

CITY OF LOS ANGELES  
BOARD OF PUBLIC WORKS

**REVOCABLE PERMIT**

INSURANCE SUBMITTAL INSTRUCTIONS

Revocable permit holders must retain proof of insurance on file with the Board of Public Works as long as the encroachment exists. It is not a permit for the construction period only. Please follow the Board of Public Works instructions for submitting proof of insurance at [www.lacity.org/bpw/](http://www.lacity.org/bpw/). The completed insurance industry certificate of insurance (such as an ACORD Certificate) with Additional Insured Endorsement naming the City of Los Angeles as an additional insured should be sent electronically (preferred method) to [Grace.Hernandez@lacity.org](mailto:Grace.Hernandez@lacity.org) with a copy to [CAO.insurance.bonds@lacity.org](mailto:CAO.insurance.bonds@lacity.org) or faxed to 213-978-0278 (the Office of the Board of Public Works, attention: Grace Hernandez) with a fax copy to 213-978-7615 (Office of the City Administrative Officer, Risk Management).

**For Residential Revocable Permits Only**

The City of Los Angeles, Board of Public Works, will accept an insurance industry certificate of insurance (such as an ACORD Certificate) or a copy of the Declarations Page of a Homeowners Liability Insurance Policy. The Declarations Page must include the name of the insured, policy number, policy period and liability limits. The proof of insurance can be submitted electronically (preferred method) to [Grace.Hernandez@lacity.org](mailto:Grace.Hernandez@lacity.org) with a copy to [CAO.insurance.bonds@lacity.org](mailto:CAO.insurance.bonds@lacity.org), faxed to 213-978-0278 (the Office of the Board of Public Works, attention: Grace Hernandez) with a fax copy to 213-978-7615 (Office of the City Administrative Officer, Risk Management), or mailed or hand-carried to the address below.

**Contact Information:**

Direct all correspondence and questions to the contact listed below.

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