

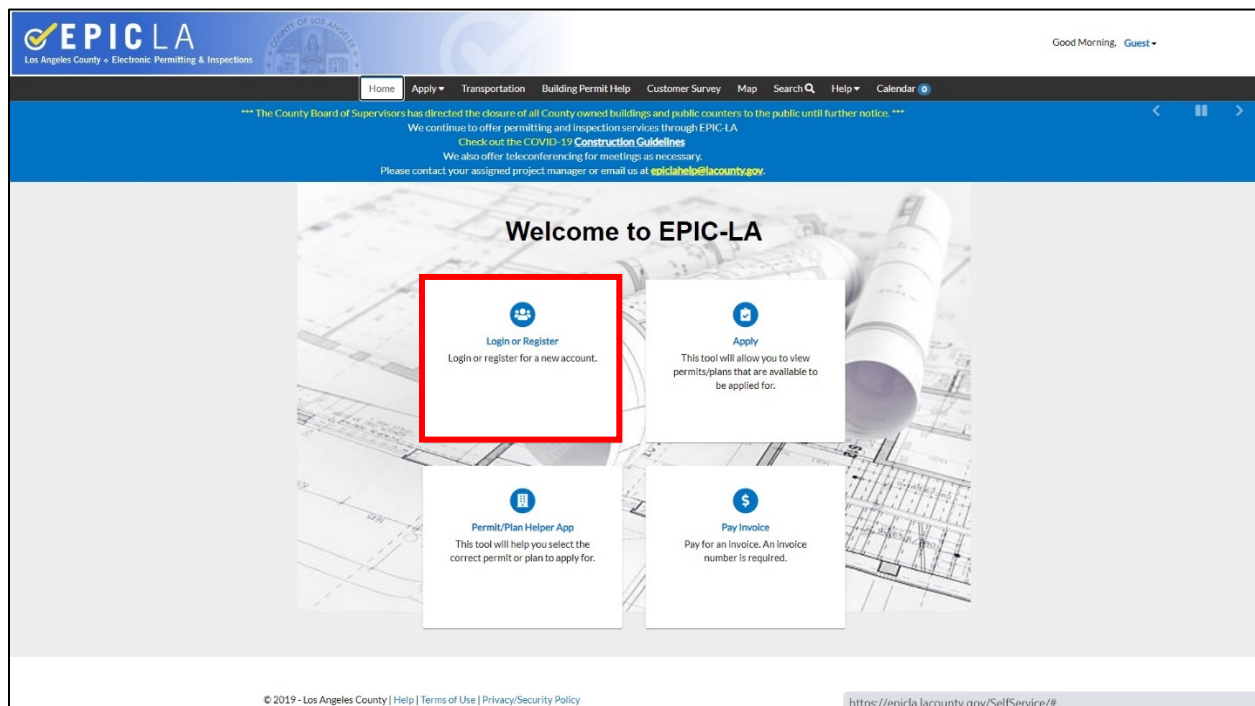
July 13, 2020

## Step-by-Step Guide

### COVID-19 Temporary Outdoor Dining Program Temporary Parklet Permit

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

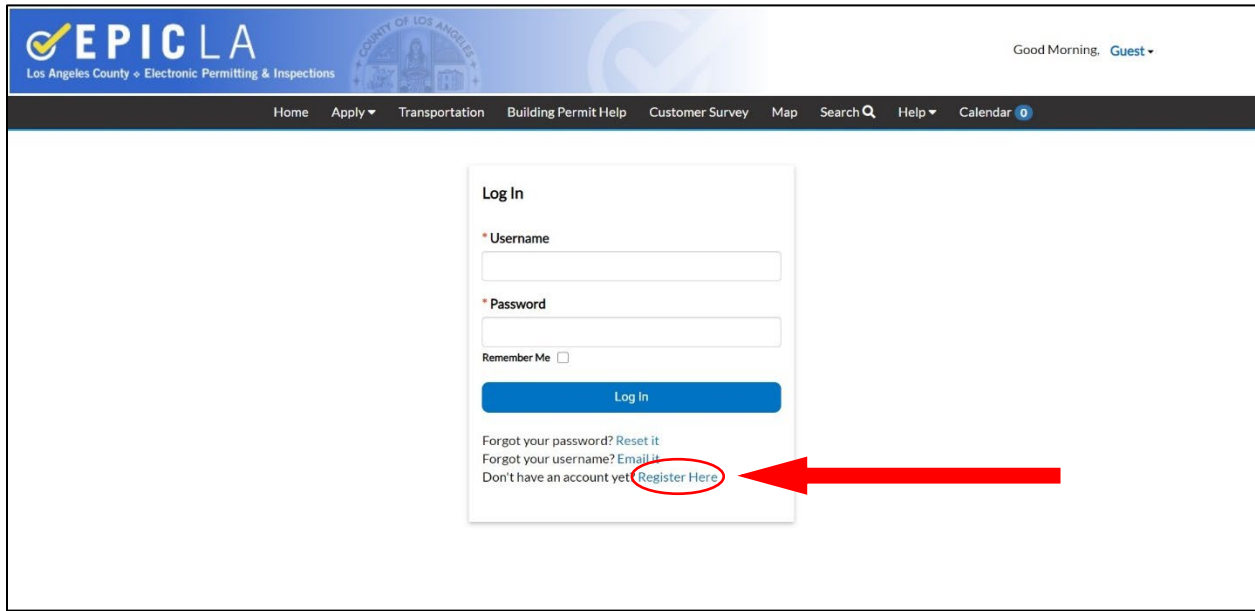
1. Before beginning the application, read the [Temporary Parklet Guidelines](#) for eligibility criteria, applicant requirements, and application and review processes.
2. Applicants must submit an online application to Public Works through the County's Electronic Permitting and Inspections portal, [EPIC-LA](#).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



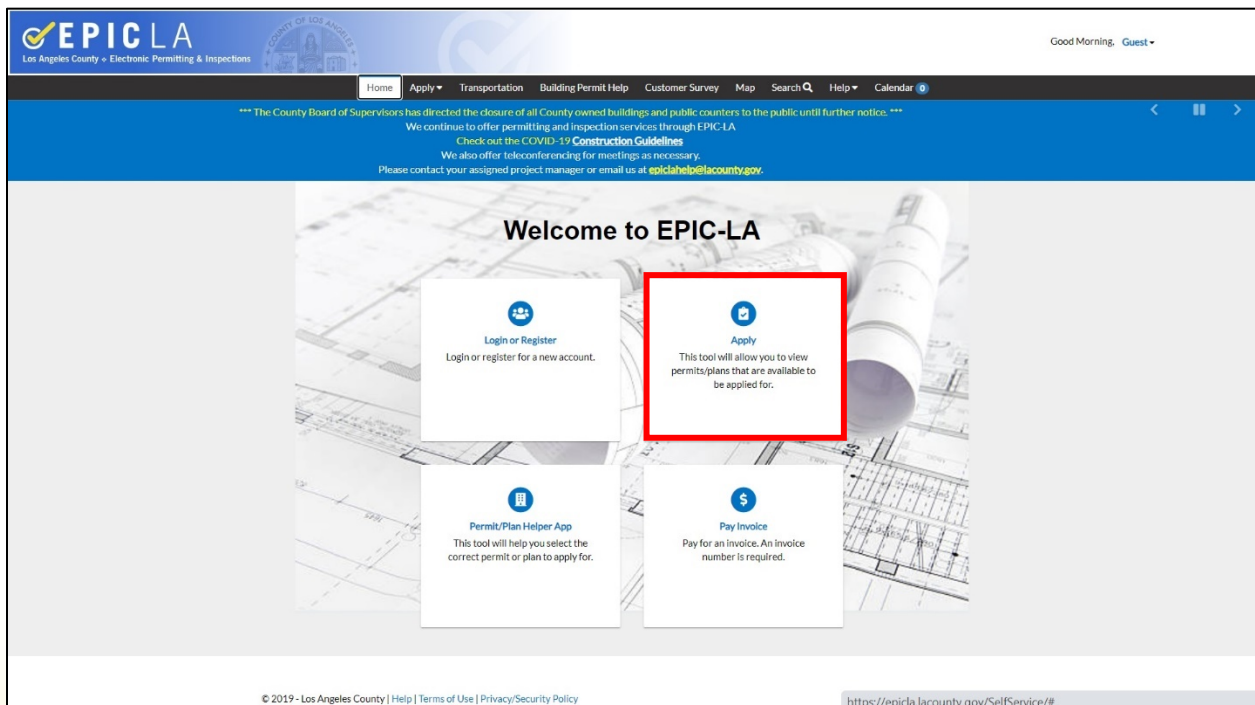
The screenshot shows the EPIC-LA website interface. At the top left is the EPIC-LA logo with the text "Los Angeles County • Electronic Permitting & Inspections". To the right of the logo is a navigation menu with items: Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Search, Help, and Calendar. A blue banner below the navigation contains a notice: "The County Board of Supervisors has directed the closure of all County owned buildings and public counters to the public until further notice." Below the banner, the main heading reads "Welcome to EPIC-LA". There are four white cards with blue icons and text: "Login or Register" (with a red box around it), "Apply", "Permit/Plan Helper App", and "Pay Invoice". The footer contains copyright information and a URL: "https://epicla.lacounty.gov/SelfService/#".



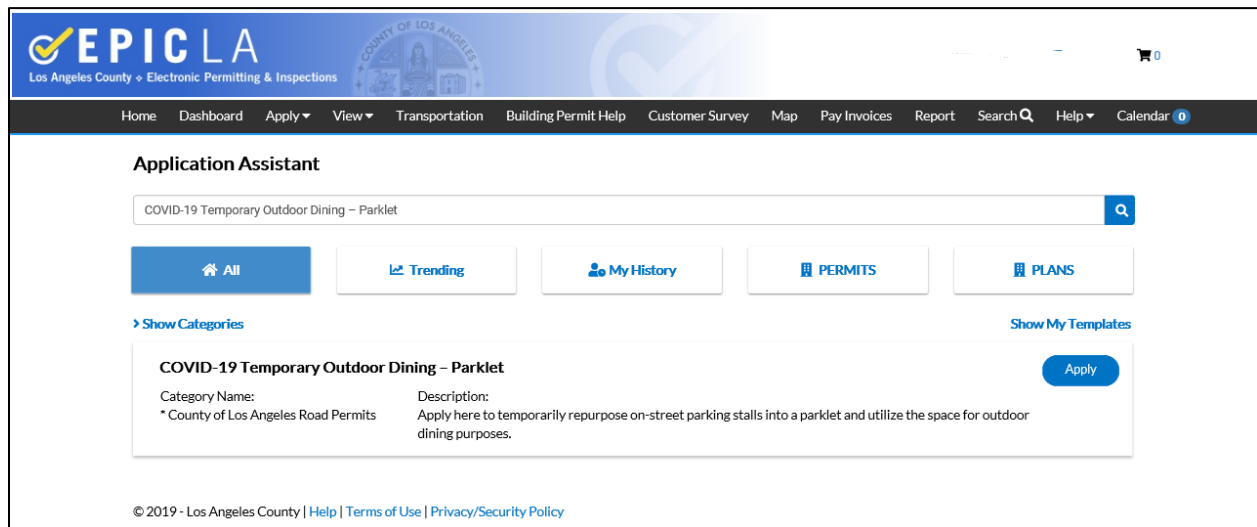
4. Register for a new account by clicking **Register Here** or log into an existing account.



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



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

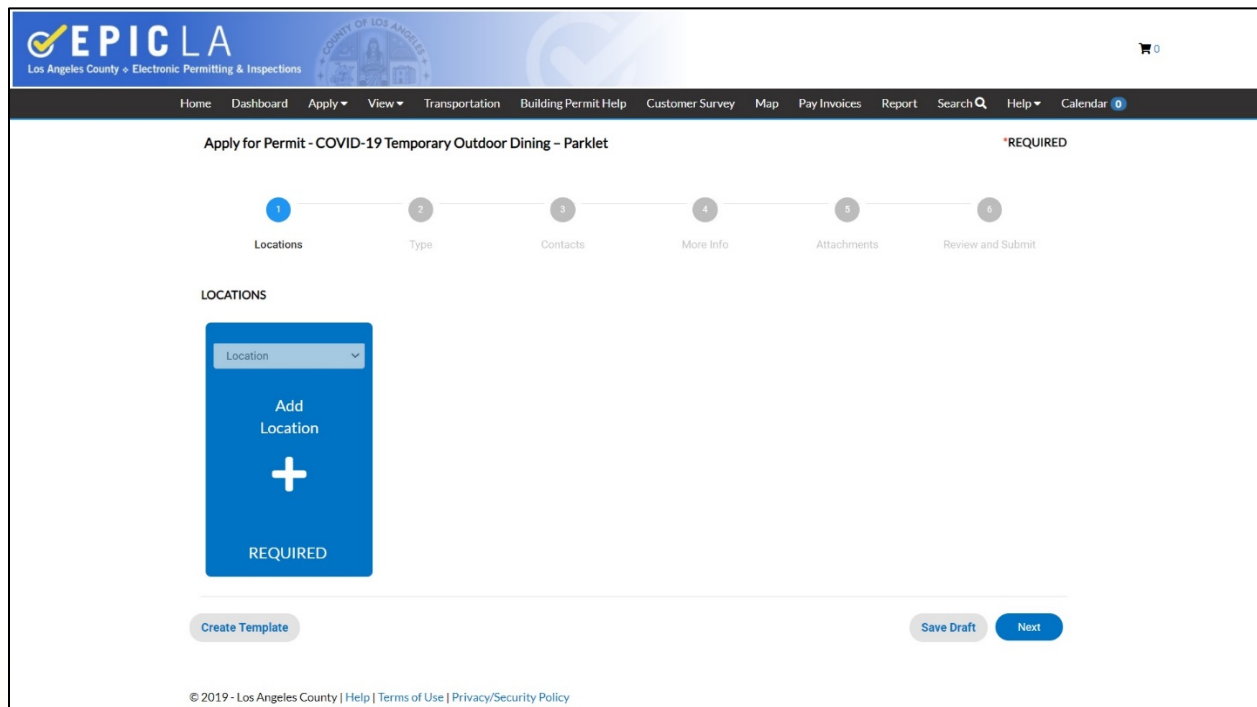


The screenshot shows the EPICLA Application Assistant interface. At the top, there is a navigation bar with links for Home, Dashboard, Apply, View, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. A search bar contains the text "COVID-19 Temporary Outdoor Dining – Parklet". Below the search bar are several filter buttons: All, Trending, My History, PERMITS, and PLANS. A "Show Categories" link is visible. The search results display a card for "COVID-19 Temporary Outdoor Dining – Parklet" with the following details:

- Category Name:** \* County of Los Angeles Road Permits
- Description:** Apply here to temporarily repurpose on-street parking stalls into a parklet and utilize the space for outdoor dining purposes.

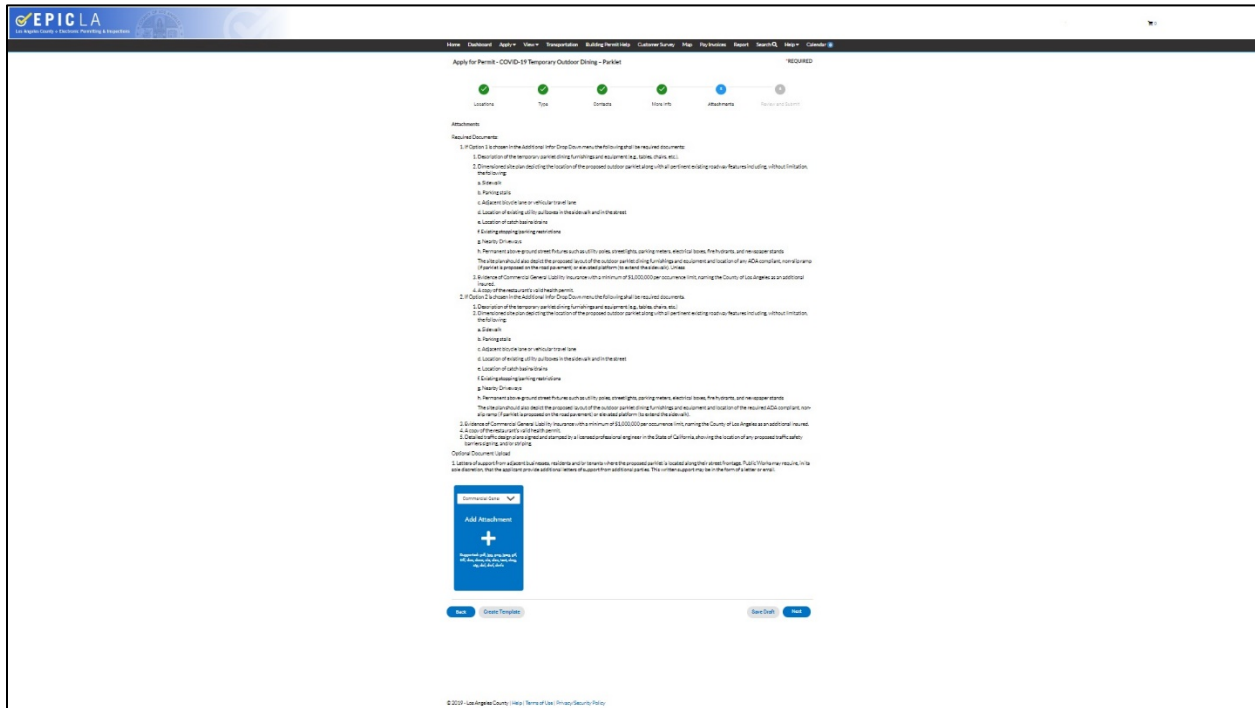
An "Apply" button is located to the right of the card. At the bottom of the page, there is a copyright notice: © 2019 - Los Angeles County | [Help](#) | [Terms of Use](#) | [Privacy/Security Policy](#).

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



The screenshot shows the "Apply for Permit - COVID-19 Temporary Outdoor Dining – Parklet" form. At the top, there is a progress bar with 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 a blue button with a plus sign and the text "Add Location" and "REQUIRED". At the bottom of the form, there are three buttons: "Create Template", "Save Draft", and "Next". At the bottom of the page, there is a copyright notice: © 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 parklet dining furnishings and equipment (e.g., tables, chairs, etc.).
2. Dimensioned site plan depicting the location of the proposed outdoor parklet 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 outdoor parklet dining furnishings and equipment and location of the required ADA compliant, non-slip ramp (if parklet is proposed on the road pavement) or elevated platform (to extend the sidewalk).

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. Detailed traffic design 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)