

PAINTING HOUSE NUMBERS ON CURBS - PERMIT GUIDELINES

The following requirements shall be made a part of the permit and the Permittee shall comply with all of them, either prior to receiving the permit and/or while the permit is in force.

1. Only house numbers painted on the face of curbs are permitted. No logos, designs, graphics or symbols of national, military, religious, sports, flags, college/university, etc., are permitted. Such logos, designs, graphics, and symbols may be registered trademarks and may have copyrights.
2. An Encroachment Permit issued by Los Angeles County Public Works (LACPW) is required per Los Angeles County Code Title 16, Highways. The Permittee shall comply with all requirements set forth in the County codes.
3. The Permittee shall notify the property owner whether the curb painting service being solicited is for payment or "charitable donation." Charitable donations are not mandatory contributions. The County of Los Angeles (County) and the LACPW do not establish nor regulate the amount for payments or charitable donations.
4. The Permittee must first obtain the permission of the property owner before painting any house number on the curb. If the Permittee paints the curb without the property owner's permission, the property owner is not obligated to provide payment for the curb painting services.
5. A complete permit application must be submitted, a minimum of ten (10) working days prior to start painting house numbers on curb faces and accompanied by all the necessary documentation and fees.
 - a. To apply for a Road Encroachment permit, the applicant needs to register and log into EPICLA at <https://epicla.lacounty.gov/SelfService/#/home>. In the Application Assistant, select "Apply". On the Search Field, type Road Encroachment and click "Apply".
 - b. All advertising literature including flyers that the permit applicant proposes to use in soliciting services.
 - c. A Certificate of Liability Insurance showing documentation of liability insurance coverage in the amount per the latest "Greenbook" requirements. The County of Los Angeles shall be named as co-insured, noted on a separate Additional Insured Endorsement Form, CG 20 12, referencing the general liability insurance policy number shown on the Certificate of Liability Insurance.
 - d. Stencil type and "traffic" paint type that will be used and applied to the curb face.

- e. The location map showing the boundary of work within the unincorporated communities of Los Angeles County.
6. Solicitation of painting house numbers on curbs shall not take place between the hours of 6 p.m. — 8 a.m., during hours of darkness, during nonbusiness hours, weekends, or on holidays. Painting house numbers on curbs shall only take place between 8:00 am — 4:30 pm Monday through Friday. Painting house numbers on curbs shall not take place during hazardous weather conditions such as, but not limited to, windy or foggy days.
7. The local Los Angeles County Sheriff's Station may be notified of any complaints received from property owners including, but not limited to, solicitation activities, attempts to collect payment for unauthorized work, work performed without an encroachment permit from LACPW, etc.
8. The Permittee shall pay a non-refundable permit issuance fee and processing fee (Los Angeles County Code 16.10.010 and 16.10.155).

FLYER NOTIFICATION REQUIREMENTS FOR PAINTING HOUSE NUMBERS ON CURBS

Flyer notifications to the property owners must include the following statements:

1. A statement of whether the painting of house numbers on curbs is a "service for payment" or for "charitable donation."
2. Charitable donations are not mandatory.
3. The solicitor is not a County employee.
4. Legally, you are not obligated to have your house number on the curb.
5. The County does not require you to have a street number placed on the curb.
6. The County does not employ anyone, at this time, to paint house numbers on the curbs.
7. Whether or not you have your house number painted on the curb is voluntary on your part.
8. The solicitor is required to obtain the property owner's permission first before painting any house number on a curb.
9. A permit is required at all times while the Permittee performs the curb painting work.
10. The County and LACPW shall not be held liable for payment or for the replacement of house numbers on curbs that become painted over, obliterated, removed, damaged, etc., as a result of County highway facility maintenance, repair, replacement, traffic control, etc.
11. If the solicitor is rude, insistent, or misrepresents the facts above, please contact the local Sheriff's Station serving the community area and the permit inspection office located nearest you listed below.

Permit Office Locations:

Baldwin Park: (626) 338-9515

Westchester (near LAX): (310) 649-6300

Palmdale: (661) 947-4151

Valencia: (661) 222-2948

Downey (Hollydale): (562) 861-3580

Alhambra (Main): (626) 458-3129

12. The property owner agrees to hold harmless the County of Los Angeles for the work solicited and performed by the Permittee.

Attach.