

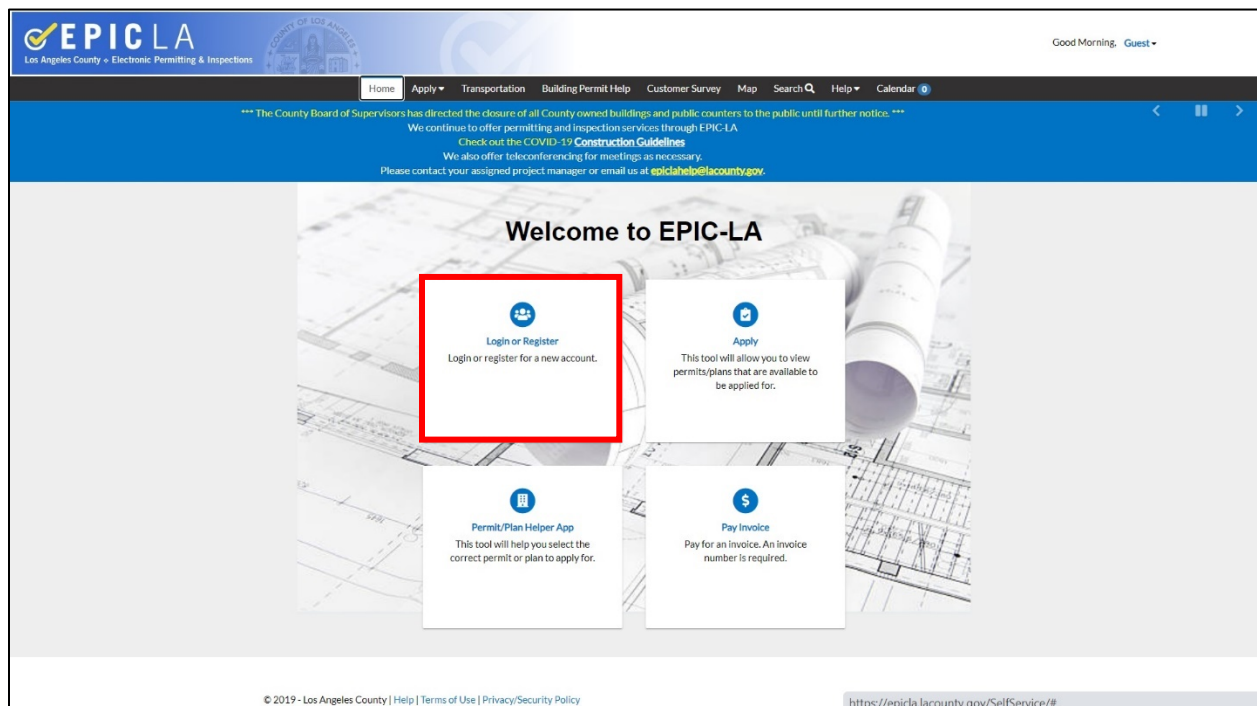
July 13, 2020

Step-by-Step Guide

COVID-19 Temporary Outdoor Dining Program Temporary Alley and Street Closure Permit

The following are step-by-step instructions for restaurant owners applying for a Temporary Alley Closure Permit.

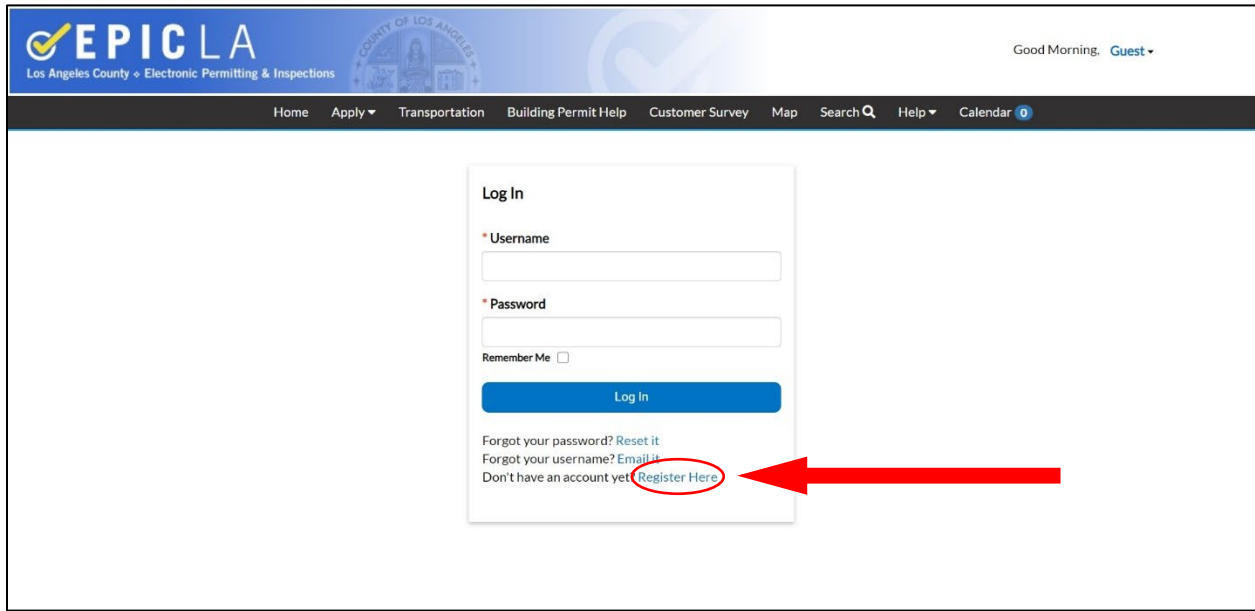
1. Before beginning the application, read the [Temporary Alley Closure Guidelines](#) for eligibility criteria, applicant requirements, and application and review processes.
2. Applicants must submit an online application to Public Works through the County's Electronic Permitting and Inspections portal, [EPIC-LA](#).
3. Once on the Epic-LA website, click **Login or Register**.



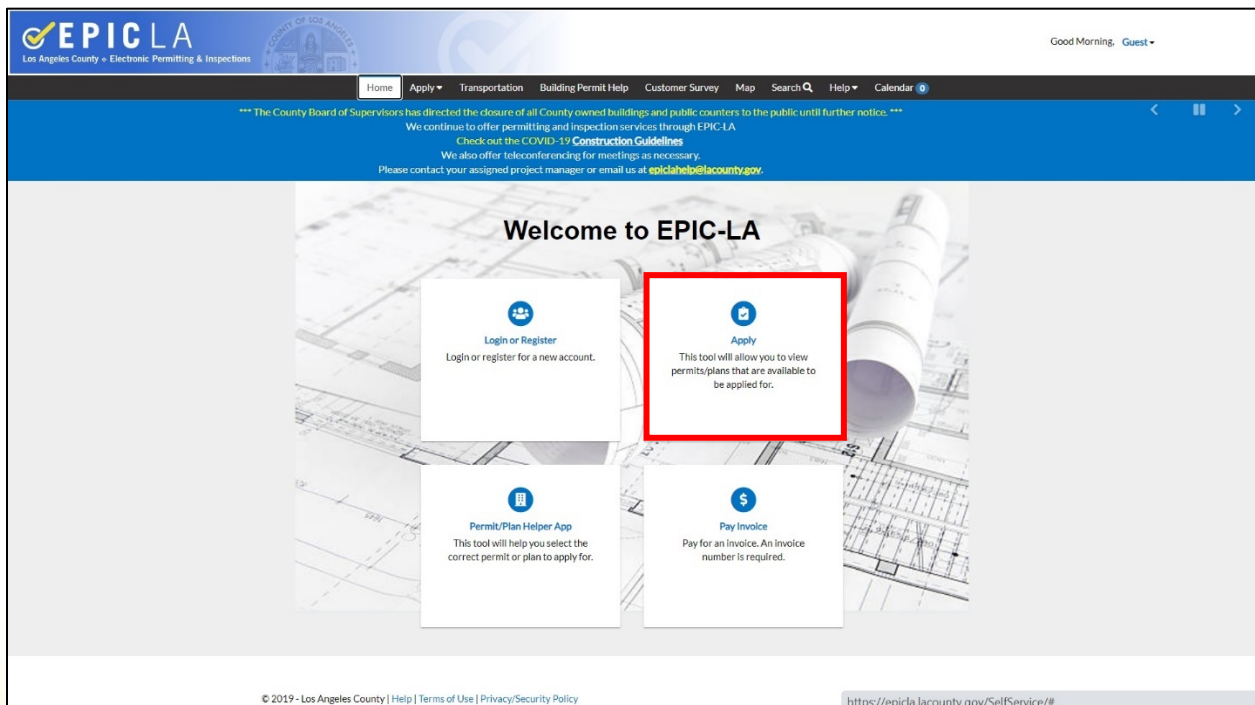
The screenshot shows the EPIC-LA website interface. At the top left is the EPIC-LA logo with the tagline "Los Angeles County • Electronic Permitting & Inspections". A navigation bar includes links for Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Search, Help, and Calendar. A blue banner contains a notice from the County Board of Supervisors regarding the closure of County-owned buildings and public counters, along with a link to COVID-19 Construction Guidelines and contact information for project managers. The main content area features a "Welcome to EPIC-LA" heading and four service tiles: "Login or Register" (highlighted with a red box), "Apply", "Permit/Plan Helper App", and "Pay Invoice". The footer includes copyright information for 2019 and a URL: <https://epicla.lacounty.gov/SelfService/#>.



4. Register for a new account by clicking **Register Here** or log into an existing account.

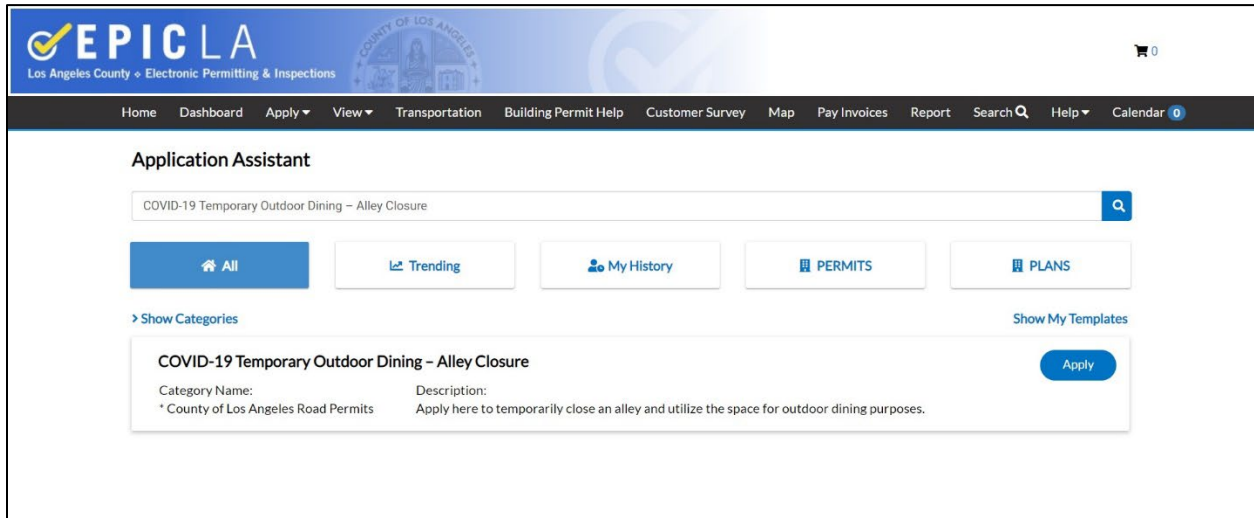


5. After logging in, click **Apply**.



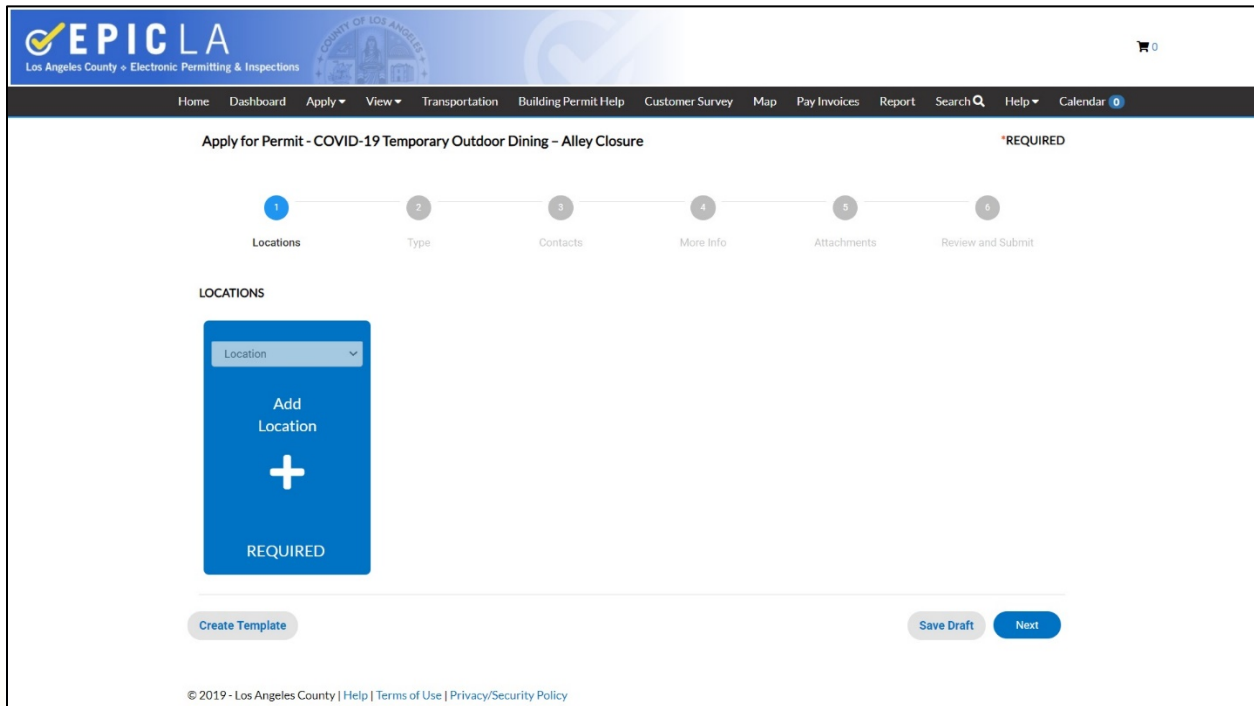


- On the Application Assistant page, type “COVID-19 Temporary Outdoor Dining – Alley and Street Closure” in the search box and click search. The permit application will appear. Click **Apply** to continue to the application.



The screenshot shows the EPIC LA Application Assistant interface. At the top, there is a navigation bar with links for Home, Dashboard, Apply, View, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. Below the navigation bar, the page title is "Application Assistant". A search bar contains the text "COVID-19 Temporary Outdoor Dining – Alley Closure". Below the search bar, there are several filter buttons: All, Trending, My History, PERMITS, and PLANS. A "Show Categories" link is visible on the left, and a "Show My Templates" link is on the right. The search results display a card for "COVID-19 Temporary Outdoor Dining – Alley Closure" with an "Apply" button. The card also shows the category name as "County of Los Angeles Road Permits" and a description: "Apply here to temporarily close an alley and utilize the space for outdoor dining purposes."

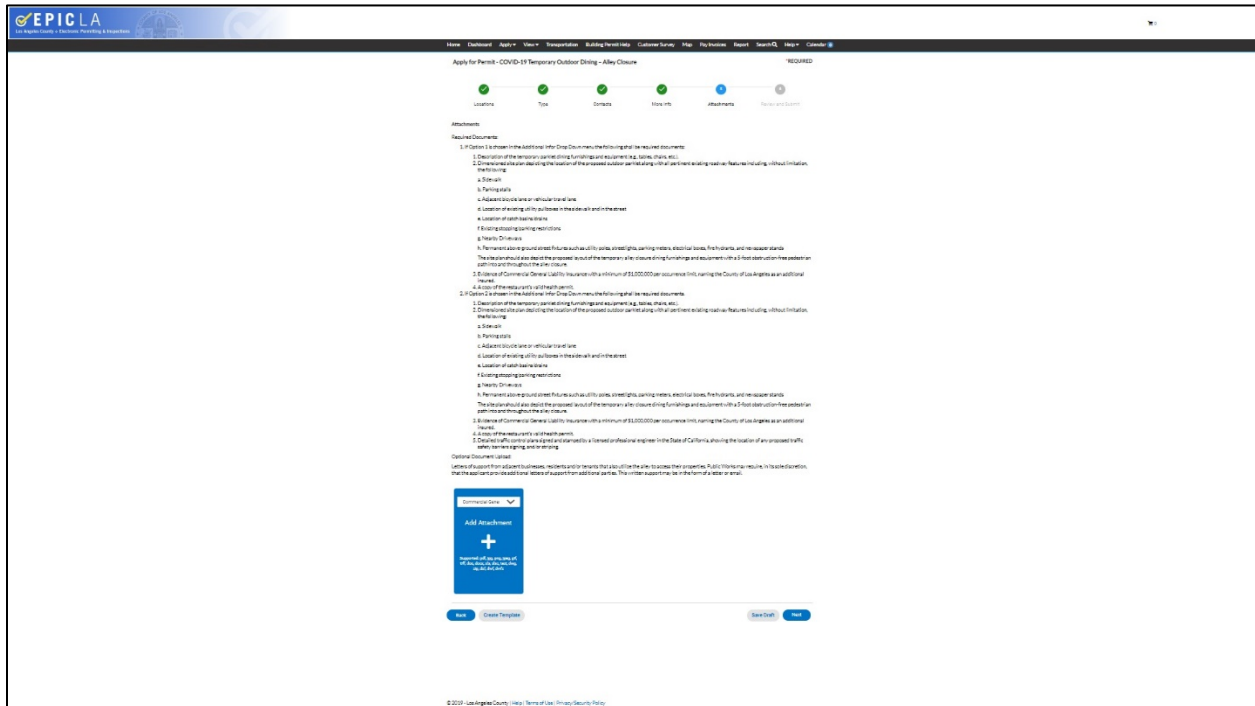
- Follow the on-screen prompts to input the required information.



The screenshot shows the "Apply for Permit - COVID-19 Temporary Outdoor Dining – Alley Closure" page. At the top, there is a navigation bar with links for Home, Dashboard, Apply, View, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. Below the navigation bar, the page title is "Apply for Permit - COVID-19 Temporary Outdoor Dining – Alley Closure". A progress bar shows six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The "Locations" step is currently active. Below the progress bar, there is a "LOCATIONS" section with a dropdown menu labeled "Location" and an "Add Location" button with a plus sign. A "REQUIRED" label is visible below the button. At the bottom of the page, there are three buttons: "Create Template", "Save Draft", and "Next". The footer contains the text "© 2019 - Los Angeles County | Help | Terms of Use | Privacy/Security Policy".



The last prompt on the application will be to upload the required documents before you can submit your application.



Required Documents:

1. Description of the temporary alley closure dining furnishings and equipment (e.g., tables, chairs, etc.).
2. Dimensioned site plan depicting the location of the proposed temporary alley closure along with all pertinent existing roadway features including, without limitation, the following:
 - a. Sidewalk
 - b. Parking stalls
 - c. Adjacent bicycle lane or vehicular travel lane
 - d. Location of existing utility pullboxes in the sidewalk and in the street
 - e. Location of catch basins/drains
 - f. Existing stopping/parking restrictions
 - g. Nearby Driveways

- h. Permanent above-ground street fixtures such as utility poles, streetlights, parking meters, electrical boxes, fire hydrants, and newspaper stands

The site plan should also depict the proposed layout of the temporary alley closure dining furnishings and equipment with a 5-foot obstruction-free pedestrian path into and throughout the alley closure.

3. Evidence of Commercial General Liability Insurance with a minimum of \$1,000,000 per occurrence limit, naming the County of Los Angeles as an additional insured.
4. A copy of the restaurant's valid health permit.
5. Letters of support from adjacent businesses, residents and/or tenants that also utilize the alley to access their properties. Public Works may require, in its sole discretion, that the applicant provide additional letters of support from additional parties. This written support may be in the form of a letter or email.
6. Detailed traffic control plans signed and stamped by a licensed professional engineer in the State of California, showing the location of any proposed traffic safety barriers signing, and/or striping (Option 2 only).