



RIGHT OF ENTRY PERMIT APPLICATION

A Right of Entry Permit is needed (In addition to other regulatory permits and approvals) when your construction work, including but not limited to staging, repair, or installation activities require access through, or use of properties within the Department of Beaches and Harbors' right-of-way. These include properties in Marina del Rey and on LA County-owned, controlled, or managed beaches.

Please allow approximately two weeks for processing. Be sure to read all the instructions, answer all questions, and complete all required fields before submitting an application. An incomplete application will delay issuance of the permit, and the prepaid application processing fee is non-refundable.

If you are not sure whether your project requires a Right of Entry Permit, please call our **Right of Entry Permit administrator** at (424) 526-7728.

Completing this online application does not guarantee that a permit will be issued.

We often have conflicting requests for the same location, or certain activities may not be allowed at the requested location. You will receive a written notification when your application is approved or denied.

You are also required to submit the following documents, prior to the issuance of the Right of Entry Permit:

CERTIFICATE OF INSURANCE

A Right of Entry Permit will not be issued unless you have the required insurance. You are required to procure and maintain at your own expense, during the term of this permit, insurance policy or policies meeting the following requirements:

- The policy shall, at the minimum, have \$1 million liability coverage and shall specifically cover the activity as authorized by the permit.
- The insurance carrier must be an entity satisfactory to the County's Risk Manager.
- The County of Los Angeles must be named an Additional Insured on the policy or amendment.
- Proof of insurance must be delivered to the Department before a permit can be issued. If the County of Los Angeles is not named as an Additional Insured on the original policy, an Endorsement must be obtained to add the County as an Additional Insured and an original of the Endorsement must be provided to the County.
- Proof of insurance shall specifically identify this permit and shall contain expressed conditions that the County is to be given written notice at least thirty (30) days in advance of any modification or termination of any policy of insurance or portion thereof.
- Ensure that your permit number (issued after you've completed the online application) is referenced inside the Certificate Holder box.

WORK PLAN

When applicable, please also submit a work plan, which includes the following:

- A description of the proposed work.
- Site map.
- Staging plan.
- Specifications for all equipment to be used.

REGULATORY PERMITS AND APPROVALS

Should your project require additional permits or approvals from the Department of Public Works, Road, Building and Safety, the California Coastal Commission, or any other regulatory agencies, you will need to provide a copy of such permits or approvals before the issuance of the Right of Entry Permit.

NON-REFUNDABLE PERMIT FEES

The following non-refundable fees must be submitted at the completion of the application for processing. You may be required to pay an additional fee or rent if your project requires the use of the premises for staging, and/or parking purposes.

- The processing fee for a new permit is \$841.00.
- The processing fee to amend a fully executed permit is \$421.00.

OTHER REQUIREMENTS

- Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, no weekends or holidays.
- Additional conditions may be required as determined by the Department of Beaches and Harbors prior to issuance of the Right of Entry Permit.

NOTE: Your application is not deemed a "fully completed application" until we have received the processing fee, work plan and/or copy of regulatory permits/approvals, and a fully completed application.

WARNING: COMPLETION OF AN APPLICATION CONFERS NO PRIVILEGES UPON THE APPLICANT. DO NOT ATTEMPT TO ENTER OR USE THE PROPERTY UNTIL YOU HAVE RECEIVED A FULLY EXECUTED PERMIT. ANY ATTEMPT TO ENTER OR USE THE PREMISES MAY CAUSE YOUR APPLICATION TO BE REJECTED AND MAY SUBJECT YOU TO CIVIL OR CRIMINAL PROSECUTION.

I have read and agree to all of the terms above.

Print Name _____

Signature _____ Date _____



NEW RIGHT OF ENTRY PERMIT APPLICATION

Requested Date: December 14, 2017

* Indicates a required field

Applicant Information

Enter the full legal name of project's owner

*Name:			
*Office Phone:			
*Street Address:			
*City:			
*State:	California	*Zip Code:	
Title:		*Contact Person:	
*Cell Phone:			
*Email Address:			
*Re-type Email:			

Permit Scope and Purpose

*Work Description:	
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Requested Dates and Locations

*Start Date:	
*End Date:	
*Work Start Time:	
*Work End Time:	

Construction work hours are restricted to 8:00 AM to 5:00 PM, Monday through Friday, no weekends or holidays

Time format: hh:mm AM/PM

*Location Description:	
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Staging Area Workers Parking Temporary Ingress/Egress

Description of proposed staging area:	
Number of Parking Spaces Needed:	0

Permit Details

Equipment to be used: Trucks Back Hoe Dumpster Trailer Monitoring Device

Additional Equipment:	
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Haul Route required

If Yes, a Caltrans permit might be needed.

Haul Route Description:	
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Toxic Chemicals used

What Chemicals?	
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Will you be driving on the beach? Yes No

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Print Name _____

Signature _____ Date _____