

CITY OF LOS ANGELES
BOARD OF PUBLIC WORKS
200 N. SPRING ST. ROOM 355 CITY HALL
LOS ANGELES, CA 90012

**REVOCABLE PERMITS
INSURANCE SUBMITTAL INSTRUCTIONS**

Attention: "Insured, Producer, and Insurer"

Effective immediately there has been a change in the way you must submit your proof of insurance to the City of Los Angeles.

The *City* has implemented a **new insurance and bonds compliance system (TRACK4LA)** designed to make submitting and retrieving insurance information quick and easy. The system is designed to be used primarily by insurance brokers and agents as *they* submit client insurance information directly to the city.

Please submit your certificate of insurance **electronically** via the City's TRACK4LA compliance system at <http://track4la.lacity.org>. For any questions or concerns regarding the use of the new system please call the Risk Management office @ **213-978-7475**.

Requirements for Commercial Revocable Permits

- General liability limits required -A minimum 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**.
- **The City of Los Angeles must be named as Additional Insured on the certificate.**
- Please include a BOE permit application reference number, the site address or location, and the reason for the encroachment.

For Residential Revocable Permits

You must use the Track4la system to submit your insurance information. However, The City of Los Angeles will accept a *Homeowner Declarations Page*, with same requirements sent to CAO.INSURANCE.BONDS@LACITY.ORG

Please include:

- The name and address of the Insured, and that of the agent or provider as well.
- The policy number and the policy period.
- The Insurance must include a minimum of \$300,000.00 in **Personal Liability**.
- An authorized insurance representative must sign the certificate.
- The City of Los Angeles does **NOT** require be an additional insured on Homeowner policies.

Once the Risk Management office has assigned you a CA approval number, please send it with a copy of your insurance certificate, or declarations page 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 follow the Board of Public Works instructions for submitting proof of insurance carefully. Please note that your insurance provider using the new methods of submission must update the insurance information on an ANNUAL basis.