

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**.

**Notice:** As you navigate through the system questions, you will get to #2. "Filling out the ACORD 25 form" on that page you will be asked to **enter** the email address of the recipient/s of whom you would like to receive an approved copy of the insurance certificate. Please send (CC:) a copy to The Board of Public Works at: [Grace.Hernandez@LACITY.ORG](mailto:Grace.Hernandez@LACITY.ORG). This will enable us to obtain a copy of your insurance submittal that is required by the Board of Public Works.

**Requirements for Commercial Revocable Permits Only, You Must use the TRACK4LA system.**

- 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 a brief description of the type of encroachment in the *Description of Operations box* on the certificate.

**For Residential Revocable Permits Only**

The City of Los Angeles will accept a Homeowners Declarations Page with **the requirements listed below**. Please send your information electronically to [Grace.Hernandez@lacity.org](mailto:Grace.Hernandez@lacity.org). Or it can be faxed to the BPW office at (213) 978-0278. Certificates may also be sent to the above address by US Mail.

**Please include:**

- The complete name and address of the Insured, Producer, and Provider.
- The policy number and the complete policy period.
- The Insurance must include a minimum of \$300,000.00 in **Personal Liability**.
- A (30) thirty-day written cancellation notice (10 days for non-payment).
- All certificates must be hand-signed by an authorized insurance representative.
- The City of Los Angeles does **NOT** require to be additionally insured on Homeowner policies.

**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 the insurance information must be updated on an annual basis by your insurance provider using the new methods of submission.**