

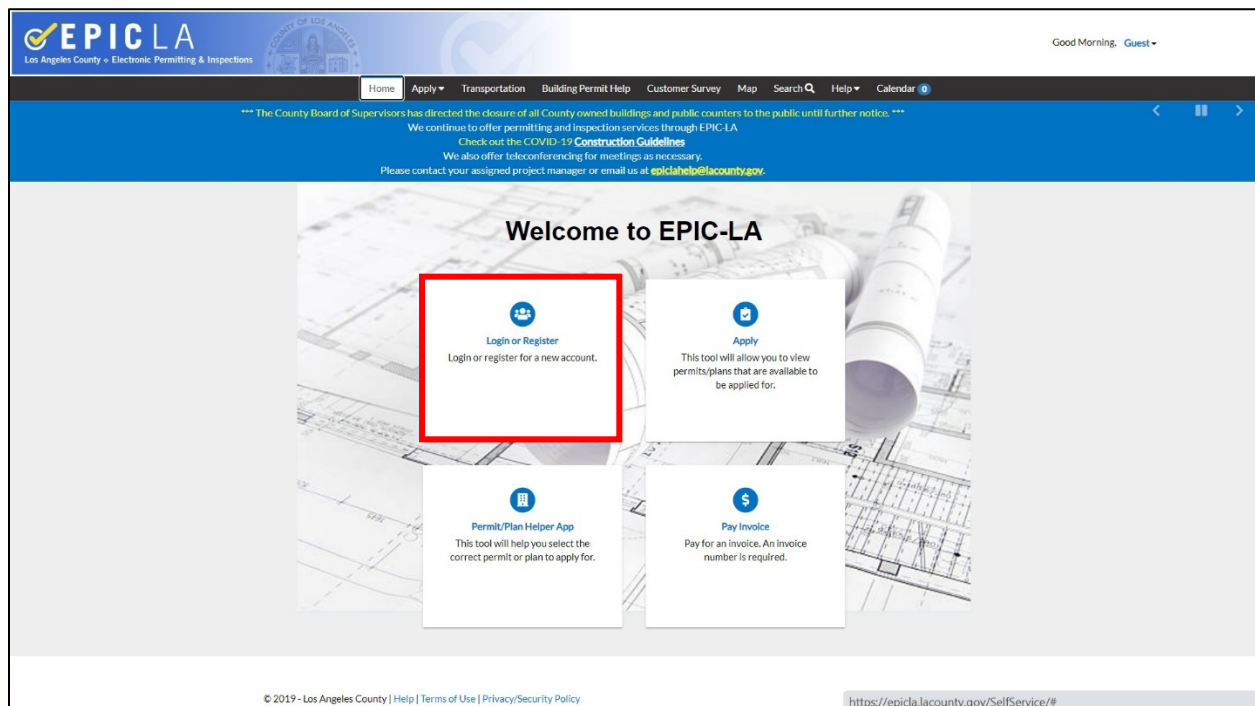
August 12, 2020

Step-by-Step Guide

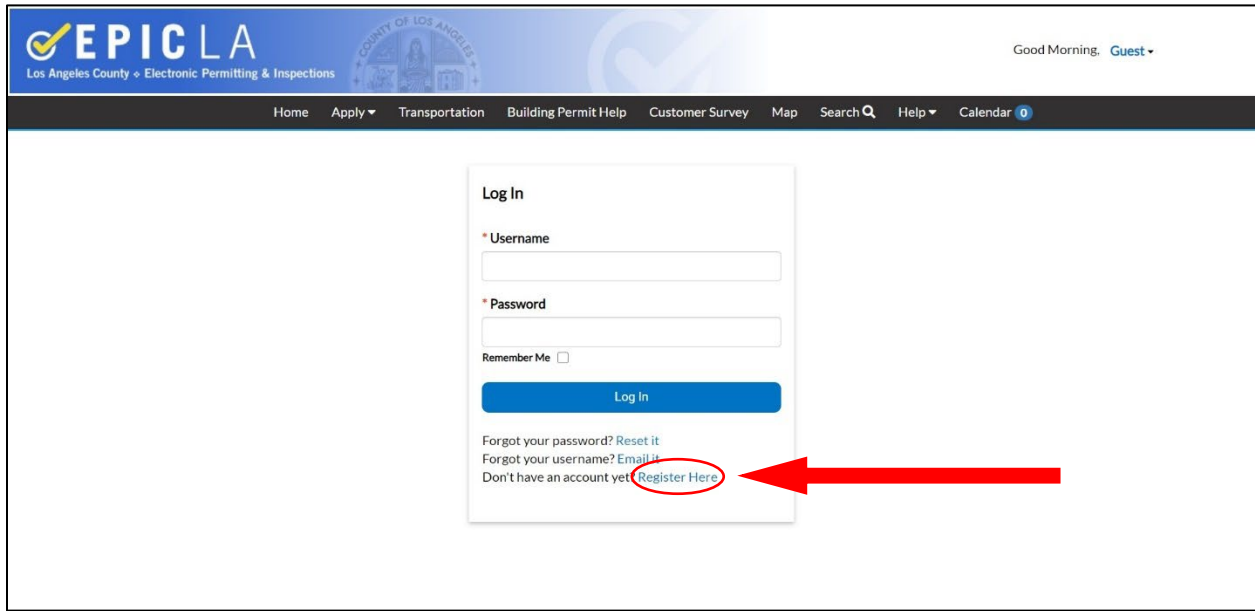
COVID-19 Temporary Outdoor Services Program Temporary Sidewalk Services Permit

The following are step-by-step instructions for business operators and their building owners applying for a Temporary Outdoor Sidewalk Services Permit.

1. Before beginning the application, read the [Temporary Outdoor Sidewalk Services 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**.

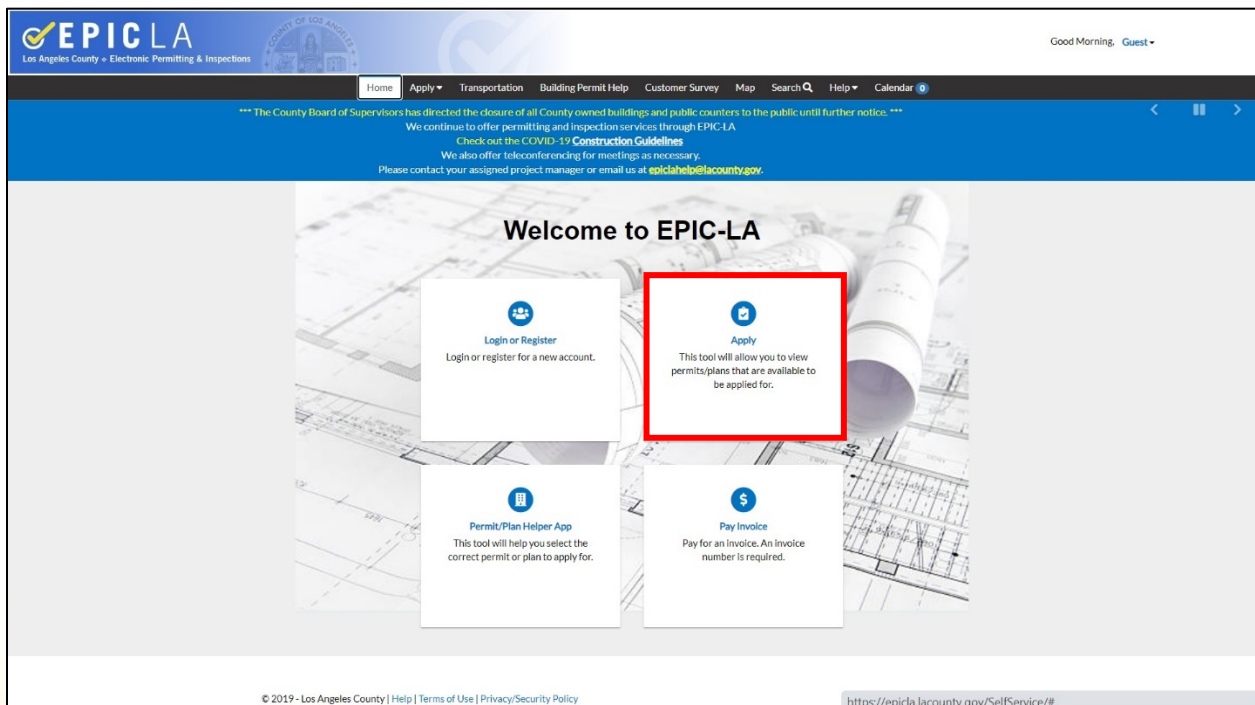


4. Register for a new account by clicking **Register Here** or log into an existing account.



The screenshot shows the EPIC LA login page. The header includes the EPIC LA logo and navigation links: Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Search, Help, and Calendar. The main content area features a "Log In" form with fields for Username and Password, a "Remember Me" checkbox, and a "Log In" button. Below the form are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? **Register Here**". A red circle highlights the "Register Here" link, and a red arrow points to it from the right.

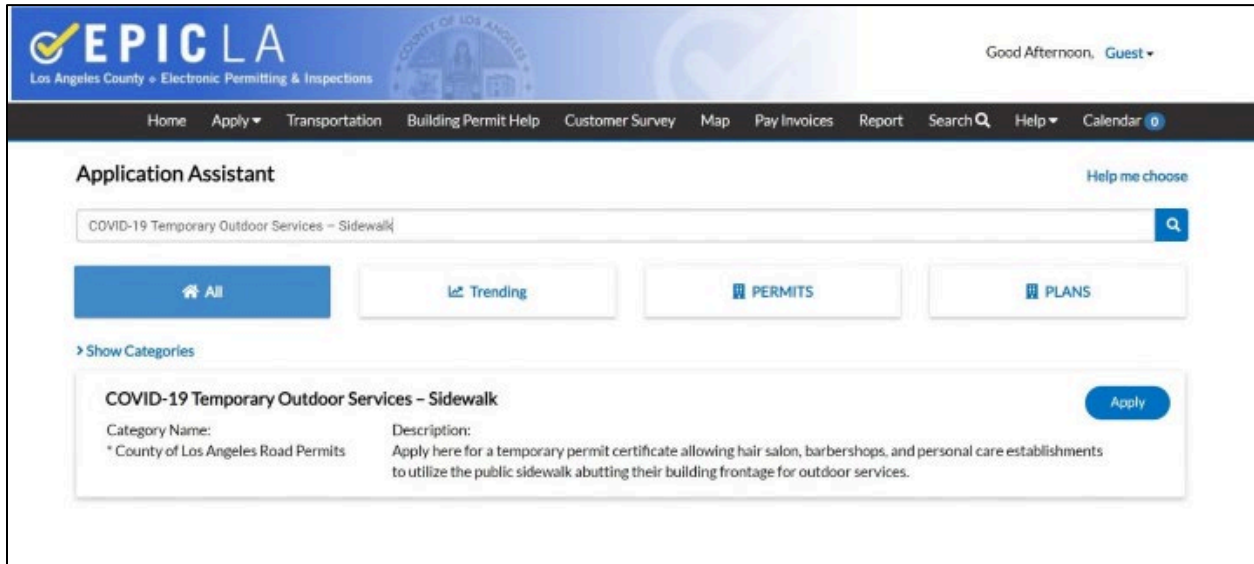
5. After logging in, click **Apply**.



The screenshot shows the EPIC LA home page. The header includes the EPIC LA logo and navigation links: Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Search, Help, and Calendar. A blue banner contains a notice about the closure of County-owned buildings and public counters, along with links for COVID-19 Construction Guidelines and teleconferencing. The main content area features a "Welcome to EPIC-LA" heading and four service tiles: "Login or Register", "Apply", "Permit/Plan Helper App", and "Pay Invoice". The "Apply" tile is highlighted with a red box. The footer includes the copyright notice "© 2019 - Los Angeles County | Help | Terms of Use | Privacy/Security Policy" and the URL "https://epicla.lacounty.gov/SelfService/#".



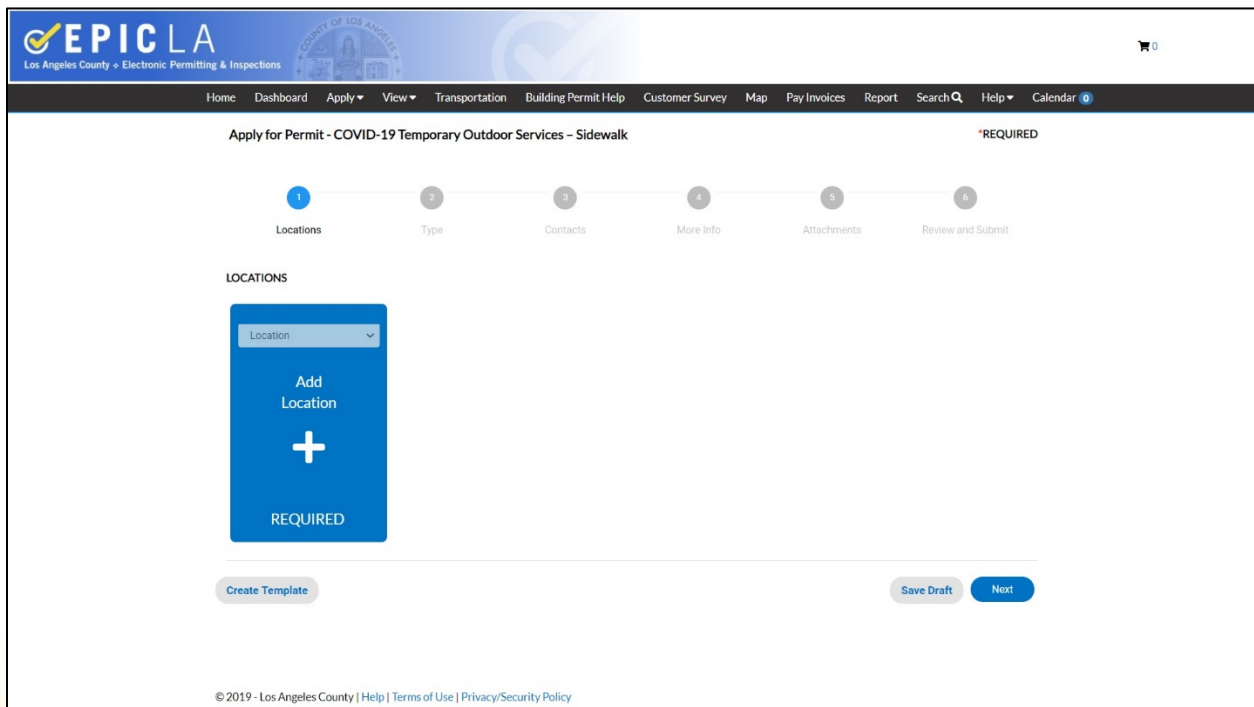
- On the Application Assistant page, type “COVID-19 Temporary Outdoor Services – Sidewalk” in the search box and click search. The permit application will appear. Click **Apply** to continue to the application.



The screenshot shows the EPIC LA Application Assistant interface. At the top, there is a navigation bar with links for Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and Calendar. The main content area is titled "Application Assistant" and features a search bar containing the text "COVID-19 Temporary Outdoor Services – Sidewalk". Below the search bar are four filter buttons: All, Trending, PERMITS, and PLANS. A "Show Categories" link is also present. The search results display a card for "COVID-19 Temporary Outdoor Services – Sidewalk" with an "Apply" button. The card includes the following details:

Category Name: * County of Los Angeles Road Permits	Description: Apply here for a temporary permit certificate allowing hair salon, barbershops, and personal care establishments to utilize the public sidewalk abutting their building frontage for outdoor services.
---	---

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

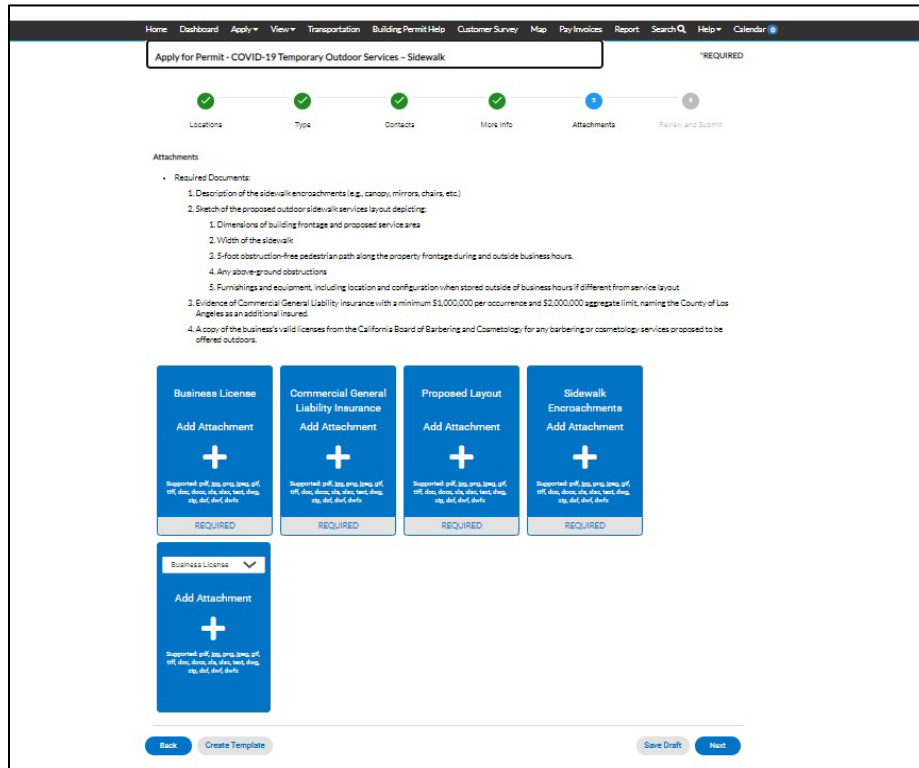


The screenshot shows the "Apply for Permit - COVID-19 Temporary Outdoor Services – Sidewalk" form. The form is titled "Apply for Permit - COVID-19 Temporary Outdoor Services – Sidewalk" and includes a "REQUIRED" indicator. A progress bar at the top shows six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The "LOCATIONS" section is currently active, featuring a dropdown menu for "Location" and a prominent blue "Add Location" button with a plus sign and the word "REQUIRED" below it. At the bottom of the form, there are three buttons: "Create Template", "Save Draft", and "Next".

© 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.



Apply for Permit - COVID-19 Temporary Outdoor Services - Sidewalk

Progress: Locations (✓), Type (✓), Contacts (✓), More Info (✓), Attachments (●), Review and Submit (●)

Attachments

- Required Documents:
 - Description of the sidewalk encroachments (e.g., canopy, mirrors, chairs, etc.)
 - Sketch of the proposed outdoor sidewalk services layout depicting:
 - Dimensions of building frontage and proposed service area
 - Width of the sidewalk
 - 5-foot obstruction-free pedestrian path along the property frontage during and outside business hours.
 - Any above-ground obstructions
 - Furnishings and equipment, including location and configuration when stored outside of business hours if different from service layout
 - Evidence of Commercial General Liability Insurance with a minimum \$1,000,000 per occurrence and \$2,000,000 aggregate limit, naming the County of Los Angeles as an additional insured.
 - A copy of the business's valid licenses from the California Board of Barbering and Cosmetology for any barbering or cosmetology services proposed to be offered outdoors.

Attachments to add:

- Business License: Add Attachment (REQUIRED)
- Commercial General Liability Insurance: Add Attachment (REQUIRED)
- Proposed Layout: Add Attachment (REQUIRED)
- Sidewalk Encroachments: Add Attachment (REQUIRED)

Business License dropdown menu: Add Attachment (REQUIRED)

Buttons: Back, Create Template, Save Draft, Next

Required Documents:

- Description of the sidewalk encroachments (e.g., canopy, mirror, chairs, etc.)
- Sketch of the proposed outdoor sidewalk services layout depicting:
 - Dimensions of building frontage and proposed services area
 - Width of the sidewalk
 - 5-foot obstruction-free pedestrian path along the property frontage during and outside business hours
 - Any above-ground obstructions
 - Furnishings and equipment, including location and configuration when stored outside of business hours if different from service layout
- Evidence of Commercial General Liability insurance with a minimum \$1,000,000 per occurrence and \$2,000,000 aggregate limit, naming the County of Los Angeles as an additional insured.

- d. A copy of the business's valid licenses from the California Board of Barbering and Cosmetology for any barbering or cosmetology services proposed to be offered outdoors.

Optional Document:

- a. A valid County business license for any massage establishments or health spas (if applicable).