4. MINOR STREET CONSTRUCTION – The A-Permit

4.1 A-Permit Description and Purpose

The purpose of the A-Permit is to allow minor street construction in the public right-of-way. The public right-of-way generally consists of street easements that contain City streets, lanes, alleys, parkways, and sidewalks. The public right-of-way also includes public easements and unimproved streets. Construction within the public right-of-way is under the jurisdiction of the Department of Public Works, Bureau of Engineering (BOE).

Minor street construction consists of new driveway installation and repair, sidewalk installation and repair, curb and gutter repair, and installation of streetscape fixtures and street tree wells. It also includes installation of curb drains and street repairs for minor excavations in or near the street. It is further limited to work that will not alter an established flowline of a gutter or alter the existing grade of a sidewalk or street.

The A-Permit is the City’s process of ensuring that minor street construction meets the City’s design and materials specifications and that construction work is properly inspected. The A-Permit process ensures that the applicant is receiving a quality construction product.

One common type of minor street construction that requires an A-Permit is work to repair sidewalk damage caused by street tree roots. Applicants for this type of sidewalk repair are often homeowners and property owners adjacent to the damaged sidewalk. An A-Permit for repair of sidewalk damage due to tree roots does not require the applicant to pay a permit fee and is considered a “No Fee” permit. The District Offices of BOE requires a picture of the damaged area so they may waive the fees. To prevent future street tree root damage, tree roots must be trimmed or the tree must be replaced. Tree root trimming may damage the tree if not done properly. Prior to trimming street tree roots, a Street Tree permit issued by the Bureau of Street Services is required. (The A-Permit must be obtained prior to requesting the permit from Street Tree.)

The A-Permit will be issued for minor street construction once the applicant provides all of the necessary information and complies with A-Permit requirements. All A-Permit construction work shall be performed in accordance with the latest adopted A-Permit Standard Specifications.

City’s Authority for the A-Permit

Los Angeles Municipal Code (LAMC), Section 62.105, requires a permit be obtained for construction in the public right-of-way.
LAMC, Section 62.106 determines the class of construction permit based on the scope of construction work. The City’s authority for the A-Permit is based on LAMC, Section 62.106(a) as follows:

(a) Class “A” shall include only the repair, construction or reconstruction of curbs, sidewalks, driveway approaches, or gutters and work appurtenant to the foregoing, or work within a public easement, where, in the opinion of the City Engineer, the work contemplated is so limited in extent and such simplicity of design that the deposit of those fees provided herein for Class “A” permits will with reasonable certainty compensate and reimburse the City for the costs of inspection and supervision entailed.

How long does it take to get an A-Permit?

It takes approximately 20 minutes to obtain an A-Permit at our Public Counters. Please go to Chapter 3, “Where Can I Get Help?” for more information on our Public Counters.

How long is the A-Permit valid?

The A-Permit is valid from the construction start date specified on the approved permit until the specified expiration date. The A-Permit expires six months from the date of issuance, but may be renewed at the request of the Applicant.

When does the A-Permit expire?

A-Permits expire and become void:

1) On the 31st day after the approved construction start date stated on the permit if work has not begun, or
2) If the project is not being prosecuted diligently, or
3) If the work is not completed within the duration specified on the permit, or
4) On the date specified on the permit as the expiration date.

How will the City determine if a project is being performed diligently?

1) Once a project begins, work must continue on a daily basis, except for weekends, holidays, inclement weather or labor disputes.
2) Once a project begins, the work must continue uninterrupted until such work no longer affects public convenience, health, or safety.
3) The Permittee is responsible for ensuring that all necessary materials and supplies are on hand and ready for use so as not to delay the project.
How is an extension to an approved A-Permit obtained?

1) Request an extension prior to the expiration date. Include an explanation with your request and specify dates you wish to change. One extension of up to six months is allowed.
2) There is no charge to request an extension, however, Applicants are advised to diligently pursue and complete their A-Permit work.

Can approved A-Permits be revised, or will a new A-Permit be required?

1) An approved A-Permit may be revised if changes are a continuation of the same project.
2) To revise an approved A-Permit:
   - Indicate changes on the approved permit and plan;
   - Submit the revision for approval; and
   - Pay all additional fees that apply.

If an A-Permit expires and work is still planned, is a new application required?

Yes, without an approved extension, a new A-Permit application and payment of the Basic Application fee is required. One extension of up to six months is allowed.

4.2. General Conditions or Requirements for an A-Permit

Permittee’s Obligations

By accepting an A-Permit, the Permit Applicant and the Owner of the facility for which the permit was obtained agree:

1) To follow all rules, regulations, special conditions, and code requirements;
2) To assure that their employees, contractors, and subcontractors comply with all rules, regulations, permit conditions, and code requirements; and
3) To indemnify the City.

Information Required Before an A-Permit Can be Issued

Before applying for an A-Permit, measure the following dimensions at the job site and make notes:

1) Lineal feet of curb to be constructed
2) Length and width (square feet) of sidewalk to be constructed
For driveway construction the following additional information shall be furnished:

1) Height of curb face  
2) Distance from curb face to front edge of existing sidewalk  
3) Width of existing sidewalk  
4) Distance from curb face to front property line  
5) Use of property

Note and show location of existing conditions or obstructions, that are in or within five (5) feet of the job location, such as street light, utility pole, guy wire, fire hydrant, utility meter box, storm drain catch basin, traffic signal, bus stop, parking meter, news stand, etc. The minimum distance for street trees to the beginning of the apron is six (6) feet. This information, along with a photograph, will expedite issuance of the permit and inspection of the work. Also photographs will be helpful. Additional permits may be required from appropriate departments or agencies to remove or relocate the above obstructions.

**Standard Plans** covering curbs, sidewalks, driveways, expansion joints, etc. may be secured from the Permit Office or from the internet at [www.cityofla.org](http://www.cityofla.org) (select DEPARTMENTS and then select BUREAU OF ENGINEERING).

**Public Notification**

No public notification is required for an A-Permit. However, as a courtesy, the Permittee is advised to notify neighbors of A-Permit construction work.

**Safety Requirements**

Lights and Barricades – A passageway for pedestrians through, over, or around the work shall be provided and maintained at all times. Adequate fences, barriers, lights, and signs shall be provided and maintained in accordance with the current edition of the Work Area Traffic Control Manual from the beginning of removals and excavation through final cleanup after the curing period. Lights shall be kept burning from sunset each day until sunrise the following day. If, due to the Permittee’s negligence, it is necessary for the City to provide barriers, lights, or other corrective measures, then the Permittee will be charged for the cost of this work. There will be a minimum charge of $226.00 for this service.

**4.3. Standard Fees**

The following are some of the common fees charged under a typical A-permit. The basic application fee plus any inspection fee and testing fee (if required) are due at the time of the permit issuance.
**Inspection Fees**

These fees are charged to pay for construction work inspection conducted by the Bureau of Contract Administration.

A surcharge of $1.00 or 2% of the total of all fees, whichever is greater, and another surcharge of $1.00 or 7% of the total of all fees, whichever is greater, will be charged with each permit issued in accordance with the Los Angeles Municipal Code Sections 68.12 and 61.03, respectively.

For more details see [STANDARD FEES, CHARGES AND DEPOSITS](#)

**Street Damage Restoration Fee**

If a resurfacing permit is required, then a check for Street Damage Restoration Fees may also be required. The amount can be calculated using the SDRF Fee Calculator located on the Internet in the Technical Documents Center of BOE’s home page ([http://eng.lacity.org/sdrf/](http://eng.lacity.org/sdrf/)) Retain this information for use later.

**4.4. Cancellations and Refunds**

The A-Permit may be cancelled by the Permittee prior to the start of construction work. A-Permit Inspection Fees paid for inspection work not conducted on a cancelled A-Permit may be refundable. The Basic Application Fee paid for issuance of the A-Permit is not refundable.
To cancel an A-Permit, the Permittee shall contact the District Office from which the A-Permit was issued and provide the following:

1) A request for cancellation or withdrawal of the A-Permit.
2) The A-Permit Number.

4.5. Other Requirements for an A-Permit

Street Tree Permits

An additional permit may be required to either remove or plant a street tree or trim the roots of a tree. This permit must be obtained from the Street Tree Division of the Bureau of Street Services, Street Tree Division 600 South Spring Street, 10th floor, Los Angeles, CA 90014, phone: (213) 485-5675

Water Meter Boxes, Gas Shut-Off Valve Boxes, Street Light and Traffic Signal Conduit and Pull Boxes, and Parking Meters

Consult the agency having jurisdiction over any utility box to be affected. The top surface of such boxes shall meet the standard sidewalk slope. Alterations or relocations may be necessary if a box is located within the limits of a proposed driveway or other works. Provide the necessary forms to omit concrete in an area measuring 30 inches by 36 inches around any water meter box in the area being improved.

Please call the City Department of Water and Power (DWP) to alter the DWP utility box and provide a metal plate cover. If you are calling from the Los Angeles area, call (800) 342-5397 and from outside the Los Angeles area, call (818) 342-5397.

Please notify the Department of Transportation (DOT) 24 hours in advance of starting construction wherever traffic signals or parking meters will be effected by the work. The DOT Traffic Signal Section telephone number is (213) 847-4230 and the DOT Parking Meter Section telephone number is (213) 485-2273.

All street lighting work, including pull box or conduit modifications requires prior approval of the Bureau of Street Lighting (BSL). Fees for street lighting modifications must be paid and work completed by BSL before any concrete may be poured. The BSL’s telephone number is (213) 485-3491.

A-Permit Specifications

Please refer to the Appendix 5, Standard Specifications, for the guidelines regarding A-Permit specifications.
Inspection Requirements

After the A-Permit is issued and before start of any work, a request for inspection by the Bureau of Contract Administration (BCA) must be made. Placing of all concrete or the laying of bituminous mixtures shall be done in the presence of an Inspector. The inspection office may allow some work, such as the removal of existing concrete, clearing and grubbing, grading, compaction of soil, and setting of forms to be completed before the Inspector arrives. The permit and any required sketches shall be on the job for the Inspector’s use; otherwise, the work cannot be inspected.

All requests for inspection shall be made at least 24 hours, and not later than noon of the day, before the day on which you plan to place concrete. Telephone the BCA (see below) for an Inspector, according to the job location.

Valley Areas: (818) 756-8335
All Other Areas: (213) 580-5080

Note: Notify the inspection office immediately if there is a change of schedule.

4.6. Enforcement

What is a violation?

1) Doing work without a permit
2) Performing operations that are not included in the permit
3) Failing to comply with provisions of Los Angeles Municipal Code (LAMC).
4) Failing to comply with permit requirements

How will violations be dealt with?

Administrative Penalties will be imposed for violations.

4.7. How to Apply for an A-Permit?

Job Location

The first step in applying for an A-Permit is to identify the location where the work will be performed. The job location is identified by the customer and confirmed by City staff. City staff use Navigate LA (http://navigatela.lacity.org) to identify the legal description of the parcel. This information is matched to the permit address database. City Staff may assign the nearest logical valid address to the A-Permit if no valid address is available.

Work Scope
Section 4.2. (General Conditions for an A-Permit), under the subheading Information Required Before a Permit Can be Issued, identifies information needed prior to applying for an A-Permit. In addition, photos showing the location of the improvements and dimensions are helpful.

A-Permit Application

A-Permits are available through the Internet at the City of Los Angeles’ website (http://engineering/apermit). Instructions on using the application are found in Appendix A and on the website.

If the customer is unable to access the website or has further questions they may apply for an A-Permit in person at one of the District Office’s Public Counters. Contact information is provided in Chapter 3, “Where Can I Get Help?”

A-Permit Issuance

Prior to issuing the A-Permit, City staff will make an assessment of the required fees. Upon payment of these fees, the A-Permit will be issued to the customer.

Notification of Inspection

Public Counter staff shall inform the customer of inspection notification and final inspection. Prior to commencing work, the customer is required to contact the Bureau of Contract Administration (BCA). The number to contact is printed on the A-Permit. The BCA will dispatch a Public Works Inspector to review the scope of work with the customer. The Inspector will inform the customer when to call for future inspections and will review any other information or questions the customer has.

Final Inspection

Upon completion of the project, the Inspector will perform a final inspection. If the work is completed satisfactorily, the Inspector will sign and approve the A-Permit. The A-Permit is then closed. The A-Permit is returned to the Bureau of Engineering with the Inspector’s comments and signature. If the work is part of a Department of Building and Safety (DBS) permit and all other conditions are cleared, the Department of Public Works will agree to the issuance of a Certificate of Occupancy by the (DBS).
Customer Satisfaction Survey

At the conclusion of all permit transactions with a customer, Applicant, and/or Permittee, all Public Counter Staff shall present the customer a Customer Satisfaction Survey Form. The Survey shall be presented to every customer, at every transaction. Should the customer decline to accept the Survey, Public Counter Staff are instructed to simply place the declined Survey back into Survey storage trays. The Survey is a valuable tool to improve customer service by listening to the customer.

4.8. How to Check an A-Permit?

The following list of items has been prepared for use by BOE staff to check the A-Permit. This checklist is designed to be used with the A-Permit ORACLE computer application.

1) Determine what the customer wants to do and verify work location.
   - Complete Applicant profile
   - Verify address by completing address search
   - Verify Applicant information
   - Input Thomas Guide page and coordinates
   - Verify if work is in a City Planning Specific Plan Area (or other special plan area). If applicable, refer customer to City Planning.

2) Verify scope and type of work
   - Check photograph
   - Check driveway width, and sidewalk widths, and all other dimensions.
   - Discuss front yard and side yard parking restrictions with applicant
   - Check for obstructions such as meters, poles, fire hydrants, street trees, street lights, and traffic signals
   - If obstruction exists, direct applicant to owner of the obstruction
   - Select type of driveway, if applicable
   - For community driveways, written agreement is required by all parties using the driveway
   - For circular driveways, check for minimum 20’ clearance from curb to front of building, and check site plan
   - For driveways on the same lot, check for 20’ minimum separation between the driveways and a 2’ minimum separation between an adjoining property’s driveway
   - Check street type for major highway or state highway
   - Check if street tree permit is required
• Check if revocable permit is required

3) Determine Hillside Ordinance applicability. Determine if work is in a hillside area

4) Determine compliance with Americans with Disabilities Act
   • Check minimum sidewalk widths
   • Check slope requirements

5) Determine all clearances and related permits

6) Determine if field check is required

7) Determine fees
   • Check proof of damage by natural cause for fee waiver
   • For street pavement work, calculate street damage restoration fee
   • Discuss fees and refund policy with applicant
   • Verify applicant is willing to pay fee
   • Calculate fees

8) Permit Issuance
   • Obtain required Applicant signature
   • Obtain payment and submit to cashier