

## **ROAD CLOSURE PERMIT GUIDELINES FOR BLOCK PARTIES, CARNIVALS, SPECIAL EVENTS AND CONSTRUCTION PROJECTS**

1. An Encroachment Permit issued by the Los Angeles County Department of Public Works is required for any proposed road closure.
2. The Department of Public Works must determine that there will be no significant disruption in neighborhood circulation.
3. The Department of Public Works must notify the Supervisorial District office affected by the road closure.
4. Applicant must obtain the written agreement of all residents along the segment of street to be closed.
5. Applicant must obtain the concurrence for the closure from the Sheriffs and Fire Departments and the California Highway Patrol (CHP). Applicant must coordinate detours with any affected transit agency if there is a bus route(s) on the street.
6. Documentation of liability insurance coverage in the amount per the latest "Green Book" requirements with the County of Los Angeles named as co-insured along with the Department's Endorsement Form.
7. Applicant must provide the necessary barricades, signing and detour route to effectuate the closure including parked cars and other solid barricades placed across the entire street width.
8. In addition to the non-refundable permit issuance fee and a \$250 security deposit to insure street clean-up, an inspection deposit of \$350 minimum per day for weekdays and \$650 minimum per day for weekends is required for every day that the traffic control apparatus (i.e. barricades, delineators, signing, etc.) is in use. If the Department's Traffic and Lighting Division is reviewing the Traffic Detour Plan, then an additional deposit of \$500 per sheet will be required to cover the cost of the review. Per Los Angeles County Highway Code 16.10.010.
9. **Traffic Detour Plans for all major streets must be stamped and signed by a registered Civil Engineer.** All other residential road closures may require same.
10. A complete permit application package must be submitted **at least 45 days prior** to the requested closure date. All the necessary approvals, agreements, insurance documentation, deposits, and fee must be submitted to:

**COUNTY OF LOS ANGELES  
Department of Public Works  
Construction Division, 8<sup>th</sup> Floor  
Permits and Subdivisions Section  
P.O. Box 1460  
Alhambra, CA 91802-1460**

11. All permit requests for Parade \ Run \ Bike Ride \ Race events require a permit from the local Sheriffs office.

Los Angeles County Department of Public Works  
Road Closure Permit  
Consent Form

We are aware of the planned closure of \_\_\_\_\_ between  
( STREET CLOSED )  
\_\_\_\_\_ and \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_ Between the hours of \_\_\_\_\_ and \_\_\_\_\_  
( DATE ) ( DATE ) ( am / pm ) ( am / pm )

**We have no objection as long as standard traffic control procedures are followed.**

**Los Angeles County Sheriff**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Station

**Los Angeles County Fire Department**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Station

**California Highway Patrol**

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Telephone  
\_\_\_\_\_  
Station

