

## EPICLA Road Encroachment Permit User Guide

1. When first using the system, the user will be greeted by this screen. Please register by clicking the “sign up” icon located in the boxed red square in Figure-1.

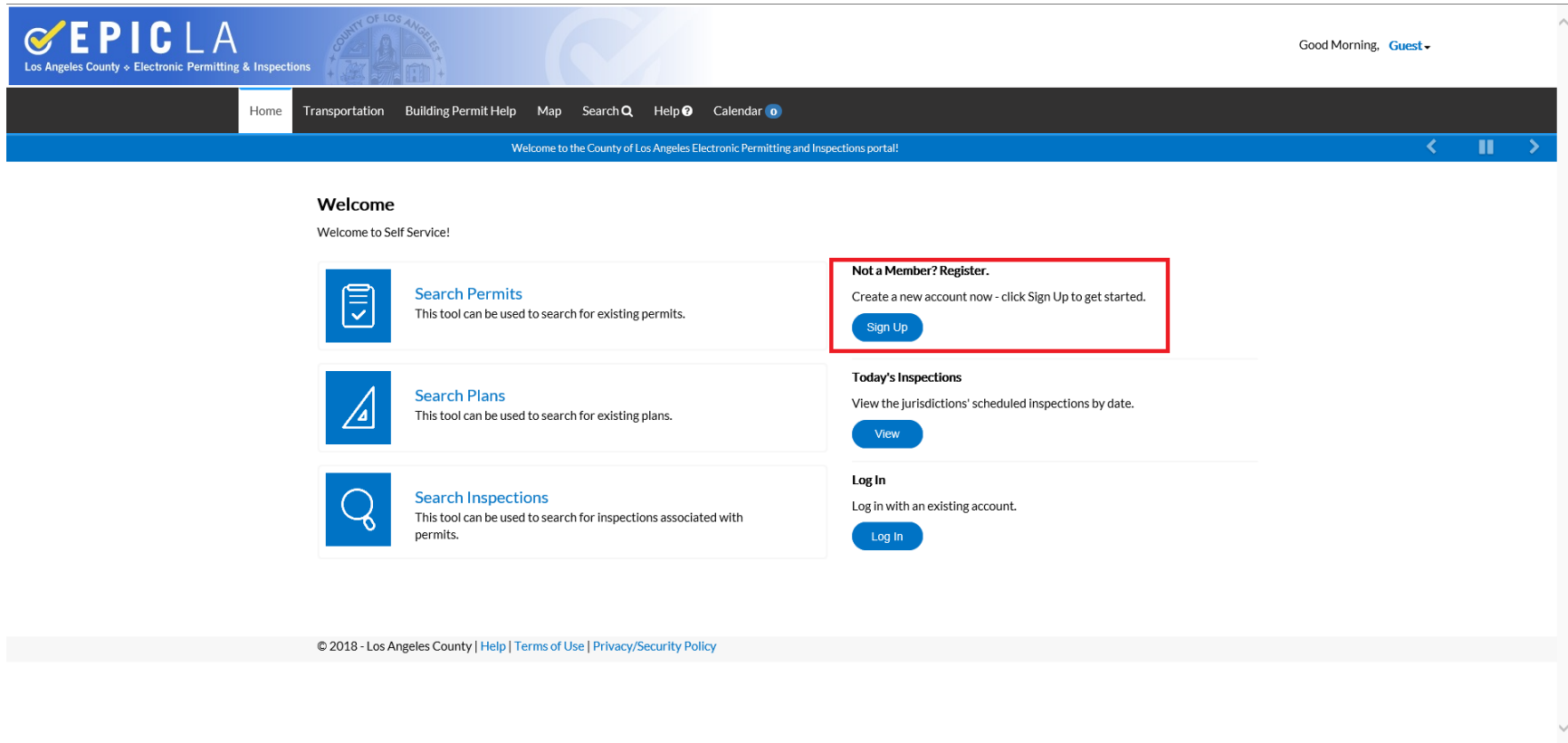


Figure-1: Home Page

2. When logged in, the user will be greeted with this screen. Click apply in the top left hand corner to open the drop-down menu.

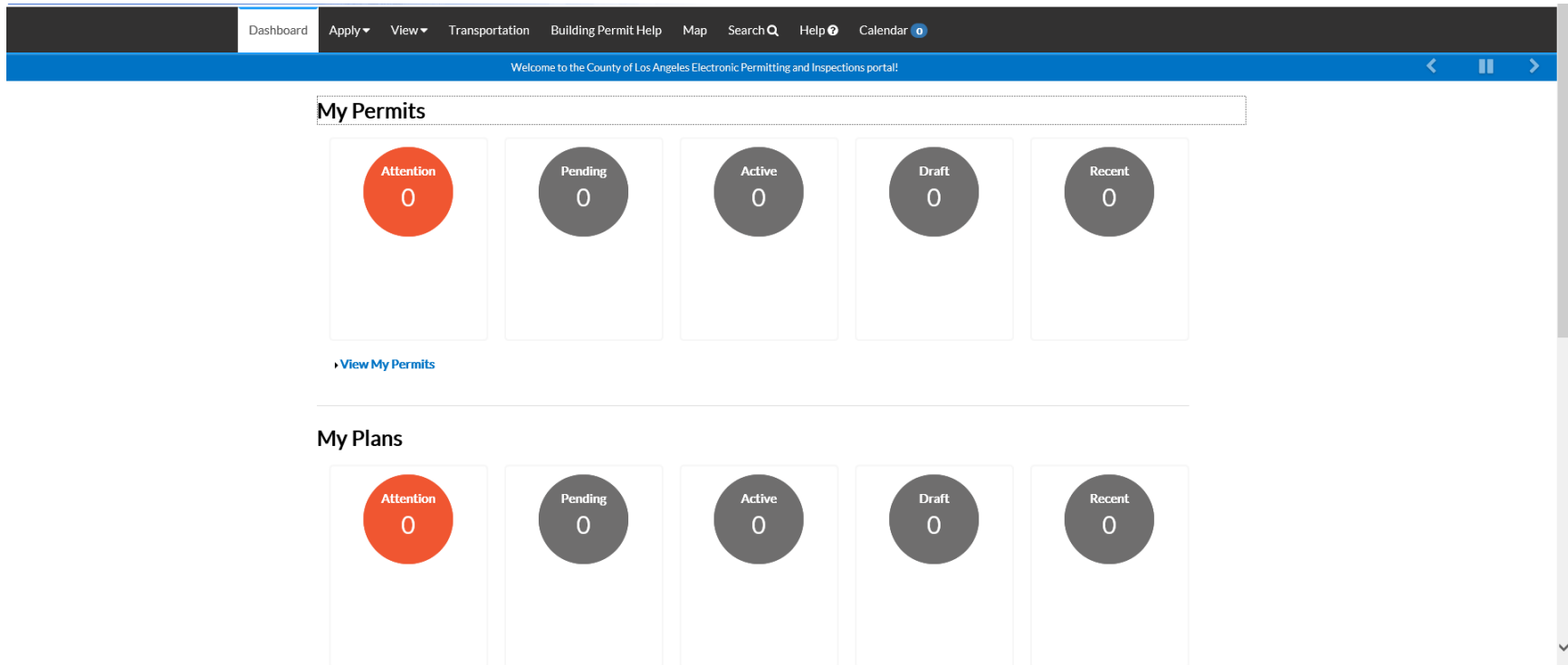


Figure-2: User Main Page

3. Under the permits Column, select All

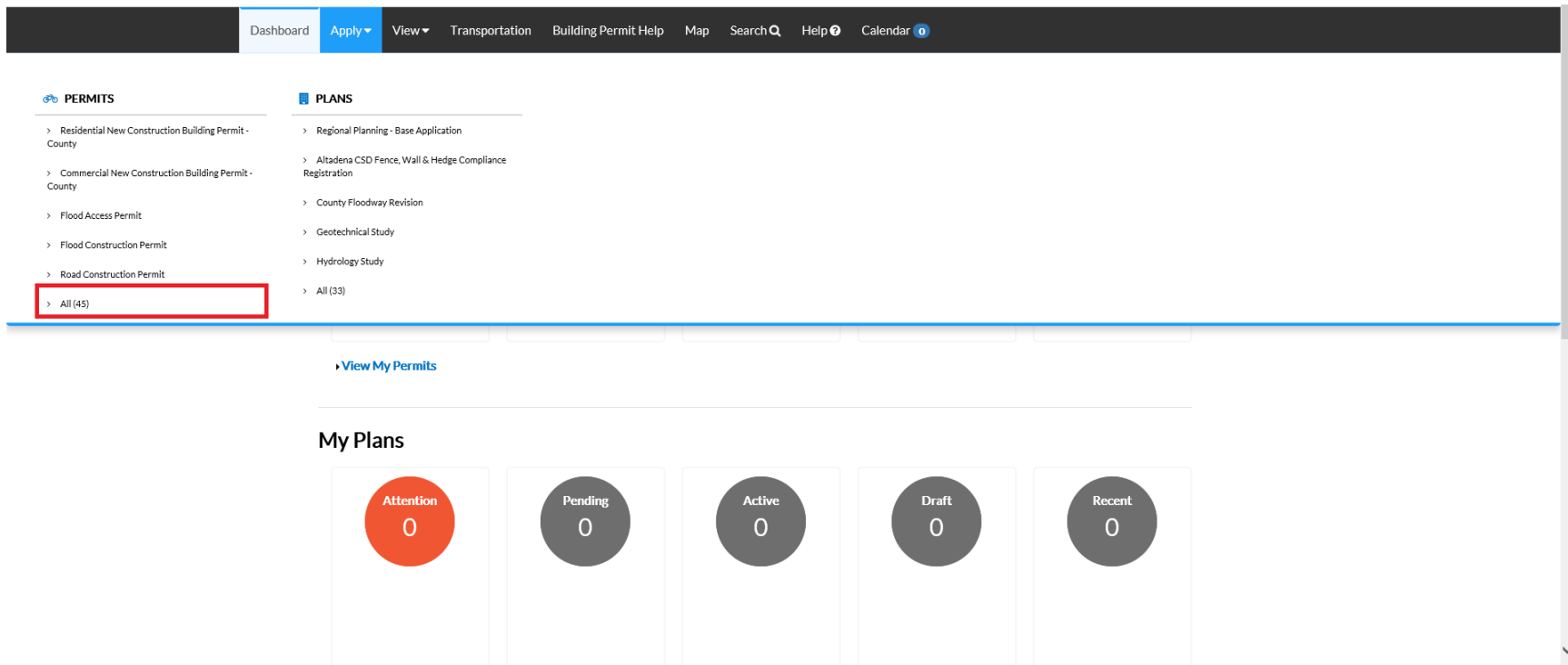


Figure-3: Apply Drop-down Menu

4. Select “County of Los Angeles Road Permits” to narrow down results

The screenshot shows the 'Permit Application Assistant' interface. At the top, there is a navigation bar with links for Dashboard, Apply, View, Transportation, Building Permit Help, Map, Search, Help, and Calendar. Below this, the main content area is titled 'Permit Application Assistant'. On the left side, there is a 'Categories' section with several filter buttons: 'All' (45), '\* County of Los Angeles Building Permits' (33), '\* County of Los Angeles Flood Control District Permits' (2), '\* County of Los Angeles Road Permits' (4), and '\* County of Los Angeles Solar Permits' (6). The '\* County of Los Angeles Road Permits' button is highlighted with a red rectangular box. To the right of the categories, there are five permit listings, each with an 'Apply' button. The listings are: 1. '\* County of Los Angeles Building Permits : Residential New Construction Building Permit - County' (Apply), 2. '\* County of Los Angeles Building Permits : Commercial New Construction Building Permit - County' (Apply), 3. '\* County of Los Angeles Flood Control District Permits : Flood Access Permit' (Apply), 4. '\* County of Los Angeles Flood Control District Permits : Flood Construction Permit' (Apply), and 5. '\* County of Los Angeles Road Permits : Road Construction Permit' (Apply).

Figure-4: Permit Application Page

5. Apply for the *County of Los Angeles Road Permits: Road Encroachment Permit* by selecting the apply icon to the right.

The screenshot shows a web application interface for permit applications. At the top is a navigation bar with links for Dashboard, Apply, View, Transportation, Building Permit Help, Map, Search, Help, and Calendar. Below this is the 'Permit Application Assistant' section. On the left, there is a 'Categories' sidebar with several options: 'All' (45), '\* County of Los Angeles Building Permits' (33), '\* County of Los Angeles Flood Control District Permits' (2), '\* County of Los Angeles Road Permits' (4), and '\* County of Los Angeles Solar Permits' (6). The '\* County of Los Angeles Road Permits' category is selected and highlighted with a blue border. The main content area displays three permit categories, each with a description and an 'Apply' button. The second category, '\* County of Los Angeles Road Permits: Road Encroachment', is highlighted with a red rectangular box. The description for this permit states: 'Apply here for a Road Encroachment Permit within the road right-of-way in the unincorporated County area or contract city. This includes Well Sampling, Utility Poles & Street Lights, Aerial Cables, Temporary Road, Lane & Sidewalk Closures, Wireless Transmission Facilities, Access to Vaults, Flags & Banners, Roll-Off Debris Bins, Above Ground Facilities, Traffic Signals, and Traffic Striping, Markings & Signs.' Below the description are links for 'Categories' and 'Main Menu'. The other two categories are '\* County of Los Angeles Road Permits: Road Construction Permit' and '\* County of Los Angeles Road Permits: Road Excavation', both with their respective descriptions and 'Apply' buttons. At the bottom, there is a category for '\* County of Los Angeles Road Permits: Blanket Utility Service Permit' with its description and 'Apply' button.

Figure-5: Road Encroachment Permit

## 6. Select Add Location

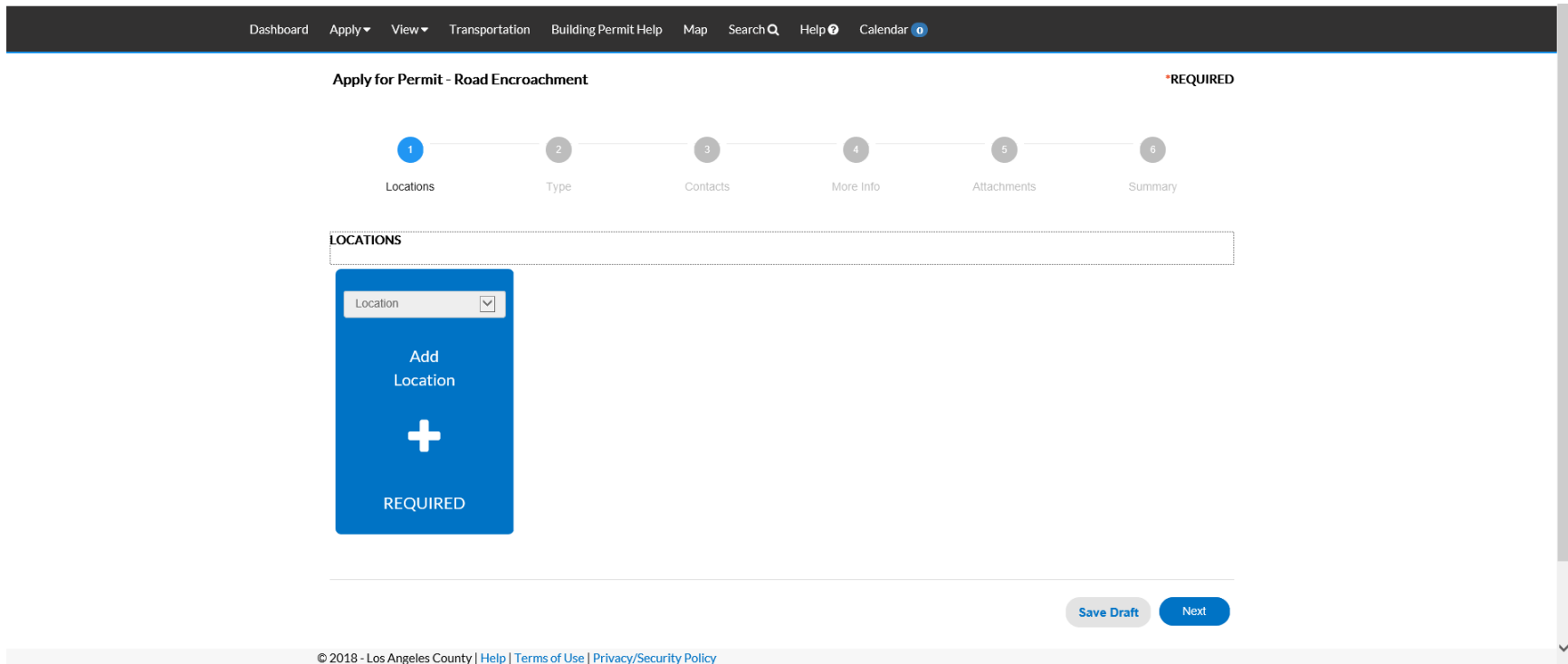


Figure-6: Adding a Location

7. First, enter your address in the search bar located under *Address Information*. Second, click the add icon when the desired address is found and then click next.

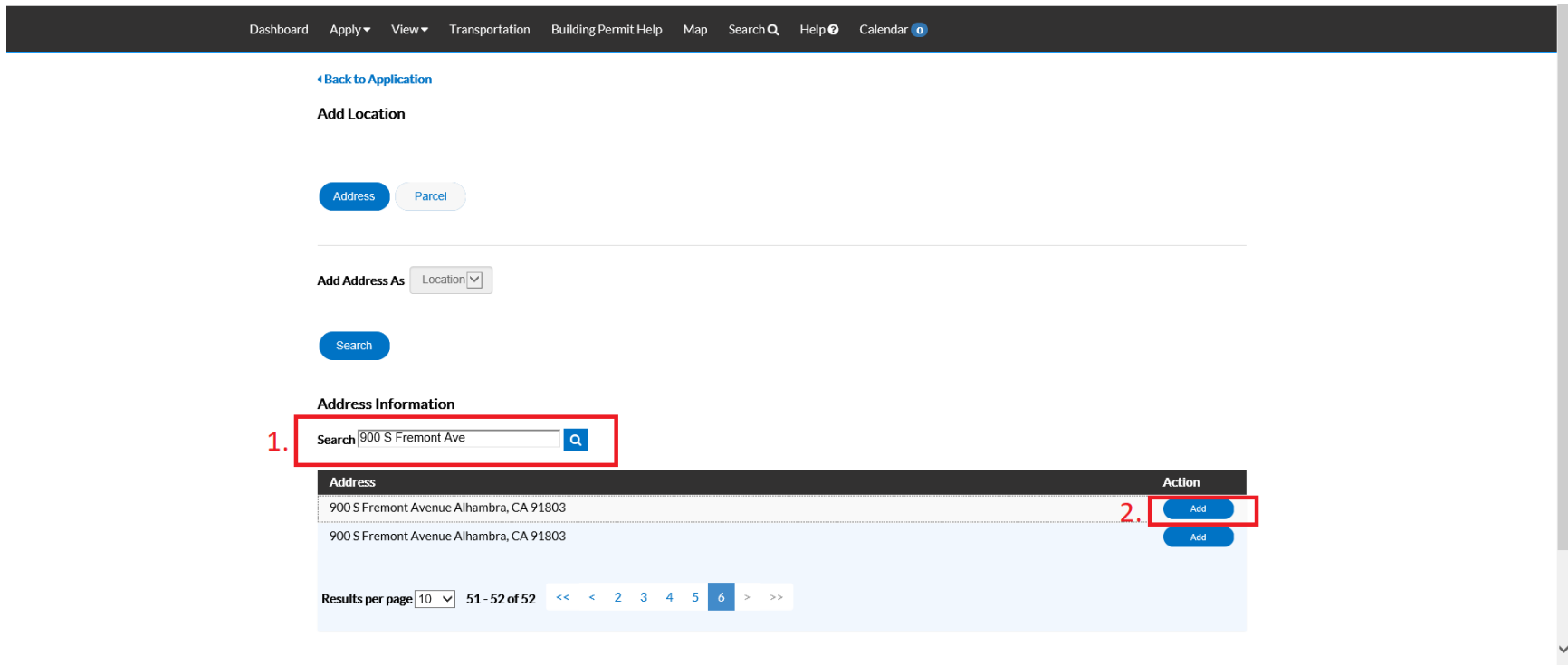


Figure-7: Adding an Address

- 8. By default, Road Encroachment will already be selected as the permit type. For the description, please add “Tree Planting”, “Tree Trimming”, or “Tree Removal.” Whichever is appropriate for your case.

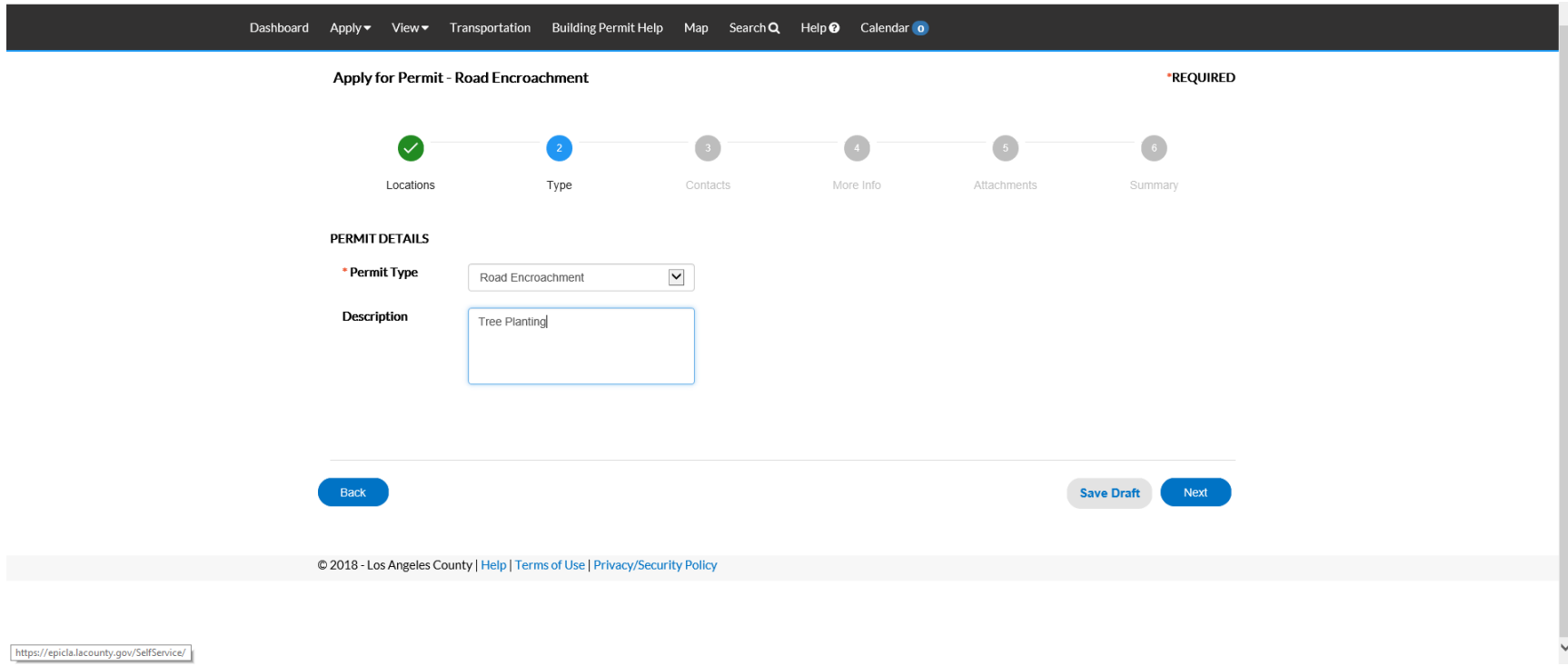


Figure-8: Permit Type Page



9. The logged in user will automatically appear as a contact. Please add additional contacts if desired and then click “Next”

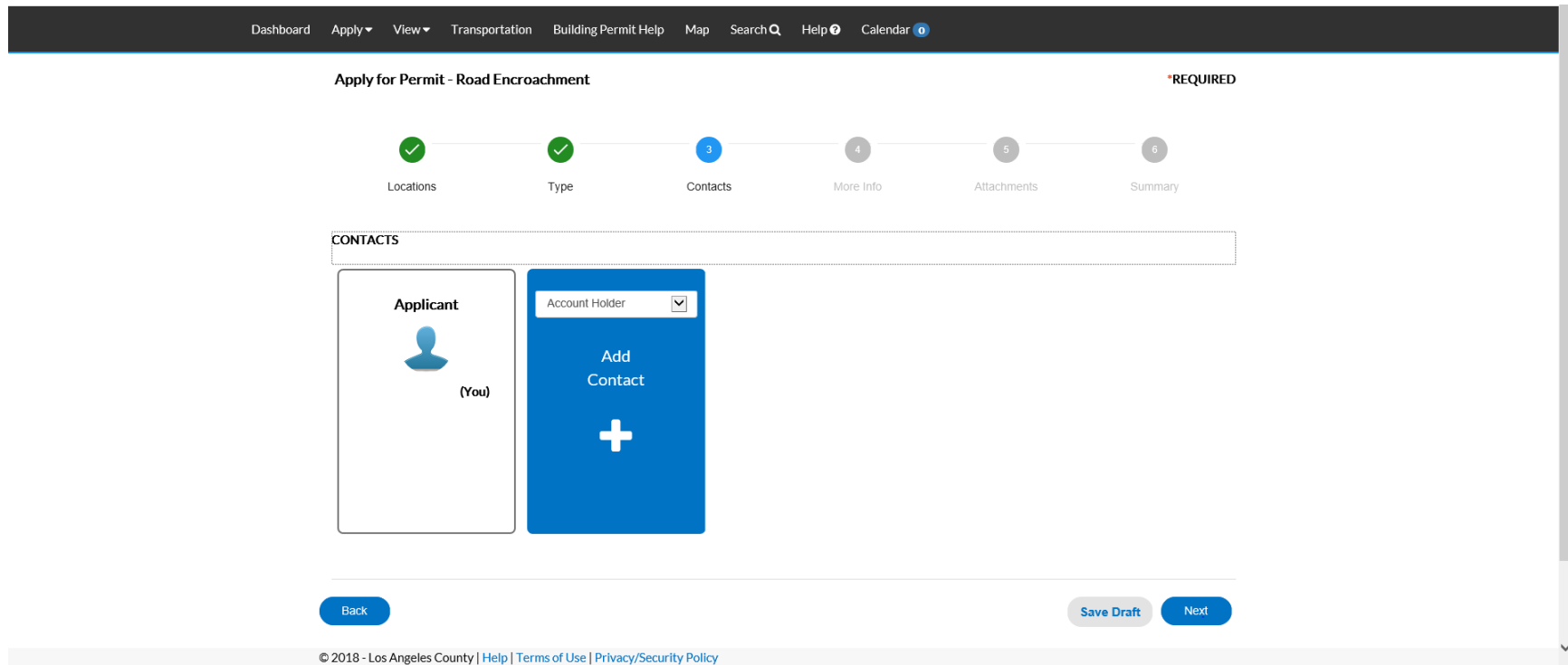


Figure-9: Contact Page

10. On the *More Info* page, scroll down and click the “Other” option

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Pennants

---

Pole Replacement

---

Number of Poles

---

Road Closure

---

Roll Off Bin

---

Underground Vault

---

Wireless/Cell Sites

---

Other

**Optional Customer Information** [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

If you have a company reference number, such as a Work Order or Billing Number, that will allow you to cross reference this permit with your internal systems, enter the number below.

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Customer Reference Number

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Figure-10: Permit Type

11. Scroll down and select “Yes” if you agree to the terms and conditions of the permit

Customer Reference Number

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By submitting this application to perform work within the Public Highway at the location(s) indicated:

- The County of Los Angeles and the city wherein the permit work is to be performed and any of the officers or employees thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as a proximate result of any the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. (LACC 16.08.030)

- If any part of the work, as submitted by this application and authorized by the permit(s) which may be granted, interferes with the future use of the highway by the general public, it must be removed or relocated as designated by the Road Commissioner at the sole expense of the permittee or its successor in interest. (LACC 16.18.120)

- The applicant is familiar with the requirements of Section 8771 of the State of California Business and Professions Code for the preservation and/or perpetuation of existing land survey monuments.

- The applicant is the financially responsible party for all fees, deposits, charges, and collections, regardless if payment is made by others.

\*I agree to the above terms and conditions

[Back](#) [Save Draft](#) [Next](#)

Figure-11. User Agreement

12. Add any additional supporting documents if applicable

**Apply for Permit - Road Encroachment** \*REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | More Info (✓) | **Attachments (5)** | Summary (6)

**ATTACHMENTS**

Please attach supporting documents.

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

Supporting Document ▾

Add Attachment

+

Back Save Draft Next

Figure-12: Supporting Documents

### 13. Review the application and select “Submit”

systems, enter the number below.

Customer Reference Number

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By submitting this application to perform work within the Public Highway at the location(s) indicated:

- The County of Los Angeles and the city wherein the permit work is to be performed and any of the officers or employees thereof, shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property happening or occurring as a proximate result of any the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. (LACC 16.08.030)
- If any part of the work, as submitted by this application and authorized by the permit(s) which may be granted, interferes with the future use of the highway by the general public, it must be removed or relocated as designated by the Road Commissioner at the sole expense of the permittee or its successor in interest. (LACC 16.18.120)
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- The applicant is the financially responsible party for all fees, deposits, charges, and collections, regardless if payment is made by others.

I agree to the above terms and conditions  Yes

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**Attachments**

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Figure-13: Agreement