



City of Los Angeles - Department of Public Works
INFORMATION BULLETIN 003-2018
EXPRESS PERMIT PROCEDURE FOR DECORATIVE
PLAQUES INSTALLATION ON SIDEWALKS

This information bulletin is intended to provide applicants with the express permit procedure for the installation of decorative plaques on sidewalks within the City Right-of-Way, along non-residential corridors, streets, or alleys.

Applicant and Site Information:

Job Address: _____ Zoning (www.Zimas.com): _____
Applicant Name (PRINT): _____ Phone Number: _____ Date: _____
Applicant Title: _____ e-mail: _____

Applicants seeking authorization to install decorative plaques on the public sidewalks through the Office of Community Beautification of the Board of Public Works may seek to apply for a class "A" permit along with a revocable "R" permit through that office provided they meet the following conditions: (Prior to presenting the application for a permit, applicants shall bring the documentation indicating that all the conditions listed hereon are met).

Clearances:

- Provide letters of approval (clearances) signed by authorized representatives for plaque installation, location and image/look from the following:
- Appropriate Council District Office (CD No. _____)
- Cultural Affairs Department approving the artwork on the plaque
- Neighborhood Council (Chamber of Commerce where no Council exists)
- Notarized letter of "no-objection" for the plaque from business(es) directly adjacent/in front of proposed installation location. (Attachment A)

Plaque Information & Requirements:

- Exact plaque location, image, and photos of surrounding/immediate area of proposed installation shall be attached on sheets 3 and 4. Identify location relative to fixed item such as center of fire-hydrant or center of mail box.
- Plaque material shall be of a durable material such as metal or stone, non-staining or leaching, non-reflective, nor hot to the touch.
- The plaque shall not exceed 4 square feet, and no dimension is less than six (6) inches. Plaque thickness, including bonding agent, shall not exceed 1.25 inches thick.
- All portions of the plaque shall not be higher than the surrounding concrete sidewalk. Depressed portions of the plaque shall not be greater than 1/8 of an inch.
- Plaque has been tested and exceeds requirements for slip-resistance (min. 0.6 per ASTM C1028). Provide test report.
- Bonding (per ASTM C 482) using proposed non-shrink grout or equivalent material, the minimum bonding strength shall be 100 psi. Provide tests from a Los Angeles Dept. of Building & Safety Approved Laboratory. For mechanical anchorage, provide appropriate test reports and installation requirements.
- If the plaque is stone or cementitious base material, the plaque will be subject to impact load testing of 24 ft-lb. Provide test report.

Office of Community Beautification Form Filing & Proof of Insurance:

- Attach the following completed documents and evidence of filing with the Office of Community Beautification:
 - Partnership Agreement form (Attachment B)
 - Damage Waiver and Release of Claims form (Attachment C)
 - Maintenance Agreement form (Attachment D)
 - Certificate of Liability Insurance with a minimum of \$1 million US dollar coverage and listing the City of Los Angeles as added insured as follows:

City of Los Angeles and all of its Agencies, Boards and Departments
200 North Main Street
City Hall East, Suite 1240
Los Angeles, CA 90012

Plaque Installation Requirements:

- Slope of the sidewalk parallel to the street shall not exceed 5% (ie. Rise:Run of 1:20)
- Plaque shall generally be placed leveled along the center of concrete sidewalk. Where parkways exist along walkways, the plaque shall be centered along the remaining portion of sidewalk. Installation of plaque on the roadway, curb ramps, ramps, median, tree well, bus stop zone or driveways is not permitted.
- For installations in existing concrete sidewalk, it must be in good condition with no noticeable cracks, or raised portions, ten (10) feet before and after the plaque, parallel to the direction of travel. Five (5) feet in all other directions.
- Concrete "Pocket" for plaque shall be constructed by sawcutting or coring. However, depth shall not exceed 1.25 inches and no overcuts shall be permitted. For new construction, pocket shall be blocked out and plaque post installed. The concrete "Pocket" perimeter shall not exceed 3/16". Submit documentation of non-shrink grout same as used for bond test.

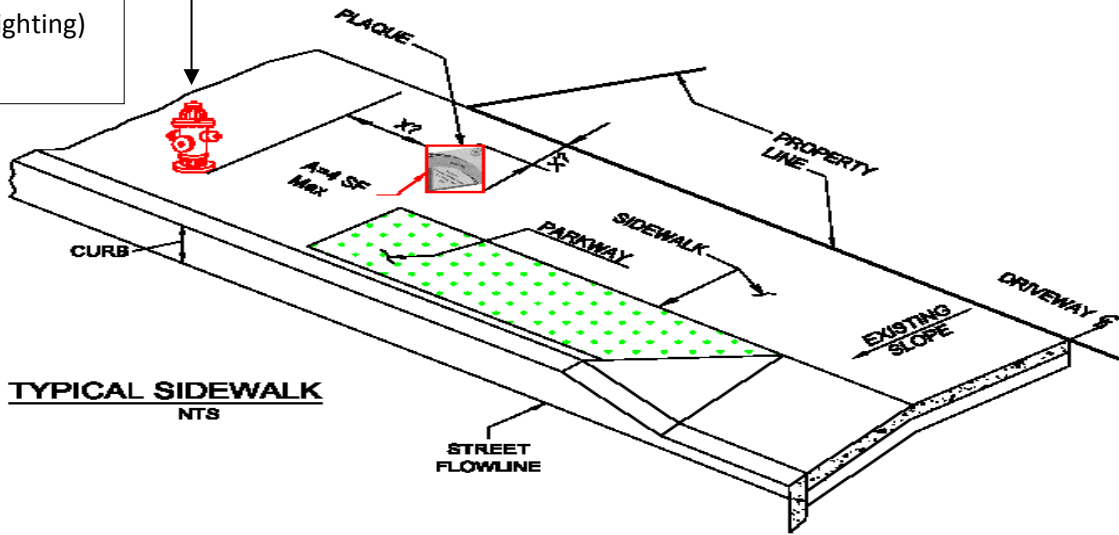
Plaque Maintenance Requirements:

- Plaque shall be maintained by the permittee. The permittee shall complete the attached Maintenance Agreement form and establish a systematic periodic time period whereby the plaque will be maintained and inspected, but no less than every four (4) months.
- Applicant shall maintain maintenance inspection record and will make it available immediately upon request by the City Engineer.

Applicant Signature: _____ Date: _____

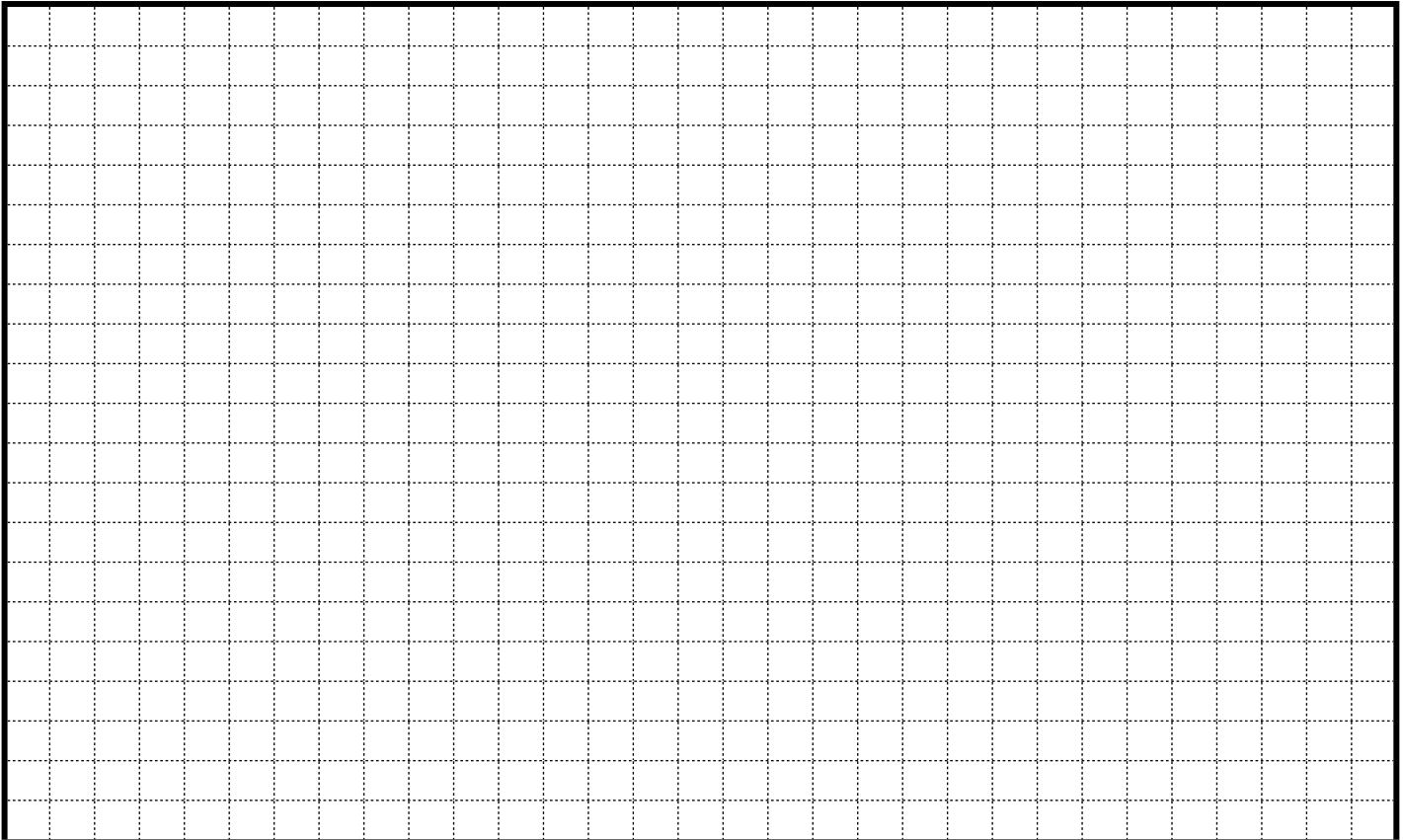
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Provide a distance to a fix object (ex. fire hydrant, mail box, street lighting)



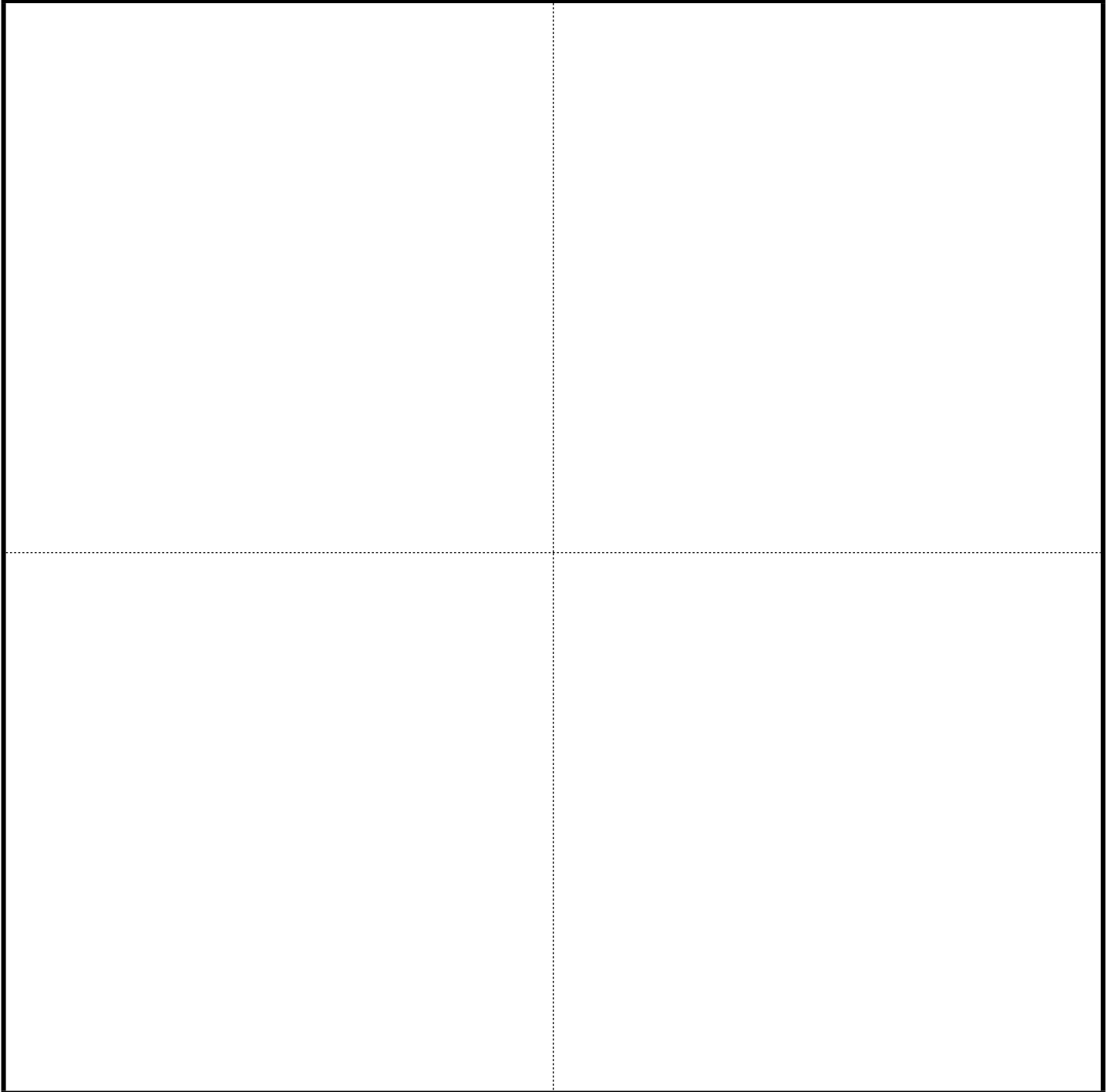
TYPICAL SIDEWALK
NTS

PLOT PLAN: Show area and dimensions of existing parkway



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PHOTOS: Attach recent photographs showing existing conditions from all directions.



Bureau of Engineering District Offices:

Central District

201 North Figueroa Street 3rd Floor,
Los Angeles, CA 90012-2601
Hours: 7:30 a.m. to 4:30 p.m.
(9:00 a.m. to 4:30 p.m. Wed.)
(213) 482-7030

Valley District

6262 Van Nuys Blvd., Suite 251
(Braude Building)
Van Nuys, CA 91401-2615
Hours: 7:30 a.m. to 4:30 p.m.
(9:00AM to 4:30PM Wed.)
(818) 374-5090

Harbor District

638 S. Beacon Street
San Pedro, CA 90731
Hours: 7:30 a.m. to 3:30 p.m.
(310) 732-4677

West Los Angeles District

1828 Sawtelle Boulevard, 3rd Floor,
Los Angeles, CA 90025-5516
Hours: 7:30 a.m. to 4:30 p.m.
(310) 575-8384

**City of Los Angeles, Board of
Public Works, Office of
Community Beautification:**

Attention Mr. Gerry Valido
Graffiti Abatement Monitor/Court
Liaison/Community Coordinator
200 North Spring Street, Rm. 356
Los Angeles, CA 90012
(213) 978-0223

Attachment A

NO OBJECTION FORM By Property

NAME: _____

ORGANIZATION: _____

ADDRESS, CITY, ZIP CODE: _____

PHONE #: _____ E-MAIL:

COUNCIL DISTRICT: _____

I have no objection to the installation of the decorative plaque on the sidewalk at the proposed installation location.

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Signature of Property Owner: _____

Date: _____