

**REVOCABLE PERMITS
INSURANCE SUBMITTAL INSTRUCTIONS**

(Please share this information with your insurance agent or broker)

How to submit proof of Insurance to the City of Los Angeles: The City has implemented a new insurance submittal system called **KwikComply™ (formerly Track4la)**, it is designed to make submitting and retrieving insurance information quick and easy. **Please direct your insurance agent to go online to the website <https://kwikcomply.org> to submit your insurance information electronically.** If you need assistance with the new system please call the Risk Management office @ **213-978-7475**.

Requirements for a Commercial Revocable Permit:

- General liability insurance, a minimum limit of \$1 million dollars (2 million aggregate).
- A (30) thirty-day written cancellation notice (10 days for non-payment).
- The City of Los Angeles must be the **Certificate holder** on the certificate of insurance.
- **The City of Los Angeles must be named as Additional Insured on the certificate.**
- In the “Description of Operations box” on the certificate, please include the permit application reference number, the address of the encroachment, and a brief description of the type of encroachment.

Requirements for a Residential Revocable Permit:

- Personal liability insurance, a minimum limit of \$300,000.00.
- The name and address of the insurance provider with an authorized signature.
- The name and address of the permittee/the insured.
- The policy number and the policy period.
- The City of Los Angeles does **NOT** require to be an additional insured on Homeowner policies.
- In the “Description of Operations box” on the certificate, please include the permit application reference number, the address of the encroachment, and a brief description of the type of encroachment.

Please note that an electronic submission through <https://kwikcomply.org> is the required (and only) method of submitting your residential proof of insurance to the City.

Once the system has assigned you a CA approval number, please send that number to the Board of Public Works office at Grace.Hernandez@lacity.org.

All Revocable permit holders must retain proof of insurance on file with the Board of Public Works for as long as the encroachment exists. This is not a permit used for the construction period only. Please arrange with your insurance provider that proof of insurance be updated on the City’s KwikComply insurance system on an annual basis at the time of your policy’s expiration date.