



**CITY OF COMMERCE  
PUBLIC WORKS ENCROACHMENT PERMIT APPLICATION**

Public Works Department - 2535 Commerce Way, Commerce, CA 90040  
P:(323) 722-4805 - F:(323) 888-6537

**PERMIT APPLICATION FORM**

Project Address:		Application Date:	
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**OWNER/APPLICANT:**

Owner/Applicant Name:		Tel:		E-mail:	
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Owner/Applicant Mailing Address:					
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**OWNER/APPLICANT'S REPRESENTATIVE/AGENT (If different from Owner/Applicant, MUST provide signed Authorization Letter from Owner, see sample):**

Representative/Agent Name:		Tel:		E-mail:	
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Representative/Agent Mailing Address:					
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**CONTRACTOR:**

Contractor Name:		Tel:		E-mail:	
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Contractor Mailing Address:					
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Contractor's License Number:		DIR Contract Registration Number:	
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I hereby make an application to perform work within the City of Commerce Right of Way at the above described address, subject to the conditions/requirements identified on this entire permit package including all attachments, exhibits and forms, including City of Commerce ordinances, resolutions, and all applicable codes and standards. In consideration of the granting of this permit, it is agreed by the applicant that the City of Commerce 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 person or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit of 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 public right of way by the general public, it must be removed or relocated as designated by the 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 PART FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.**

<input type="checkbox"/> OWNER/APPLICANT	<input type="checkbox"/> REPRESENTATIVE/AGENT	<input type="checkbox"/> CONTRACTOR	Name:	
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Signature:	Date:
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**FOR CITY OF COMMERCE OFFICE USE ONLY  
PERMIT PREPARED BY:**

Name:		Inspection Fees: (Account No: 10-2000-32070)	\$
Tel:		Processing and/or Plan Check Fees: (Account No: 10-2000-32071)	\$
E-mail:		TOTAL FEE:	\$
Payment Date:		Payment Confirmation No. from Finance Department:	
Permit Issuance Date:	Permit shall expire if the work authorized is not commenced within sixty (60) days from the date of issuance	PERMIT NUMBER:	

**DESCRIBE IN DETAIL THE PROPOSED WORK TO BE PERFORMED IN PUBLIC RIGHT-OF-WAY.  
(Also attach 2 sets of drawings and any applicable specifications and other documents):**

Construction Start Date:		Completion Date:		Total Work Days:	
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Pre-Inspection Required?		Please refer to condition 19 for work hour restrictions on City streets.
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WORK DESCRIPTION:					



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**CONDITIONS/REQUIREMENTS FOR OBTAINING AN ENCROACHMENT PERMIT**

1	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.
2	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.
3	Complete and sign acknowledgement that the Owner/Applicant has read, understands, and <b>agrees to fully comply with the Best Management Practices (BMP) Attachment</b> to this permit per Los Angeles County Code Chapter 12.80 Stormwater and Runoff Pollution Control.
4	Submit <b>2 set of plans</b> 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.
5	Traffic Control Plans are required for street closures, work within major highways, or busy intersections. <b>Submit 2 set of plans</b> , stamped by a registered engineer for review. If the project is relatively small and not complex, City may allow the use of the WATCH Manual, followed up by the CA MUTCD.
6	Obtain City of Commerce Business License. <b>Submit a copy of the business license.</b>
7	<b>Submit a copy of current Contractor's License (A, B, or specific speciality) and DIR Contractor's Registration.</b>
8	Provide proof of <b>General Liability</b> and <b>Workers Compensation</b> insurance per current insurance requirements. (see attached sample showing required insurance limits). The required endorsement for the General Liability <b>MUST</b> name <b>The City of Commerce</b> as an "Additionally Insured".
9	If someone other than the property or facility owner applies for a permit, the owner <b>MUST</b> sign the application and provide a Letter of Authorization designating who is authorized to apply for and obtain the permit. <b>THE OWNER/APPLICANT IS THE FINANCIALLY RESPONSIBLE PARTY FOR ALL FEES, DEPOSITS, CHARGES, COLLECTIONS AND REFUNDS, REGARDLESS IF PAYMENT IS MADE BY OTHERS.</b> (Government Agencies may be exempt from this requirement).
10	City of Commerce uses County of Los Angeles Department of Public Works, Land Development Division, Highway Permits, Permit Fee Schedule, Revised Fees for 2020-2021 effective by July 1st, 2020.
11	A Flood Control District permit will be required when requested work affects the Flood Control District's right of way or facility.
12	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.
13	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.
14	Utilities installed as part of a subdivision <b>MUST</b> be signed and stamped "Approved" by the Utility Company.
15	All street crossings <b>SHALL</b> be made at right angles to the centerline of the roadway.
16	Pipelines and utilities <b>SHALL</b> 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.
17	The following minimum depths of cover, below gutter flow line grade, <b>SHALL</b> be required:  <b>LOCAL STREETS</b> 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 <b>MASTER PLAN HIGHWAYS</b> A.24" for service pipelines B.36" for pipelines transporting nonhazardous substances C.42" for electrical facilities D.42" for pipelines transporting hazardous substances



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**CONDITIONS/REQUIREMENTS FOR OBTAINING AN ENCROACHMENT PERMIT (continued)**

18	Excavations deeper than five feet require a Cal OSHA permit.
19	<b>Work hours are restricted to the following:</b> •Monday through Friday, 9:00 A.M. to 4:00 P.M. on residential/local streets. •Monday through Friday, 9:00 P.M. to 6:00 A.M. and/or Saturday and Sunday, 8:00 A.M. to 5:00 P.M. on major arterial and collector streets.
20	Newly paved /resurfaced streets <b>SHALL NOT</b> be cut within five (5) years and newly slurry sealed streets shall not be cut within two (2) years from the date of acceptance. Emergency repair work shall be submitted to Director of Public Works for approval prior to work being performed. Such emergency repairs shall be performed full width overlay on the roadway.
21	<b>MUST</b> provide any necessary detour signs, if necessary, in the vicinity of the work area.
22	Safe pedestrian access <b>MUST</b> be provided at all times, including adequate signage per CA MUTCD and WATCH Manual regulations.
23	Call USA / Dig Alert to mark out the existing utilities at least 48 hours before the start of work, and upon completion of work, <b>REMOVE</b> all these markings.
24	Installation of new power pole, street light pole, and vault on the sidewalk <b>MUST</b> allow for adequate access, ingress, and egress per Americans with Disabilities Act (ADA) regulations.
25	Excavated or removed concrete sidewalk, curb & gutter <b>MUST</b> be replaced with concrete. <b>NO</b> asphalt patching is allowed. Concrete material and placement will adhere to A.P.W.A. Standard Specifications.
26	The Removal and replacement of the P.C.C. (concrete) street sections <b>SHALL</b> be full panels unless half panel is authorized by the City's inspector. Additionally, concrete thickness shall match existing thickness, shall be 6,000 PSI and doweled with 24-inch rebars, epoxied and glued into existing adjacent concrete panels, 24-inch on center unless directed otherwise by the City's inspector.
27	The excavation and replacement of the street pavement, asphalt, base, etc. <b>SHALL</b> conform to GREENBOOK specifications. Care will be taken to provide adequate excavation, shoring, compaction, and asphalt pavement and concrete replacement
28	Any trenching or excavation in any street <b>MUST</b> be re-compacted to 95% compaction or backfilled with 1-½ sack slurry.
29	Any damage to any facility in the public right-of-way <b>SHALL</b> be repaired or replaced by the prime contractor and its expense.
30	<b>MUST</b> provide written notifications to all businesses and residents in the vicinity of the work area at least 72 hours before commencing construction work. The notifications must be in English in industrial areas and in English and Spanish in residential areas that detail what the work is and what inconveniences that this will involve, including parking restrictions, blocked driveways, etc.
31	Prior to performing of the field work, contractor <b>SHALL</b> request a pre-construction meeting with the City by contacting City's Public Works Department at (323) 887-4458.
32	<b>MUST</b> contact the City's inspector at least 48 hours before the start of work by contacting City's Public Works Department at (323) 887-4458.
33	This permit <b>SHALL</b> expire if the work authorized by such permit is not commenced within sixty (60) days from the date of issuance. Request for an extension must be submitted by the permittee prior to the date of expiration of the permit
34	Please arrange the payment of the Permit fees with the City cashier at (323) 722-4805 Ext. 2325 or at cashier@ci.commerce.ca.us, available Monday thru Thursday from 8:00am to 6:00pm.
35	Fiber Optic Installations <b>MUST</b> comply with the General Permit Conditions for Fiber Optic Installations in the Public Right of Way. A performance bond <b>MUST</b> be filed with the City in accordance to California State law naming the City as obligee in amount equal to approximately one hundred percent (100%) of the total estimated cost, except when exempt as stated in the General Permit Conditions for Fiber Optic Installations. Signed and stamped as-built plans and record drawings <b>SHALL</b> be submitted to the City within thirty (30) days of completion of project.

**CITY OF COMMERCE, PUBLIC WORKS PERMIT FEE CALCULATOR**

**PERMIT WORK SHEET PREPARED BY:**

<b>Name:</b>		<b>Date:</b>		<b>Total Initial Calculated Fee Amount:</b>	<b>\$0.00</b>
<b>Name:</b>		<b>Date:</b>		<b>Total Final Fee Amount:</b>	<b>\$0.00</b>

**COUNTY OF LOS ANGELES; LAND DEVELOPMENT DIVISION; HIGHWAY PERMIT FEES; CPI ADJUSTMENTS FY 2020 - 21**

Code	Description	Fees	Quantity	Applicable Fee Amount	Account No.	Final Fee Adjustments
<b>1</b>	<b>ISSUANCE FEE</b>					
1.1	Highway permit	\$172.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
<b>2</b>	<b>FEES FOR INSPECTION AND OTHER COSTS</b>					
2.1	<b>1. GENERAL</b>					
2.1.1	Pre-inspection site visit	\$138.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.1.2	Inspections during non-business hours (up to 4 hours)	\$530.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.1.3	Additional inspections during non-business hours (over 4 hours)	\$132.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2	<b>2. CONSTRUCTION INSPECTION</b>					
2.2.1	Inspect curb drain	\$179	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.2	Inspect parkway drain	\$742	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.3	Inspect residential driveway	\$619	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.4	Inspect commercial driveway	\$757	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.5	Inspect paving - <= 500 SF	\$862	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.6	Inspect paving - > 500 SF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.7	<b>Inspect sidewalk and curb and gutter</b>					
2.2.7.1	50 LF or less	\$475.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.7.2	Greater than 50 LF - 250 LF	\$475.00 + \$2.35 /LF over 50	Enter Tot Length (LF), if Permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.7.3	Greater than 250 LF - 500 LF	\$943.00 + \$1.59 /LF over 250	Enter Tot Length (LF), if Permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.7.4	Greater than 500 LF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.8	<b>Inspect new well construction</b>					
2.2.8.1	Diameter <= 8", and depth <= 50 ft	\$399.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.8.2	Diameter > 8", or depth > 50 ft	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.9	<b>Inspect well destructions</b>					
2.2.9.1	Diameter <= 6", and depth <= 50 ft	\$907.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.9.2	6" < Diameter <=18", and 25 ft <= depth <= 50 ft	\$1,039.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.9.3	6" < Diameter <=18", and 25 ft < depth <= 50 ft	\$1,171.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.9.4	Diameter > 18", or depth > 50 ft	Actual Cost (collect \$1,500 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.2.10	Inspect pole removal/replacement	\$513.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3	<b>3. ENCROACHMENT INSPECTION</b>					
2.3.1	Inspect lane closure/detour (per day)	\$285.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3.2	Inspect awning (per address)	\$342.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3.3	Inspect monitoring of existing wells (allows monitoring for 1 year)	\$592.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3.4	Inspect crane operations (per day)	\$444.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3.5	Inspect temporary storage of construction materials (per day)	\$284.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.3.5	Inspect filming permits - road	\$378.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.4	<b>4. EXCAVATION INSPECTION</b>					
2.4.1	Inspect utility service cuts (Up to 3 within one block)	\$561.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.4.2	<b>Inspect potholing (up to 3 within one traffic control setup not exceeding one block)</b>					
2.4.2.1	Depth <= 10 ft	\$382.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	

2.4.2.1	Depth > 10 ft	Actual Cost (collect \$1000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5	Inspect Soil Borings (up to 3 borings within one traffic control setup not exceeding one block)					
2.5.1	Diameter <= 6", and depth <= 50 ft	\$513.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5.2	6" < Diameter <=18", depth <= 25 ft	\$645.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5.3	6" < Diameter <=18", and 25 ft < depth <= 50 ft	\$775.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5.4	Diameter > 18", or Depth > 50 ft	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5	5. TRANSPORTATION INSPECTIONS					
2.5.1	Inspect oversize extralegal load moving permit (up to 4 hrs)	\$1,083.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
2.5.2	Actual cost oversize extralegal load moving permit (greater than 4 hrs)	Actual Cost (collect \$1,500 Deposit)	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
3	PERMIT MAINLINE CHECK FEES					
3.1	Permit mainline check 0 - 15,000 LF	\$338.00 + \$0.40 /LF	Enter Tot Length (LF), if Permit is applicable:	N/A	Plan Check, 10-2000-32071	
3.2	Permit mainline check > 15,000 LF	Actual Cost (collect \$1,000 Deposit)	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
4	PERMIT PROCESSING FEE					
4.1	Excavation, construction and encroachment permits	\$312.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
4.2	Joint trench excavation permits for each dry utility	\$617.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
4.3	Road closure (construction or excavation work)	\$440.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
4.4	Banner and pennants	\$527.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
4.5	Traffic control plan review	\$500.00 /sheet of plans	Enter Tot Sheets (EA), if Permit is applicable:	N/A	Plan Check, 10-2000-32071	
5	ANNUAL PERMIT FEES					
5.1	Drop box debris container annual permit	\$2,034.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
6	NEWS RACK ANNUAL PERMIT					
6.1	1 NEW news rack installation per location	\$172.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
6.2	2 NEW news racks installation per location	\$225.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
6.3	3 NEW news racks installation per location	\$276.00	Enter 1, if permit is applicable:	N/A	Inspection, 10-2000-32070	
6.4	Permit expiration and renewal					
6.4.1	Permit renewal application fee	\$126.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
6.4.2	News rack renewal (each)	\$47.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
7	OUTDOOR SIDEWALK DINING ANNUAL PERMIT					
7.1	Outdoor sidewalk dining permit (new)	\$1,300.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
7.2	Outdoor sidewalk dining permit (renewal)	\$409.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
8	SMALL WIRELESS FACILITY FEES*					
8.1	Using Existing Pole Application Fee	\$2,826.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
8.2	New or Replacement Pole Application Fee	\$3,366.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
8.3	Pre-Application Meeting Fee	\$212.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
8.4	Annual License Fee (Per License Agreement)	\$278.10	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
8.5	Market Rate Annual License Fee (Per License Agreement)	\$2,060.00	Enter 1, if permit is applicable:	N/A	Plan Check, 10-2000-32071	
Info to be entered in yellow highlighted cells						
*Annual fee adjustments will be per Resolution 20-75.						



**CITY OF COMMERCE**  
**Public Works Department**

**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 City of Commerce Public Works Department 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 the City of Commerce, 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 the City of Commerce 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 City of Commerce Public Works and Development Services by calling (323) 722-4805. The Permittee or Authorized Representative or their contractors shall submit a written report (see attached Notice of Non-Permitted Discharge) to the City of Commerce 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 the City of Commerce 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 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) 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*

**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 City of Commerce, its officers, agents and employees must be named as additional insureds or as additional loss payees in all insurance policies.

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> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <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 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TP988035201	08/01/12	08/01/13	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	006502599	08/01/12	08/01/13	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Yes / No If yes, describe under SPECIAL PROVISIONS below <b>OTHER</b>	FACRUB3175M68411	08/01/12	08/01/13	<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td>DISEASE - POLICY LIMIT</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
CITY OF COMMERCE PUBLIC WORKS DEPARTMENT 2535 COMMERCE WAY COMMERCE, CA 90040 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.
	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

<p><b>State Or Governmental Agency Or Subdivision Or Political Subdivision:</b></p> <p>The City of Commerce, its officers, agents and employees must be named as additional insureds or as additional loss payees in all insurance policies.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**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".



**CITY OF COMMERCE**  
**PUBLIC WORKS ENCROACHMENT PERMIT APPLICATION**

Public Works Department - 2535 Commerce Way, Commerce, CA 90040  
P:(323) 722-4805 - F:(323) 888-6537

**SAMPLE AUTHORIZATION LETTER FROM OWNER/APPLICANT TO REPRESENTATIVE/AGENT**

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

Date:

City of Commerce  
Public Works Department  
2535 Commerce Way  
Commerce, CA 90040

**Subject: 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) encroachment 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: