



## **IMPORTANT TIPS REGARDING “A” PERMIT WORK IN THE PUBLIC RIGHT OF WAY**

### **What am I required to build/ rebuild in the public right of way?**

As part of your Palisades Wildfire rebuilding efforts, you are not **REQUIRED** to replace damaged sidewalks or driveways at their existing locations. You can **CHOOSE** to do so voluntarily.

For example, If you choose to do some work, i.e replace or relocate your driveway apron, in most cases, you **CANNOT** be **REQUIRED** to fix the sidewalk

### **When do I need an “A” permit?**

Per LAMC 62.105, any work in the public right-of-way requires a Public Works permit. This includes constructing or repairing a driveway apron, sidewalk, curb ramp, or installing a curb drain.

These projects typically require an A-Permit from the Bureau of Engineering (BOE):

- Relocating or modifying/widening/ repairing an existing driveway apron.
- Installing a new driveway apron.
- Replacing a damaged sidewalk or installing a new sidewalk.
- Installing a curb drain as part of site drainage solution.
  - **NOTE:** For a single-family residence, you are allowed to drain your roof and site water across your driveway.



## How do I apply for an A-Permit?

1. Go to [engpermits.lacity.org](http://engpermits.lacity.org)
2. Click the **Construction (A) Permit** tile.
3. Sign in with your Angeleno Account.
  - If you don't have one, create an account using the green sign-up button.
4. In the BOE Customer Portal, click **Construction (A) Permit** and select **Continue**.
5. Click **Start Application**. A reference number will be created.
6. Enter your applicant information.
7. Enter the project address and select the correct location.
8. Add the work details, including the type of work and any related permit numbers.
9. Enter driveway information, if applicable.
10. Enter sidewalk information, if applicable.
11. Add other work items such as ADA ramps, curb drains, curbs, or gutter work.
12. Upload any required documents and photos.

## What else may we need from you?

- For those properties that have small (narrow) borders (distance from curb to property line is less than 9 feet) :
    - For driveway construction or reconstruction: - Standard driveway aprons cannot be constructed in these scenarios. A custom detail/drawing is required for review. Please provide a detailed sketch of your proposed driveway including all dimensions, including the curb height. We can provide the sample sketch.
  - For new driveway construction on Avenue or Boulevards Street classifications, LADOT approval is required. We will need to see a sketch stamped as "ACCEPTED" by LADOT. Most single-family residences will not need this review.
13. Select (checkbox) the Windstorm and Fires January 2025 tag . This will identify your request as a Fire rebuild related A permit. This will allow us to process it accordingly.
  14. Review all information and click **Submit**.
  15. After you submit your application, you will receive a confirmation e-mail and reference number.
  16. You can view your submitted application online, however you cannot make changes after you submit.



**After the Permit is issued:**

Please review your final permit carefully and call for **inspection** before starting work.

**DO NOT START WORK BEFORE SCHEDULING A PRECONSTRUCTION MEETING!**

Starting sidewalk or driveway removals prior to the preconstruction meeting with your Public Works Inspector can, and probably will, cause confusion and delays in completing the work. This cannot be emphasized enough.

**1. Schedule a Pre-Construction inspection meeting.**

- CALL BUREAU OF CONTRACT ADMINISTRATION (213-485-5080) FOR INSPECTION **PRIOR TO COMMENCING WORK:**
- OR CLICK TO "ONLINE INSPECTION APPOINTMENT REQUEST FORM" <https://bcainspection.lacity.org/bcaapp/home>
- FOR STREET TREES: CALL URBAN FORESTRY DIVISION AT (213) 847-3077



**You can contact BOE in the following ways:**

1. **Customer Service Request (CSR):** Submit your inquiry or issue any time via the 24/7 portal at [Customer Service Request](#)
2. **In-person:**
  - Visit us at the Palisades Inspections and Permitting Support Center (PIPSC): 16925 Marquez Ave. Pacific Palisades, CA 90272
  - Visit our West Los Angeles District Office for walk-in assistance at 1828 Sawtelle Blvd., 3rd Floor, Los Angeles, CA 90025
3. **Virtual or in-person appointment:** Schedule a virtual web meeting using the [BuildLA Appointment System](#). (appointments.lacity.org)
4. **General virtual counter:** If you have a service-specific question, you can access the virtual counter via [BuildLA Virtual Counter](#) for live assistance. (appointments.lacity.org) Select Virtual counter