



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
ROAD PERMIT APPLICATION

Pre-inspection Request.
R.F.S. #: \_\_\_\_\_

DATE: \_\_\_\_\_ SUBDIVISION ID NO. ( DS - PC - PM - TR ) \_\_\_\_\_

PLEASE PROVIDE ALL INFORMATION REQUESTED ON THIS FORM.
COMPLETE PERMIT APPLICATION PACKAGES WILL BE PROCESSED IN THE ORDER RECEIVED.
THE OMISSION OF ANY REQUESTED INFORMATION MAY RESULT IN PERMIT PROCESSING DELAY.

OWNER/APPLICANT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

eDAPTS PROFESSIONAL ID \_\_\_\_\_ PRINT NAME \_\_\_\_\_ SIGNATURE (REQUIRED) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_
STREET CITY ZIP CODE

FAX: ( ) CELL: ( ) EMAIL ADDRESS: \_\_\_\_\_

hereby makes application to perform work within the Public Highway at the following described locations, subject to the provisions required by the Highway Permit Ordinance (Division 1 of Title 16 Los Angeles County Code) as amended or the Municipal Code and city ordinance of the city for which this permit is issued, the attachments hereon specified, AND THE SPECIFIED REQUIREMENTS INDICATED ON THE REVERSE SIDE. In consideration of the granting of this permit, it is agreed by the applicant that the County of Los Angeles and the city wherein the permit work is to be performed and any of the officers or employees, thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of the work, authorized by this permit, interferes with the future use of the highway by the general public, it must be removed or relocated as designated by the Road Commissioner or Director of Public Works at the sole expense of the permittee or its successor in interest. This permit is void if the permittee is not in compliance with Section 3800 of the labor code. IT IS FURTHER AGREED THAT THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.

AGENT CONTRACTOR CONSULTANT CONTACT OTHER \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_
STREET CITY ZIP CODE

FAX: ( ) CELL: ( ) EMAIL ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ ASSESSOR'S PARCEL NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ THOMAS GUIDE PAGE & GRID \_\_\_\_\_

LOCATION DESCRIPTION: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING WHERE APPLICABLE

PERMITTEE WORK ORDER NO.: \_\_\_\_\_ USA "DIG ALERT" NO.: \_\_\_\_\_

Customer/Vendor ID Number \_\_\_\_\_ Address ID Number \_\_\_\_\_

PIPE OR CONDUIT MATERIAL TYPE: \_\_\_\_\_ SIZE: \_\_\_\_\_ LENGTH: \_\_\_\_\_

EXCAVATION LENGTH: \_\_\_\_\_ WIDTH: \_\_\_\_\_ TYPE OF SURFACE: \_\_\_\_\_

FOR LOS ANGELES COUNTY PERMIT OFFICE USE ONLY
PERMIT TYPE: CONSTRUCTION ENCROACHMENT ENCROACHMENT ANNUAL EXCAVATION EXCAVATION ANNUAL
ISSUANCE FEE: \$ (Non-Refundable) DATE RECEIVED:
PROCESSING FEE: \$ (Non-Refundable) RECEIVED BY:
PLAN CHECK: \$ (Calculated Fee or Actual Cost Deposit) PERMIT TRACKING NO:
INSPECTION: \$ (Calculated Fee or Actual Cost Deposit) PERMIT WRITER:
SECURITY DEPOSIT: \$ (Refundable upon completion of work) DATE APPROVED FOR ISSUANCE:
TOTAL: \$ Payment Type: CASH CHECK (#)



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

### ROAD PERMIT APPLICATION

#### REQUIREMENTS FOR OBTAINING A ROAD PERMIT

- Complete and sign the permit application. Payment is required prior to permit issuance. Only complete permit application packages will be accepted for review and processing.
- By signing the permit application, you certify that you are familiar with the requirements of the County Lobbyist Ordinance (Los Angeles County Code Chapter 2.160), and that all persons acting on behalf of the Owner/Applicant have complied with and will continue to comply with this ordinance throughout the application process.
- Complete and sign acknowledgement that the Owner/Applicant has read, understands, and **agrees to fully comply with the Best Management Practices (BMP) Attachment** to this permit per Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.
- Submit **5 sets of plans** showing the location of proposed work relative to the right of way boundary, centerline of the road or property line. Pipelines and utilities should be shown parallel to and at a constant distance from the R.O.W or roadway centerline. **Submit 2 sets of plans for:**
  - For bridge connections (Design Division review).
  - For river crossings (Watershed Management Division review).
- Traffic Control Plans are required for street closures, work within major highways, or busy intersections.
  - **Submit 2 sets of plans**, stamped by a registered engineer, for Traffic & Lighting Division review. An actual cost deposit of \$500.00 per sheet will be required.
  - Thereafter, submit 5 sets of Agency approved traffic control plans.
- Provide proof of **General Liability** and **Workers Compensation** insurance per current insurance requirements. The required endorsement for the General Liability must name **The County of Los Angeles** as an "Additionally Insured".
- If someone other than the property or facility owner applies for a permit, the owner must sign the application and provide a Letter of Authorization designating who is authorized to apply for and obtain the permit. **THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.** (Government Agencies may be exempt from this requirement).
- Newly paved or resurfaced roadways shall not be cut within two years from the date of final acceptance.
- A Flood Control District permit will be required when requested work affects the Flood Control District's right of way or facility.
- The installation of pipelines or utilities within the road right of way is allowed only after the individual or private company has obtained the County's consent through a franchise, a similar right granted by the State of California, or provides documentation establishing prior rights over the road dedication.
- Installation of oil pipelines requires approval from the Fire Prevention Division of the Los Angeles County Fire Department at 5823 Rickenbacker Road, Commerce, California 90040. Tel: (323) 890-4132.
- Utilities installed as part of a subdivision must be signed and stamped "Approved" by the Utility Company.
- All street crossings shall be made at right angles to the centerline of the roadway.
- Pipelines and utilities shall not be installed closer than two feet from any other pipeline or utility; three feet from any sewer line. Waterlines should not be installed closer than ten feet from a sewer line.
- The following minimum depths of cover, below gutter flow line grade, shall be required:
  - LOCAL STREETS**
    - A. 24" for service pipelines
    - B. 30" for all pipelines transporting nonhazardous substances
    - C. 30" for electrical facilities
    - D. 42" for pipelines transporting hazardous substances
  - MASTER PLAN HIGHWAYS**
    - A. 24" for service pipelines
    - B. 36" for pipelines transporting nonhazardous substances
    - C. 42" for electrical facilities
    - D. 42" for pipelines transporting hazardous substances
- Excavations deeper than five feet require a Cal OSHA permit.

**SAMPLE AUTHORIZATION LETTER  
(Authorizing Company/Party Letterhead)**

Date:

Los Angeles County DPW  
Land Development Division  
900 South Fremont Ave, 8th FL  
Alhambra, CA 91803

**LETTER OF AUTHORIZATION**

Please be advised that (**Owner/Applicant name or company name**) authorizes (**Individual name of/or company name**) to act as an agent on my (our) behalf in all matters related to obtaining a(n) (**permit type**) permit.

Our Agent is designated and responsible for the following:

Deliver our payment for fees and deposits **ONLY**.

Provide payment of fees and deposits **ONLY**.

Other: \_\_\_\_\_  
\_\_\_\_\_

I(we) further understand and agree that I(we) shall remain responsible for all permit conditions, permit provisions, fees, deposits, refunds, additional charges and collections resulting from permit application processing, permit issuance and inspection of work.

**(Signature)**

**(Print)**

**Customer Name:**

**Full Company Address:**

**Email Address:**

**Phone Number:**

**Fax Number:**

**LIABILITY INSURANCE:**

The Permittee shall furnish the Agency a certificate of liability insurance with the Agency named as certificate holder and a copy of the Additional Insured Endorsement to the general liability insurance of the permittee's contractor. Notwithstanding any inconsistent statement in the policy or any subsequent endorsement attached thereto, the Agency shall be named as an additional insured covering the work, whether liability is attributable to the Permittee or the Agency.

1. The Permittee may file insurance acceptable to the Agency covering more than one permit. The coverage shall provide the following minimum limits:

|                           |  |
|---------------------------|--|
| Bodily Injury . . . . .   | \$ 250,000 each person                                 |
|                           | \$ 500,000 each occurrence                             |
|                           | \$ 500,000 aggregate products and completed operations |
| Property Damage . . . . . | \$ 100,000 each occurrence                             |
|                           | \$ 250,000 aggregate                                   |

2. A combined single limit policy with aggregate limits in the amount of \$ 1,000,000 will be considered equivalent to the required minimum limits.

All liability insurance policies shall bear an endorsement or shall have attached rider whereby it is provided that, in the event of expiration or proposed cancellation of such policies for any reason whatsoever, the Agency shall be notified by mail, giving a sufficient time before the date thereof to comply with any applicable law or statute, but in no event less than 30 days before expiration or cancellation is effective.

The Additional Insured Endorsement to the general liability insurance must contain the following language:

"The County of Los Angeles and public entity or Special District for which the Los Angeles County Board of Supervisors is the Governing Body, and their Agents, Officers and Employees, shall be Additional insured(s) while acting within the scope of their duties against all claims arising out of or in connection with the work to be performed."

NOTE: Circled items MUST be filled out completely.

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/01/2013

**PRODUCER**  
INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS

**INSURED**  
COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

| INSURERS AFFORDING COVERAGE |  | NAIC # |
|-----------------------------|--|--------|
| INSURER A:                  |  |        |
| INSURER B:                  |  |        |
| INSURER C:                  |  |        |
| INSURER D:                  |  |        |
| INSURER E:                  |  |        |

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR ADD'L LTR INSRD       | TYPE OF INSURANCE   | POLICY NUMBER    | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS  |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
|----------------------------|---|------------------|----------------------------------|-----------------------------------|---|----------------------|--------|--|--------------------|--|--------------|----------------------------|--|--------------|------------------------|--|--------------|
|                            | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC | GL8050623        | 08/01/12                         | 08/01/13                          | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
|                            | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input checked="" type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   | TP988035201      | 08/01/12                         | 08/01/13                          | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
|                            | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO  |                  |                                  |                                   | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN EA ACC \$<br>AUTO ONLY: AGG \$   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
|                            | <b>EXCESS/UMBRELLA LIABILITY</b><br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br>DEDUCTIBLE \$<br>RETENTION \$   | 006502599        | 08/01/12                         | 08/01/13                          | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000  |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
|                            | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Yes / No<br>If yes, describe under SPECIAL PROVISIONS below<br>OTHER  | FACRUB3175M68411 | 08/01/12                         | 08/01/13                          | <table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> <td></td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 1,000,000</td> </tr> </table> | WC STATU-TORY LIMITS | OTH-ER |  | E.L. EACH ACCIDENT |  | \$ 1,000,000 | E.L. DISEASE - EA EMPLOYEE |  | \$ 1,000,000 | DISEASE - POLICY LIMIT |  | \$ 1,000,000 |
| WC STATU-TORY LIMITS       | OTH-ER  |                  |                                  |                                   |   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
| E.L. EACH ACCIDENT         |   | \$ 1,000,000     |                                  |                                   |   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
| E.L. DISEASE - EA EMPLOYEE |   | \$ 1,000,000     |                                  |                                   |   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |
| DISEASE - POLICY LIMIT     |   | \$ 1,000,000     |                                  |                                   |   |                      |        |  |                    |  |              |                            |  |              |                        |  |              |

All policy expirations MUST be valid until after permit expiration date

# Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

| CERTIFICATE HOLDER  | CANCELLATION  |
|---|---|
| COUNTY OF LOS ANGELES<br>DEPARTMENT OF PUBLIC WORKS<br>LAND DEVELOPMENT DIVISION<br>P. O. BOX 1460<br>ALHAMBRA, CA 91802-1460<br>ATTENTION: _____ | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER.<br><br>AUTHORIZED REPRESENTATIVE _____ |

Must use this address

Sign Here

MUST match with General Liability Policy Number on Certificate of Liability Insurance

POLICY NUMBER: \_\_\_\_\_

COMMERCIAL GENERAL LIABILITY  
CG 20 12 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

MUST include this section verbatim

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**  
The County of Los Angeles and public entity or Special District for which the Los Angeles County Board of Supervisors is the Governing Body, and their Agents, Officers and Employees, shall be Additional insured(s) while acting within the scope of their duties against all claims arising out of or in connection with the work to be performed.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:  
a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or  
b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



# LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

## Acknowledgement Best Management Practices (BMP) Attachment

DATE: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

OWNER/APPLICANT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP CODE

FAX: ( ) CELL: ( ) EMAIL ADDRESS: \_\_\_\_\_

AGENT/CONTACT: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
PRINT NAME WET SIGNATURE (REQUIRED)

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP CODE

FAX: ( ) CELL: ( ) EMAIL ADDRESS: \_\_\_\_\_

hereby acknowledges reading, understanding, and agreeing to comply with the Best Management Practices (BMP) Attachment in accordance with Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.

SITE ADDRESS: \_\_\_\_\_  
Street City Zip Code

NEAREST INTERSECTION: \_\_\_\_\_ THOMAS GUIDE: \_\_\_\_\_

**PLEASE SUBMIT THIS DOCUMENT WITH THE APPLICATION**

## **Best Management Practices (BMPs) Attachment**

The Los Angeles County Department of Public Works (LACDPW) requires Permittees and their contractors to implement a program to effectively control water pollution during all Permit construction projects. This project shall conform with the requirements of the following County Code and Permits:

- Los Angeles, California County Code Chapter 12.80 Stormwater and Runoff Pollution Control
- Waste Discharge Requirements for Municipal Storm Water and Urban Runoff Discharges within the County of Los Angeles, and the Incorporated Cities Therein, Except the City of Long Beach (Order No. 01-182, National Pollutant Discharge Elimination System [NPDES] No. CAS004001),
- NPDES General Permit No. CAS000002, Order No. 99-08-DWQ, Waste Discharge Requirements for Discharges of Storm Water Runoff Associated with Construction Activities.

The Permittee or Authorized Representative and their contractors shall know and fully comply with the applicable provisions of these permits and Federal, State and local regulations that govern the Permittee or Authorized Representative's operations and the storm water discharges from the project site.

In order to ensure a minimum level of water quality control, the Permittee or Authorized Representative and their contractors shall effectively implement and maintain appropriate Best Management Practices (BMPs) shown in Table 1. In addition, the Permittee or Authorized Representative and their contractors shall comply with the following requirements:

- Sediments shall not be discharged to the storm drain system or receiving waters. Sediments generated on the construction site shall be retained.
- No construction-related materials: waste, spills, or residue shall be discharged from the project site to streets, drainage facilities, receiving waters, or adjacent property by wind or runoff.
- Non-storm water runoff from equipment, vehicle washing, or any other activity shall be contained within the project site using appropriate BMPs.
- Erosion from slopes and channels shall be prevented.
- Minimize grading during the wet season (October 15 through April 15). All erosion susceptible slopes shall be covered, planted, or protected in any way that prevents sediment discharge from the project site.

BMPs shall conform to the requirements in the LACDPW Construction Division's "Construction Site Best Management Practices (BMPs) Manual," and addenda thereto issued up to and including, the date of issuance of the Permit for the project. Copies of the Manual are available for purchase from:

Los Angeles County Department of Public Works  
Cashier's Office  
900 South Fremont Avenue  
Alhambra, CA 91803  
Telephone (626) 458-6959

## **Year-Round Implementation Requirements**

The Permittee or Authorized Representative and their contractors shall have an effective program for implementing, inspecting, and maintaining water pollution control practices for wind erosion control, tracking control, non-storm water control, and waste management and materials pollution control.

Soil stabilization and sediment control practices shall be provided throughout the rainy season, defined as between October 15 and April 15, and whenever the National Weather Service predicts rain within 24 hours. The National Weather Service weather forecast shall be monitored and used by the Permittee on a daily basis.

The non-rainy season shall be defined as all days outside the defined rainy season. Disturbed soil areas within the project shall be protected in conformance with the requirements in the Construction Site BMP Manual with sediment controls implemented prior to a predicted rain event.

## **Maintenance and Inspection**

The Permittee or Authorized Representative and their contractors shall be responsible throughout the duration of the project for installing, constructing, inspecting, maintaining, removing and disposing of the BMPs. Unless otherwise directed by LACDPW, the Permittee or Authorized Representative and their contractors are responsible for BMP implementation and maintenance throughout any temporary suspension of work. The Permittee or Authorized Representative shall reimburse LACDPW for the full costs of cleaning or repairing of storm drain, water course, or channel which may be necessary due to ineffective implementation of BMPs.

The project site shall be inspected by the Permittee or Authorized Representative or their contractors a minimum of once every week or at least once for projects that last only one week or less.

## **Report of Non-Permitted Discharge and Enforcement**

If the Permittee or Authorized Representative or their contractors identify any non-permitted discharge into the storm drain system or receiving waters in a manner causing, or potentially causing, a condition of pollution, or if the project receives a written notice or order from any regulatory agency, the Permittee or Authorized Representative or their contractors shall immediately inform LACDPW Construction Division Permits Section by calling the assigned Field Office. The Permittee or Authorized Representative or their contractors shall submit a written report (see attached Notice of Non-Permitted Discharge) to the LACDPW within 5 days of the discharge event, notice or order.

The Permittee or Authorized Representative and their contractors are subject to enforcement action by Chapter 12.80 of the Los Angeles County Code that states, *“Any person, firm, corporation, municipality or district or any officer or agent of any firm, corporation, municipality or district violating any provision of this chapter shall be guilty of a misdemeanor. Such violation shall be punishable by a fine of not more than \$1,000 or by imprisonment in the county jail for a period not to exceed six months, or by both fine and imprisonment. Each day during any portion of which such violation is committed, continued or permitted shall constitute a separate offense and shall be punishable as such (Ord. 98-0021§1(part), 1998).”*

In addition, the Permittee or Authorized Representative and their contractors are subject to enforcement action by the State Water Resources Control Board (SWRCB), Environmental Protection Agency, private citizens and citizen groups. The Permittee or Authorized Representative and their contractors shall be responsible for the costs and for liabilities imposed by law as a result of the Permittee or Authorized Representative or their contractor's failure to

comply. Costs and liabilities include, but are not limited to, fines, penalties and damages whether assessed against LACDPW or the Permittee or Authorized Representative or their contractors, including those levied under the Federal Clean Water Act and the State Porter Cologne Water Quality Act.

| <b>Table 1<br/>Construction Site BMPs</b> |   |  |
|---|---|--|
| <b>ID</b>                                 | <b>BMP Name</b>   | <b>Minimum Requirement<sup>(1)</sup></b> |
| <b>Temporary Soil Stabilization</b>       |   |  |
| SS-1                                      | Scheduling  | X <sup>(2)</sup>                         |
| SS-2                                      | Preservation of Existing Vegetation   | X <sup>(2)</sup>                         |
| SS-3                                      | Hydraulic Mulch <sup>(3)</sup>  |  |
| SS-4                                      | Hydroseeding <sup>(3)</sup>   |  |
| SS-5                                      | Soil Binders <sup>(3)</sup>   |  |
| SS-6                                      | Straw Mulch <sup>(3)</sup>  |  |
| SS-7                                      | Geotextiles, Plastic Covers, & Erosion Control Blankets/Mats <sup>(3)</sup> |  |
| SS-8                                      | Wood Mulching   |  |
| SS-9                                      | Earth Dikes/Drainage Swales & Ditches                                       |  |
| SS-10                                     | Outlet Protection/Velocity Dissipation Devices                              |  |
| SS-11                                     | Slope Drains  |  |
| SS-12                                     | Streambank Stabilization  |  |
| <b>Temporary Sediment Control</b>         |   |  |
| SC-1                                      | Silt Fence <sup>(4)</sup>   |  |
| SC-2                                      | Desilting Basin   |  |
| SC-3                                      | Sediment Trap   |  |
| SC-4                                      | Check Dam   |  |
| SC-5                                      | Fiber Rolls <sup>(4)</sup>  |  |
| SC-6                                      | Gravel Bag Berm <sup>(4)</sup>  |  |
| SC-7                                      | Street Sweeping and Vacuuming   | X <sup>(2)</sup>                         |
| SC-8                                      | Sandbag Barrier <sup>(4)</sup>  |  |
| SC-9                                      | Straw Bale Barrier <sup>(4)</sup>   |  |
| SC-10                                     | Storm Drain Protection  | X <sup>(2)</sup>                         |
| <b>Wind Erosion Control</b>               |   |  |
| WE-1                                      | Wind Erosion Control  | X <sup>(2)</sup>                         |
| <b>Tracking Control</b>                   |   |  |
| TC-1                                      | Stabilized Construction Entrance/Exit                                       |  |
| TC-2                                      | Stabilized Construction Roadway   |  |
| TC-3                                      | Entrance/Outlet Tire Wash   |  |

| Table 1 (continued)<br>Construction Site BMPs          |  |                                    |
|--|--|------------------------------------|
| ID   | BMP Name   | Minimum Requirement <sup>(1)</sup> |
| <b>Non-Storm Water Management</b>                      |  |                                    |
| NS-1   | Water Conservation Practices                                 |                                    |
| NS-2   | Dewatering Operations <sup>(5)</sup>                         |                                    |
| NS-3   | Paving and Grinding Operations                               |                                    |
| NS-4   | Temporary Stream Crossing                                    |                                    |
| NS-5   | Clear Water Diversion  |                                    |
| NS-6   | Illicit Connection/Illegal Discharge Detection and Reporting | X <sup>(2)</sup>                   |
| NS-7   | Potable Water/Irrigation                                     |                                    |
| NS-8   | Vehicle Equipment Cleaning                                   | X <sup>(2)</sup>                   |
| NS-9   | Vehicle Equipment Fueling                                    | X <sup>(2)</sup>                   |
| NS-10  | Vehicle Equipment Maintenance                                | X <sup>(2)</sup>                   |
| NS-11  | Pile Driving Operations                                      |                                    |
| NS-12  | Concrete Curing  |                                    |
| NS-13  | Material and Equipment Use Over Water                        |                                    |
| NS-14  | Concrete Finishing   |                                    |
| NS-15  | Structure Demolition/Removal Over or Adjacent to Waters      |                                    |
| NS-16  | Temporary Batch Plant  |                                    |
| <b>Waste Management and Material Pollution Control</b> |  |                                    |
| WM-1   | Material Delivery  | X <sup>(2)</sup>                   |
| WM-2   | Material Use   | X <sup>(2)</sup>                   |
| WM-3   | Stockpile Management   |                                    |
| WM-4   | Spill Prevention and Control                                 | X <sup>(2)</sup>                   |
| WM-5   | Solid Waste Management                                       | X <sup>(2)</sup>                   |
| WM-6   | Hazardous Waste Management                                   |                                    |
| WM-7   | Contaminated Soil Management                                 |                                    |
| WM-8   | Concrete Waste Management                                    |                                    |
| WM-9   | Sanitary/Septic Waste Management                             | X <sup>(2)</sup>                   |
| WM-10  | Liquid Waste Management                                      |                                    |

<sup>(1)</sup> Additional BMPs may be required based on actual field condition, Contractor operations, or construction operations.

<sup>(2)</sup> Not all minimum requirements may be applicable to every project. Applicability to a specific project shall be verified by the Permittee or Authorized Representative and their Contractor.

<sup>(3)</sup> The Permittee or Authorized Representative and their Contractors shall select one of the identified soil stabilization BMPs or a combination thereof.

<sup>(4)</sup> The Permittee or Authorized Representative and their Contractors shall select one of the identified sediment control barrier BMPs or a combination thereof.

<sup>(5)</sup> Dewatering BMPs are required for discharging accumulated precipitation (rain and snow melt) and for potential contact with groundwater during excavation. Separate permit requirements are applicable for construction dewatering of groundwater.

# Notice of Non-Permitted Discharge

To: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Notice of Discharge

Project Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

*Date, time, and location of discharge:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Type of operation that resulted in the discharge:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Describe any adverse impacts resulting from the discharge:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Describe existing BMP(s) in place prior to the discharge event:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Date and type of corrective action or BMPs deployed after the discharge:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Proposed corrective actions to be taken to reduce, eliminate, and/or prevent recurrence of the discharge:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Name of Contact Person*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*