blvd.
Culver City, CA 90230

Culver City, City Hall
9770 Culver Blvd.
Culver City, CA 90231

Community Redevelopment Agency
354 So. Spring St., Suite 800
Los Angeles, CA 90012

Eddington Oil Company
2400 E. Artesia Blvd.
Long Beach, CA 90805

Exxon Oil Company
5900 Cherry Ave.
Long Beach, CA 90805

Fletcher Oil Company
24721 So. Main St.
Wilmington, CA 90745

G.A.T.X.
P.O. Box 9007
Long Beach, CA 90810

General Telephone Co.,
510 Park Ave.
San Fernando, CA 91340

General Telephone Co.
2909 Exposition Blvd.
Santa Monica, CA 90404
Attn: Roger Huntman

Golden Eagle Refining Co.
P.O. Box 4886
Carson, CA 90745
Attn: Wayne Crawford

Glendale, City of
120 Howard St.
Glendale, CA 91206
Attn: E. W. Holland

Getty Oil Company
P.O. Box 2087
Bakersfield, CA 93303

Griffith Company
P.O. Box 980
Long Beach, CA 90801

Harbor Belt Line RR Co.
L.A. Harbor
340 Water Street
Wilmington, CA 90744

Harbor Steam Plant
Water & Power
Island Avenue and "B" St.
Wilmington, CA 90744

Hawthorne, City of
4460 W. 126th St.
Hawthorne, CA 90250

King Videocable Co.
1006 Commerce Avenue
Tujunga, CA 91042
U.S. Army Engrs.
P.O. Box 2711
Los Angeles, CA 90053
Los Angeles District

Union Pacific R.R. Company
5500 Ferguson Dr.
Los Angeles, CA 90022

Victory Oil Co.
3381 Myrtle
Long Beach, CA 90807

Valley Cable T.V.
15335 Morrison St., Rm. 350
Sherman Oaks, CA 91403

West Rosecrans Gas Company
552 West 127th St.
Los Angeles, CA 90044

Western Union Telegraph Co.
1345 West Olympic Blvd.
Los Angeles, CA 90015
L. L. Hicks, Tech. Services

Western Fuel Co.
P.O. Box 990
San Pedro, CA 90733

VARIOUS DEPARTMENTS OF THE CITY OF LOS ANGELES

Dept. of Public Works
Bureau of St. Lighting
Room 510, City Hall East
Los Angeles, CA 90012

Dept. of Transportation
Bureau of Admin. Services
Admin. Services Sec.
300 N. Spring St., Rm. 1200, C.H.
Los Angeles, CA 90012

Dept. of Water & Power
Utility Coordinating
111 N. Hope St. Room 829
Los Angeles, CA 90012

Dept. of Water & Power
Dist. Systems Design Section
111 N. Hope St., Rm. 1360
Los Angeles, CA 90012

Dept. of General Services
Communications Services
Engineering & Planning
Wire Systems Design
300 N. Spring St., Rm. 1700, C.H.
Los Angeles, CA 90012
Las Virgenes Municipal Water District  
4232 La Virgenes Canyon Road  
Calabasas, CA  91302

L.A. County Communications Dept.  
500 W. Temple St., Rm. 180  
Los Angeles, CA.  90020

The Metropolitan Water District  
C/O Jim Hale, City Eng. Sec.  
P.O. Box 54153, Terminal Annex  
Los Angeles, CA  90054

Mobil Oil Company  
3700 West 190th Street  
Torrance, CA  90503

Pacific Coast Gas Company  
1000 West Lomita Blvd.  
Harbor City, CA  90710

Naval Fuel Supply Depot  
3171 N. Gaffey St.  
San Pedro, CA  90731

Occidental Petroleum Corp.  
5000 Stockdale Hwy  
Bakersfield, CA  93309

Powerine Oil Company  
12354 Lakeland Rd.  
Santa Fe Springs, CA  90670

Pacific Telephone & Tel. Co.  
1010 Wilshire Blvd. Rm. 801  
Attn: Edwina Brown  
Los Angeles, CA  90017

San Fernando, City of  
117 North MacNeil  
San Fernando, CA  91340  
Attn: City Engineer

Santa Monica, City of  
1685 Main St.  
Santa Monica, CA  90401

Santa Monica Bus Line  
1620 6th St.  
Santa Monica, CA  90401

Southern California Edison Co.  
LW, Miller, Supervisor R/W Agent  
R/W Land Dept. - Relocation Sec.  
P.O. Box 410  
Long Beach, CA  90801

Southern Calif. Transportation  
Eng. Dept. - Rm. 577  
610 So. Main St.  
Los Angeles, CA  90014

Southern California Gas Co.  
820 S. Flower St.  
Los Angeles, CA  90017

Southern California Water  
3625 W. 6th St.  
Los Angeles, CA  90020

425 S. Main St.  
Los Angeles, CA  90013  
Super. Stop & Zones Dept.

Standard Oil & Gas Company  
P.O. Box 606  
La Habra, CA  90631  
Attn: J. E. Chamberlain

Shell Oil Co.  
511 N. Brookhurst  
P.O. Box 4848  
Anaheim, CA  92803

Sun Ray Oil Co.  
23928 Lyon Ave.  
Newhall, CA  91321

Superior Oil Co.  
23903 Normandie  
P.O. Box 66  
Torrance, CA  90507

T.M. Communications  
2935 Redondo Ave.  
Long Beach, CA  90806

Time Oil Co.  
5150 Wilshire Blvd.  
Los Angeles, CA  90036

Texaco, Inc.  
P.O. Box 817  
Wilmington, CA  90746

Theta Cable T.V.  
2939 Nebraska Ave.  
Santa Monica, CA  90404  
Attn: Roger Bacon

Union Oil Company  
P.O. Box 7600  
Los Angeles, CA  90051  
Attn: Charles L. Young