

**CITY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUREAU OF STREET LIGHTING**  
<https://lalights.lacity.org/>

BUREAU OF STREET LIGHTING  
PRIVATE DEVELOPMENT DIVISION  
1149 S. BROADWAY, Suite 200  
LOS ANGELES, CA 90015  
Attn: Richard Tom

**STREET LIGHT RELOCATION PROCEDURES**

**REQUIRE BSL REVIEW/ACCEPTANCE**

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1. The petitioner (property owner/contractor/Agent of) shall email **all** required information to [Richard.A.Tom@lacity.org](mailto:Richard.A.Tom@lacity.org) and cc [Gil.Delacruz@lacity.org](mailto:Gil.Delacruz@lacity.org). Email (preferred) 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)***
  - a) Reason for this request: provide a brief description and location of the Bureau of Street Lighting (BSL) facilities (street light (electrolier) and/or pullbox and/or conduit) to be relocated. ***street light (electrolier) relocation: ONLY up to 20' will be approved. BSL review/approval is required if more than 20'.***
  - b) A ***plot plan***, with dimensions, based on a field check, performed by the petitioner, of the subject property showing the distances between street light facilities and new driveway or other facility, the preferred new location of the street light facilities (all attempts shall be made to accommodate this preference), distance between existing and preferred location of the street light facilities, closest cross streets, plus any other appropriate information that might delay the relocation (Note existing conditions or obstructions that are in or within the street light facilities, such as catch basin, power (utility) pole, guy wire, tree in parkway, water/gas meter, vault, fire hydrant, curb drain, etc.) ***Hand drawn sketches will not be accepted.***
  - c) Digital copy of the Bureau of Engineering (BOE) approved (fees paid) ***Class A-Permit*** for the driveway construction or other related public right-of-way (r-o-w) improvements.
  - d) Provide current ***photos*** ("Google Street View" images will not be accepted) of the project public r-o-w frontage. Photos (close-up & long angle shots) should show existing driveway (if any), street light standard, catch basin, power (utility) pole, tree, water/gas meter, vault, fire hydrant, curb drain, etc. Provide a copy of ***substructure map*** of the area which is available at ***NavigateLA*** (use link in ***BSL/BOE references***, shown below).
2. Upon review and acceptance of the above requested items, BSL staff will contact the petitioner and instruct to proceed with **step 2**:
  - a) **BSL FEES:** Two (2) checks, one for **\$750** (*street light relocation sketch*) and the other **\$150** (*acceptance (burn) test*) payable to the "City of Los Angeles"; **1149 S. Broadway, Ste. 160; L.A., CA 90015; Attn: Richard Tom**, need to be ***sent via US Mail*** or other at the above address. (Credit card (ONLINE) payment is currently NOT available) BSL recommends dropping off both checks at the above address. This will avoid delays and expedite the approval process.  
\*These are estimates for the design of a *street light relocation sketch* and the electrical inspection by the BSL night crew and approval of the *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.
  - b) A BSL issued ***Conditional Agreement form*** (see **Figure 1**) will be provided (emailed) to the Petitioner to be properly endorsed, requesting approval for the relocation of BSL facilities, and required to be returned (by email) to BSL staff for final execution.
3. Upon receipt of both checks, BSL staff will have 21 days to design and approve the ***street light relocation sketch*** (see **Figure 2**).
  - a) Digital copies of the BSL approved ***street light relocation sketch*** & ***executed Conditional Agreement*** will be provided to the petitioner.

**REQUIRE OTHER AGENCIES REVIEW/ACCEPTANCE**

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4. The petitioner shall then contact the appropriate Bureau of Engineering (BOE) District Office (<https://engpermitmanual.lacity.org/>) and process an ***Excavation E-Permit*** (required for the BSL approved street light relocation work), a ***refundable E-permit bond*** (see ***BSL/BOE references*** below, items no. 3 & 4), and ***inspection time***. (bond and inspection time amount determined by BSL and noted on the approved relocation sketch) BOE will need electronic copies of the approved street light relocation sketch & executed Conditional Agreement. A \$11,000 bond and eight (8) hours of inspection time (fee determined by BOE) for each street light (electrolier), adjacent pullbox included (if any), to be relocated is required. If no street light (electrolier) relocation is required, a \$5,000 bond and four (4) hours of inspection time (fee determined by BOE) for each street light pullbox to be relocated is required. **To avoid delays, BSL recommends hiring a qualified private contractor in order to get quality street light relocation work. BSL crews will not be involved during the construction phase.**

Upon request, BSL staff can provide a list of qualified private contractors with street lighting construction experience.

5. **INSPECTION: BEFORE, DURING, AND AFTER construction**, the contractor 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 the E-permit BOND release. LADWP shall also be contacted to provide safety clearance (noted on General Note no. 2 on approved relocation sketch) **before** any street lighting work is done.
6. **CONSTRUCTION PHASE:** Contractor shall coordinate all street lighting work and approval with the assigned BCA project inspector. After the street lighting relocation work is completed, the contractor shall request an *acceptance (burn) test* (noted on General Note no. 8 on approved relocation sketch) by notifying the BCA project inspector. Once the request is received by BSL, the test will be scheduled by the BSL night crew to ensure that the street lighting system is fully operational, safe, and meets the City of L.A. standards. Once the test has been completed satisfactorily, results will be forwarded to the BCA Dispatch which will then notify the project inspector.
7. **FINAL INSPECTION:** After BCA FINAL inspection of *both Excavation E-permit* and the associated *Class A-permit*, the street light relocation **E-permit BOND** will be processed & released by BOE.

**Figure 1- Conditional Agreement form**

**Figure 2- Street Light Relocation Sketch**

**CITY OF LOS ANGELES**  
 DEPARTMENT OF PUBLIC WORKS  
 BUREAU OF STREET LIGHTING  
 1150 LAUREL STREET, 5TH FLOOR  
 LOS ANGELES, CA 90015  
 (213) 485-1500 FAX (213) 485-1501  
 E-mail: [bsl@lacity.org](mailto:bsl@lacity.org)

**ERIC GARCETTI**  
 MAYOR

**CONDONAL AGREEMENT**

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

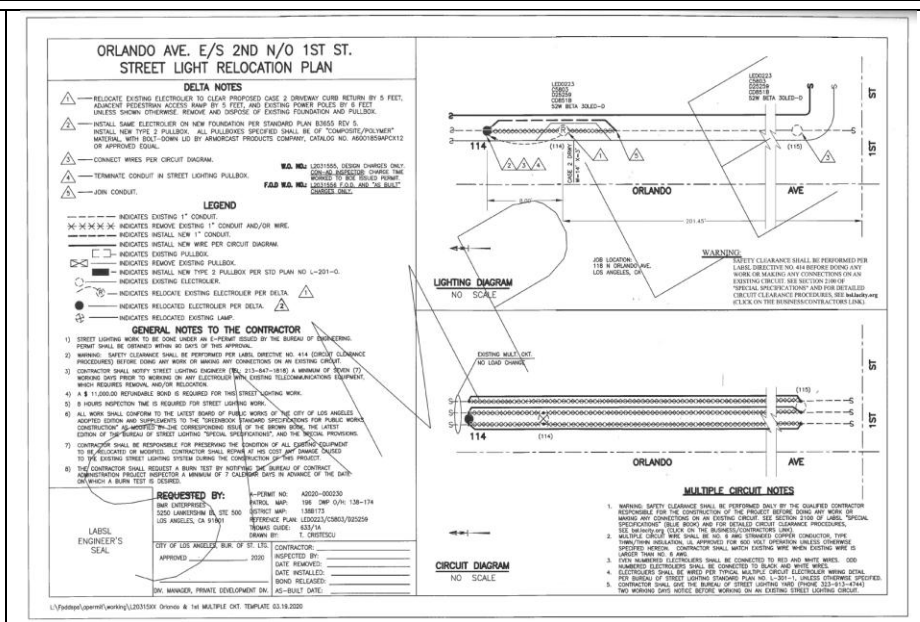
We will process the requested relocation permit described below upon receipt of two checks in the amount of \$750.00 and \$150.00 payable to the **City of Los Angeles**.

The City shall prepare an engineering sketch approving the relocation of a (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k)  (l)  (m)  (n)  (o)  (p)  (q)  (r)  (s)  (t)  (u)  (v)  (w)  (x)  (y)  (z)  (aa)  (ab)  (ac)  (ad)  (ae)  (af)  (ag)  (ah)  (ai)  (aj)  (ak)  (al)  (am)  (an)  (ao)  (ap)  (aq)  (ar)  (as)  (at)  (au)  (av)  (aw)  (ax)  (ay)  (az)  (ba)  (bb)  (bc)  (bd)  (be)  (bf)  (bg)  (bh)  (bi)  (bj)  (bk)  (bl)  (bm)  (bn)  (bo)  (bp)  (bq)  (br)  (bs)  (bt)  (bu)  (bv)  (bw)  (bx)  (by)  (bz)  (ca)  (cb)  (cc)  (cd)  (ce)  (cf)  (cg)  (ch)  (ci)  (cj)  (ck)  (cl)  (cm)  (cn)  (co)  (cp)  (cq)  (cr)  (cs)  (ct)  (cu)  (cv)  (cw)  (cx)  (cy)  (cz)  (da)  (db)  (dc)  (dd)  (de)  (df)  (dg)  (dh)  (di)  (dj)  (dk)  (dl)  (dm)  (dn)  (do)  (dp)  (dq)  (dr)  (ds)  (dt)  (du)  (dv)  (dw)  (dx)  (dy)  (dz)  (ea)  (eb)  (ec)  (ed)  (ee)  (ef)  (eg)  (eh)  (ei)  (ej)  (ek)  (el)  (em)  (en)  (eo)  (ep)  (eq)  (er)  (es)  (et)  (eu)  (ev)  (ew)  (ex)  (ey)  (ez)  (fa)  (fb)  (fc)  (fd)  (fe)  (ff)  (fg)  (fh)  (fi)  (fj)  (fk)  (fl)  (fm)  (fn)  (fo)  (fp)  (fq)  (fr)  (fs)  (ft)  (fu)  (fv)  (fw)  (fx)  (fy)  (fz)  (ga)  (gb)  (gc)  (gd)  (ge)  (gf)  (gg)  (gh)  (gi)  (gj)  (gk)  (gl)  (gm)  (gn)  (go)  (gp)  (gq)  (gr)  (gs)  (gt)  (gu)  (gv)  (gw)  (gx)  (gy)  (gz)  (ha)  (hb)  (hc)  (hd)  (he)  (hf)  (hg)  (hh)  (hi)  (hj)  (hk)  (hl)  (hm)  (hn)  (ho)  (hp)  (hq)  (hr)  (hs)  (ht)  (hu)  (hv)  (hw)  (hx)  (hy)  (hz)  (ia)  (ib)  (ic)  (id)  (ie)  (if)  (ig)  (ih)  (ii)  (ij)  (ik)  (il)  (im)  (in)  (io)  (ip)  (iq)  (ir)  (is)  (it)  (iu)  (iv)  (iw)  (ix)  (iy)  (iz)  (ja)  (jb)  (jc)  (jd)  (je)  (jf)  (jg)  (jh)  (ji)  (jj)  (jk)  (jl)  (jm)  (jn)  (jo)  (jp)  (jq)  (jr)  (js)  (jt)  (ju)  (jv)  (jw)  (jx)  (jy)  (jz)  (ka)  (kb)  (kc)  (kd)  (ke)  (kf)  (kg)  (kh)  (ki)  (kj)  (kk)  (kl)  (km)  (kn)  (ko)  (kp)  (kq)  (kr)  (ks)  (kt)  (ku)  (kv)  (kw)  (kx)  (ky)  (kz)  (la)  (lb)  (lc)  (ld)  (le)  (lf)  (lg)  (lh)  (li)  (lj)  (lk)  (ll)  (lm)  (ln)  (lo)  (lp)  (lq)  (lr)  (ls)  (lt)  (lu)  (lv)  (lw)  (lx)  (ly)  (lz)  (ma)  (mb)  (mc)  (md)  (me)  (mf)  (mg)  (mh)  (mi)  (mj)  (mk)  (ml)  (mm)  (mn)  (mo)  (mp)  (mq)  (mr)  (ms)  (mt)  (mu)  (mv)  (mw)  (mx)  (my)  (mz)  (na)  (nb)  (nc)  (nd)  (ne)  (nf)  (ng)  (nh)  (ni)  (nj)  (nk)  (nl)  (nm)  (nn)  (no)  (np)  (nq)  (nr)  (ns)  (nt)  (nu)  (nv)  (nw)  (nx)  (ny)  (nz)  (oa)  (ob)  (oc)  (od)  (oe)  (of)  (og)  (oh)  (oi)  (oj)  (ok)  (ol)  (om)  (on)  (oo)  (op)  (oq)  (or)  (os)  (ot)  (ou)  (ov)  (ow)  (ox)  (oy)  (oz)  (pa)  (pb)  (pc)  (pd)  (pe)  (pf)  (pg)  (ph)  (pi)  (pj)  (pk)  (pl)  (pm)  (pn)  (po)  (pp)  (pq)  (pr)  (ps)  (pt)  (pu)  (pv)  (pw)  (px)  (py)  (pz)  (qa)  (qb)  (qc)  (qd)  (qe)  (qf)  (qg)  (qh)  (qi)  (qj)  (qk)  (ql)  (qm)  (qn)  (qo)  (qp)  (qq)  (qr)  (qs)  (qt)  (qu)  (qv)  (qw)  (qx)  (qy)  (qz)  (ra)  (rb)  (rc)  (rd)  (re)  (rf)  (rg)  (rh)  (ri)  (rj)  (rk)  (rl)  (rm)  (rn)  (ro)  (rp)  (rq)  (rr)  (rs)  (rt)  (ru)  (rv)  (rw)  (rx)  (ry)  (rz)  (sa)  (sb)  (sc)  (sd)  (se)  (sf)  (sg)  (sh)  (si)  (sj)  (sk)  (sl)  (sm)  (sn)  (so)  (sp)  (sq)  (sr)  (ss)  (st)  (su)  (sv)  (sw)  (sx)  (sy)  (sz)  (ta)  (tb)  (tc)  (td)  (te)  (tf)  (tg)  (th)  (ti)  (tj)  (tk)  (tl)  (tm)  (tn)  (to)  (tp)  (tq)  (tr)  (ts)  (tt)  (tu)  (tv)  (tw)  (tx)  (ty)  (tz)  (ua)  (ub)  (uc)  (ud)  (ue)  (uf)  (ug)  (uh)  (ui)  (uj)  (uk)  (ul)  (um)  (un)  (uo)  (up)  (uq)  (ur)  (us)  (ut)  (uu)  (uv)  (uw)  (ux)  (uy)  (uz)  (va)  (vb)  (vc)  (vd)  (ve)  (vf)  (vg)  (vh)  (vi)  (vj)  (vk)  (vl)  (vm)  (vn)  (vo)  (vp)  (vq)  (vr)  (vs)  (vt)  (vu)  (vv)  (vw)  (vx)  (vy)  (vz)  (wa)  (wb)  (wc)  (wd)  (we)  (wf)  (wg)  (wh)  (wi)  (wj)  (wk)  (wl)  (wm)  (wn)  (wo)  (wp)  (wq)  (wr)  (ws)  (wt)  (wu)  (wv)  (ww)  (wx)  (wy)  (wz)  (xa)  (xb)  (xc)  (xd)  (xe)  (xf)  (xg)  (xh)  (xi)  (xj)  (xk)  (xl)  (xm)  (xn)  (xo)  (xp)  (xq)  (xr)  (xs)  (xt)  (xu)  (xv)  (xw)  (xx)  (xy)  (xz)  (ya)  (yb)  (yc)  (yd)  (ye)  (yf)  (yg)  (yh)  (yi)  (yj)  (yk)  (yl)  (ym)  (yn)  (yo)  (yp)  (yq)  (yr)  (ys)  (yt)  (yu)  (yv)  (yw)  (yx)  (yy)  (yz)  (za)  (zb)  (zc)  (zd)  (ze)  (zf)  (zg)  (zh)  (zi)  (zj)  (zk)  (zl)  (zm)  (zn)  (zo)  (zp)  (zq)  (zr)  (zs)  (zt)  (zu)  (zv)  (zw)  (zx)  (zy)  (zz)

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

If you have questions or need for additional information, please contact Theodore Cristescu at (213) 947-1500 or [tcristescu@lacity.org](mailto:tcristescu@lacity.org).

Sincerely,  
 Norma Ishakian  
 Executive Director



**BSL/BOE references**

- **Street lighting circuit clearance procedures:** [https://laligns.lacity.org/business/vendor\\_resources.html](https://laligns.lacity.org/business/vendor_resources.html)
- **Blue Book – Special Specifications for the Construction of Street Lighting Systems:** [https://laligns.lacity.org/business/vendor\\_resources.html](https://laligns.lacity.org/business/vendor_resources.html)
- **NavigateLA:** <https://navigatela.lacity.org/navigatela/>
- **Substructure Maps:** <http://navigatela.lacity.org/navigatela/common/mappgallery/index.cfm>
- **Bureau of Engineering (BOE) Permit Manual for Class A-Permit (driveway), in conjunction with an Excavation E-Permit (street lighting relocation work), BOND and Inspection Time procedures due to the STREET LIGHTING 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>