

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 in the following cases:

- **No Substructure Work** – Work that contains no substructure work is not reviewed as a U-Permit.
- **Private Property** - Work on private property that is not within a public easement
- **State Property** – Work within the Caltrans right-of-way is exempt
- **Pole Installation/Removal & Pole Anchors** - When located within sidewalk areas ([LAMC 62.02](#))
- **Vacated Streets** – If there’s a recorded street vacation and no City of LA sewer/storm drain easements
- **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”

Item		Applicant		City Staff	
		OK	N/A	OK	Incomplete
On-Line Application					
1.	Job Address should be chosen to best reflect actual location of cut(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Proposed Start and Completion Dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geocoding Verification					
5.	All applications shall include cut dimensions and locations that are consistent with the plans. If plans are not required, cut dimensions and locations shall be consistent with permit job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)” 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Backfill must be consistent with any trench details submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Micro-trench: Select “Add Micro-trench” option when adding the cut.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Requirements					
9.	Conduit Clearances: <ul style="list-style-type: none"> • New conduit shall have a clear distance of 1-ft when placed in parallel from any existing substructure. • Fully research ALL existing substructures, including: <ul style="list-style-type: none"> ▪ The appropriate substructure map in NavigateLA. - 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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10.	Trench Width: <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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Trench Depth (below established grade of gutter flowline, per LAMC 62.03(b)): <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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Concrete Streets and Pavement Restoration For any excavation on a concrete street, full slab replacement (to the nearest joint) is required. The following conditions must be adhered to: <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 2009, Section 300-1.3.2. 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 2009, Section 306-1.5.2. Additional concrete pavement requirements per Greenbook 2009 and Brownbook 2011, 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Trenches Within City Standard Improvements <ul style="list-style-type: none"> Curb and Gutter: <ul style="list-style-type: none"> Trenching through any portion of the curb and gutter (including intersection gutters) will require that the entire section of curb and gutter (joint to joint) to be replaced per the current S-410-2 – Types of Curb and Gutter plan If the conduit is 2-in or less in diameter, the conduit may be "tunneled" underneath the curb and gutter. The tunnel void shall not exceed 6-in in diameter. The void shall be compacted and backfilled with approved controlled low-strength material (CLSM). Hydro-jetting is not permitted. Driveway: Trenching through any portion of a driveway will require replacement of concrete to the nearest construction joints, otherwise the entire driveway shall be replaced per the current S-440 - Driveways plan Curb Ramp: See item 14, 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: See Trench and Pavement Restoration in Concrete section above. 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" 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Potential Curb Ramp Upgrade– Determine whether any curb ramps need to be upgraded per Special Order 01-1020 (Alterations resulting in the construction, reconstruction, or upgrade of curb ramps.)				
15.	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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	BSL Restricted Area (LAMC 62.03) – The area within the first 4-ft from curb face is reserved for BSL facilities and any proposed work within this area may require review from BSL per BSL permit guidelines . Exceptions: Does not apply to service connections, meters, pole installations, or City-owned facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Public Easements – A utility conduit shall only be installed within the appropriate Public Utility Easement. Storm drains and Sanitary Sewers shall be constructed within the appropriate Storm Drain or Sanitary Sewer Easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Applicant		City Staff	
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18.	Street Trees – Excavations within 10-ft of a tree trunk require review from StreetsLA, Urban Forestry Division (UFD). UFD comments will be uploaded to the on-line Application. Additional information can be obtained by emailing StreetsLA.UFDPermits@lacity.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Multiple Locations Under One Permit <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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Joint Trench Guidelines <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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Structural Review (performed by the Development Services Program (DSP) Structural Group) <ul style="list-style-type: none"> Shoring Plans – Approved shoring plans are required if depth \geq 10-ft, or width \geq 5-ft width, per Special Order 01-0912. Review is done by Armen Sarkisian Directional Drilling, or other miscellaneous structural issues require review from the Structural Group through Hok Chi Chu 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Traffic Control Plans (TCP) or Major Transit and Transportation Construction Traffic Management Committee (TCTMC) Impacts <ul style="list-style-type: none"> Review latest LADOT TCP Flowchart to determine whether a TCP is required. <ul style="list-style-type: none"> If DOT S-488.1 is proposed, determine which TCP is applicable to the proposed work and attach to the U-Permit application. 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Street Moratoriums (Navigate LA can be used to verify information) <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 – The Holiday Restrictions period begins the Monday of the week of Thanksgiving and ends the day after New Year’s Day, or January 2nd of the following year. These restrictions apply to all work within the public right-of-way, including the parkway. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Other Potential Conflicts (view different layers in Navigate LA to verify information) <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. 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Plan Sheet Requirements					
25.	Plans shall be drawn to scale including a graphic scale and include the following: <ul style="list-style-type: none"> • Job Address • Reference to substructure map • Reference to current S-477 plan, if applicable • The note "ONLY THOSE EXISTING SUBSTRUCTURES WITHIN 10-FT OF THE PROPOSED CONDUIT ARE SHOWN" • North Arrow (preferably pointing upwards) • Contact information, including phone number and email. • Any work, structures or conduits not part of the BOE permit must be clearly identified as "Not Part of This Permit" 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Proposed Work <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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Existing Substructures <ul style="list-style-type: none"> • ALL existing (including abandoned) substructures within 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Existing Street Culture within 10-ft of the proposed work: <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) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Vaults: <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. • 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 shall not be located within an Equestrian Trail • If the proposed vault is located within the BSL restricted area, approval from BSL is required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Micro-trenching (per latest S-474)					
30.	<ul style="list-style-type: none"> Only for telecommunication conduits Cut sheets on file for the micro-trencher and mobile ground penetrating radar system must reflect the equipment that will be used Plans are only required to show existing substructures within 5-ft of excavation Plans are NOT required to indicate existing pavement thickness or elevation of adjacent substructures. This information shall be provided in the field by use of potholes A "2-in" Grind and Cap shall be allowed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colocation on BSL Streetlight Pole					
31.	<p>Colocation - Installation of telecommunication equipment onto a BSL streetlight pole.</p> <ul style="list-style-type: none"> The work on a streetlight pole is reviewed and approved through BSL and does not require a U-Permit. <p>Installation of the conduit from the foundation of the pole to the new pull box</p> <ul style="list-style-type: none"> If Contractor installs new foundation <ul style="list-style-type: none"> Work Description should state that Contractor shall install new foundation The following should be attached to the U-Permit application: <ul style="list-style-type: none"> BSL Approval BSL Relocation Plan (approved by BSL) Construction Plan If BSL installs new foundation <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 Construction Plan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	<p>Installation of the new pull box</p> <ul style="list-style-type: none"> Approval from BSL is required if the pull box encroaches within the 4-ft BSL Restricted Area. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horizontal Directional Drilling					
33.	Review plan requirements such as profiles, clearances, engineer's stamp, etc. per Special Order 15-1102 issued in November 11, 2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anodes (Cathodic Protection)					
34.	Job Description: State "Cathodic Protection" and whether the cathodic protection is to the mainline or the lateral.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Vertical anodes require plan/sketch; Horizontal (Non-vertical) do not require plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After-the-Fact Repairs for Emergency Work					
36.	Job Description: State whether the repair is to the mainline or lateral.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Sketch is required if total excavation exceeds 100-sf and shall include: Limits of resurfacing, R/W info, the mainline (or lateral) to be repaired, and all substructures within 10-ft of the excavation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Traffic Control Plan: If the repair is complete, a TCP is not necessary. However, if the final paving has not yet been done a TCP is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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