

**STREET LIGHT RELOCATION PROCEDURES**  
**due to a DRIVEWAY PERMIT (A-Permit)**

CITY OF LOS ANGELES  
BUREAU OF STREET LIGHTING

BUREAU OF STREET LIGHTING  
PRIVATE DEVELOPMENT DIVISION  
1149 S. BROADWAY, Suite 160  
LOS ANGELES, CA 90015  
Attn: Theodore Cristescu

**REQUIRE BSL REVIEW/ACCEPTANCE**

1. The petitioner (property owner/contractor/Agent of) shall provide **all** required information, except checks, by **email** to [Theodore.Cristescu@lacity.org](mailto:Theodore.Cristescu@lacity.org) and [Gil.Delacruz@lacity.org](mailto:Gil.Delacruz@lacity.org). Email or call for questions or inquiries at (213) 847-1550. Approval process will not begin until **all** required information in **Step 1** is received. **(Incomplete submittals shall be returned unprocessed without further review)**
  - Reason for this request: provide a brief description and location of the Bureau of Street Lighting (BSL) facilities (electrolier/pullbox) to be relocated. For **Electrolier relocation: ONLY up to 20' will be approved.**
  - A **plot plan** based on a field check, performed by the petitioner or his designee, of the subject property showing the distances between electrolier/pullbox to be relocated and proposed new driveway or construction, the preferred new location of electrolier (all attempts shall be made to accommodate this preference), distance between existing and preferred location of electrolier/pullbox to be relocated, closest cross streets, plus any other pertinent information that might hinder the relocation (catch basins, power poles, trees, fire hydrants, utility boxes, etc.). **Hand drawn sketches will not be accepted.**
  - A copy of the approved (fees paid) **Class "A" Permit** (new **driveway** permit) for the new construction.
  - Provide current **photos** of the site frontage showing existing conditions of proposed BSL facilities to be relocated and any other adjacent utilities. Provide copy of **substructure map** of the area which is available at **NavigateLA** (use link in BSL/BOE References).
2. Upon review and acceptance of the above request, BSL staff will contact the petitioner and instruct to move forward with **step 2**:
  - Two checks, one for **\$750 (engineering sketch)** and the other **\$150 (acceptance test)** payable to the **"City of Los Angeles"** need to be **sent via US Mail** at the above address. To avoid delays, mail checks immediately!  
\*These are estimates for the design of an **engineering sketch** and the electrical **acceptance (burn) test**. If the charges are less than the estimate, you will be refunded the difference. You will be billed for the difference if the charges are more than the estimate.
  - A **Conditional Agreement form** (see **Figure 1**) will be email to the Petitioner to be properly endorsed, requesting approval for BSL facilities relocation, and required to returned by email to BSL staff for final approval (BSL signature).
3. Upon receipt of both checks, BSL staff will start and within 21 days provide a signed/stamped **engineering sketch** (see **Figure 2**) approving the relocation.
  - BSL staff will provide (email) the petitioner copies of the **engineering sketch & executed Conditional Agreement**.

**REQUIRE OTHER AGENCIES REVIEW/ACCEPTANCE**

4. The petitioner shall then contact the appropriate Bureau of Engineering (BOE) District Office (<https://engpermitmanual.lacity.org/>) and provide both copies to obtain an **Excavation "E" Permit** and **refundable bond** (see BOE links below, number 3 & 4). An \$11,000 refundable bond will be required on the "E" Permit for each electrolier to be relocated. If no electrolier, a \$5,000 refundable bond for each pullbox to be relocated will be required. Proper bond amount and inspection time will be noted in the engineering sketch. **It is the petitioner's responsibility to hire a private contractor to do the BSL relocation work. BSL is not involved in the construction phase.** Upon request, BSL can provide a list of qualified contractors.
5. **BEFORE, DURING, AND AFTER construction**, the Petitioner shall contact the Bureau of Contract Administration (BCA) Dispatch @ (213) 485-5080 to request an Inspector (Inspection Requests) or go to <https://bca.lacity.org/dispatch> and click to **"Online Inspection Appointment Request Form"**. Failure to schedule inspection will delay BOND release. LADWP shall also be contacted to provide safety clearance before any work is done.
6. **CONSTRUCTION PHASE:** After the electrolier/pullbox relocation work is completed, the BCA Inspector will request for a BSL **Acceptance (burn) Test**. BCA Dispatch will be notified once the burn test has passed.
7. **FINAL INSPECTION:** Electrolier/pullbox relocation **BOND** will be released by BOE after final inspection by City Inspector of both **Excavation "E" permit** and **"A" permit**.

Figure 1- Conditional Agreement form

**CITY OF LOS ANGELES**

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**DEPARTMENT OF PUBLIC WORKS**  
**BUREAU OF STREET LIGHTING**  
**1145 N. GARDEN AVENUE, SUITE 200**  
**LOS ANGELES, CA 90012**  
**(213) 847-1550**  
**FAX: (213) 847-1551**

**NORMA HANAGHAN**  
**EXECUTIVE DIRECTOR**  
**(213) 847-1550**  
**(213) 847-1551 FAX**

**CONDITIONAL AGREEMENT**

Date: \_\_\_\_\_

Petitioner: \_\_\_\_\_

We will process the requested relocation permit described below upon receipt of two checks in the amount of \$750.00 and \$150.00 payable to the "City of Los Angeles".

[X] The City shall prepare an engineering sketch approving the relocation of a (a) [X] electrical [ ] (b) street lighting conduit, at job location of [place ADDRESS used on A-permit]

[ ] Due to the special nature of the work involved, the figure quoted above is an estimate. If the required work costs less than the estimate, you will be refunded the difference. You will be billed for the difference if the required work costs more.

[ ] Petitioner to enclose a plot plan showing existing and proposed electrical locations with distances from trees, fire hydrants, poles or any other obstructions with this endorsed agreement.

[ ] Petitioner to enclose a copy of approved Class "A" Permit for new driveway.

[ ] Petitioner to enclose photos of the site footage.

[ ] Petitioner to enclose and return this agreement. The permit cannot be processed until the signed agreement has been returned to the Bureau of Street Lighting.

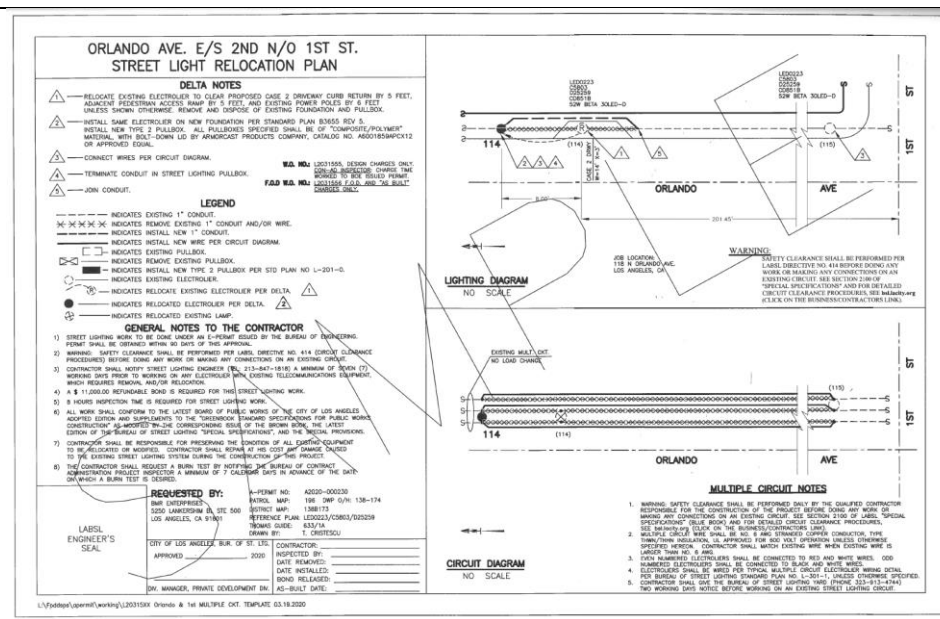
Signature of Petitioner: \_\_\_\_\_

If you have questions or need for additional information, please contact Theodore Ortolano at (213) 847-1550 or Gil Delacruz at (213) 847-1551.

Sincerely,  
 Norma Hanagan  
 Executive Director

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Figure 2- Engineering Sketch



## BSL/BOE REFERENCES

- **Street lighting circuit clearance procedures:** <http://bsl.lacity.org/business.html>
- **Blue Book – Special Specifications for the Construction of Street Lighting Systems:** <http://bsl.lacity.org/downloads/business/Bluebook2009R3.pdf>
- **NavigateLA:** <https://navigatela.lacity.org/navigatela/>
- **Substructure Maps:** <http://navigatela.lacity.org/navigatela/common/mapgallery/index.cfm>
- **Bureau of Engineering (BOE) Permit Manual for Class "A" Permit (new driveway permit), in conjunction with an Excavation "E" Permit, BOND and Inspection Time procedures due to the STREET LIGHT RELOCATION request:**
  - For **BOND** questions or inquiries email: [Eng.BondControl@lacity.org](mailto:Eng.BondControl@lacity.org)
- 1. <https://engpermitmanual.lacity.org/construction-permits/technical-procedures/01-permit-processing-procedures-construction-permits>
- 2. <https://engpermitmanual.lacity.org/construction-permits/technical-procedures/03-driveway-construction-modification-or-replacement>
- 3. <https://engpermitmanual.lacity.org/excavation-e-permits/technical-procedures/4-street-light-relocations-application-processing>
- 4. <https://engpermitmanual.lacity.org/excavation-e-permits/checklists-and-sample-documents/street-light-relocations-checklist>