

CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING



PLAN PROCESSING INFORMATION FOR
PRIVATE DEVELOPMENT PROJECTS

DEPARTMENT OF PUBLIC WORKS
BUREAU OF STREET LIGHTING
PRIVATE DEVELOPMENT DIVISION

1149 South Broadway, Suite 160
Los Angeles, CA 90015

**B-Permit Counter hours: 7:30 a.m. to 4:30 p.m.
Monday – Friday**

STREET LIGHTING PLAN PROCESSING INFORMATION FOR B-PERMIT PROJECTS

INTRODUCTION

This pamphlet describes the plan check process for street lighting plans submitted to the Bureau of Street Lighting (BSL) for Private Development Projects. Street improvements including street lighting are generally required by the city associated with various types of property developments including Tracts, Parcel Maps, Zone changes, etcetera. Street lighting plans from developers are required to be prepared in accordance with approved design standards for reviews and approval by the BSL.

The BSL provides street lighting requirements to the Planning Department with street lighting cost estimates for various planning actions. Copies of the estimates covering construction and **plan check fees** are sent to the Bureau of Engineering for inclusion in the B-Permit application. Street lighting requirements for Tracts, Parcel Maps, ZA's, Street Vacations, CPC's and CDP's can also be located at our website at <http://www.cityofla.org/BSL/index.htm>

PLAN CHECK PROCESS

Prior to plan submittal, private engineers are required to meet with Bureau of Street Lighting staff to review and discuss project requirements by calling (213) 847-1547 or 847-1549.

Plans are processed from initial submittal to final approval in three stages: Preliminary, Semi-final, and Final. Once approved at the Preliminary stage, the plan is then resubmitted on **Mylar** for Semi-final approval. The private engineer then submits the approved **Mylar** plans to the Bureau of Engineering District Office for indexing, incorporation with street improvement and traffic plans (when applicable) and circulation for Final approval by all affected City Agencies.

Our goal is to provide a **10 working day** turnaround time for Preliminary and Semi-final plan check and a **4 working day** turnaround time for the Final plan check. These goals are for projects usually involving less than 10 streetlights. Projects that involve special equipment and/or are large in scale may require **20 working days** for Preliminary and Semi-final plan check and **10 working days** for Final plan check. The date the street lighting plan is accepted for plan check will establish its priority on a first-come, first-serve basis.

SUBMITTAL AND PICK UP

B-Permit plans shall be submitted and picked up at the Bureau of Street Lighting, 1149 South Broadway, Suite 160, Los Angeles, CA 90015. The public counter is open from **7:30 a.m. to 4:30 p.m., Monday through Friday.**

PRELIMINARY PLAN CHECK STAGE

Street Lighting submittals must adhere to the requirements of the "CHECKLIST" form before being accepted for plan check. **Plans not substantially in compliance will be returned without further review.** See sheets 5 to 12 "Design and Submittal Forms".

Proposed street lighting systems shall be designed in compliance with City of Los Angeles, Street Lighting Illumination Standards. (Ref. American National Standard Practice for Roadway Lighting – ANSI/IESNA RP-8, 2000; see Attachment "C" on Sheet 12 of 13).

Equipment Selection

BSL standard lighting equipment is specified on Street Lighting Plans, typically to match existing street lighting facilities in the project area. Developers may propose alternative street lighting equipment. Non-standard equipment must be approved by BSL prior to installation. The approval process includes the evaluation of the fixture for maintainability, serviceability, construction quality, electrical/mechanical performance and illumination performance. Approval by the Cultural Affairs Commission is also required prior to installation.

DWP Electrical Service

Once the Preliminary Plan is approved, the private engineer shall coordinate electrical service locations for the proposed streetlight(s) from DWP. Contact the DWP at (213) 367-3004. Two (2) copies of the corrected PRELIMINARY street lighting plans shall be submitted to DWP. The private engineers shall incorporate electrical service information onto the plan prior to re-submittal to the BSL for Semi-Final approval.

Cultural Affairs Commission Approval

All street lighting designs are to be approved by the Cultural Affairs Commission prior to installation. The private engineer shall arrange for review of the design by Cultural Affairs Department staff upon approval of the Preliminary Plans. Contact the Cultural Affairs Department staff architect at 201 N. Figueroa Street, 14th Floor, Los Angeles, CA, (213) 202-5501. Cultural Affairs approval must be obtained prior to Final Plan approval.

SEMI-FINAL PLAN CHECK STAGE

At this stage, the street lighting plan shall be submitted to Bureau of Street Lighting on **Mylar** incorporating BSL corrections and DWP comments. The plans shall be accompanied by the original check print and the original electrical service comments from DWP.

If the required corrections are not satisfactorily completed, the plans will be returned to the private engineer with written comments. Upon approval of the Semi-final Plan, the private engineer will be notified to deliver the **Mylar** to the appropriate Bureau of Engineering District Office for approval.

DWP Electrical Service Confirmation

The private engineer shall submit three (3) copies of the approved semi-final plan to the DWP to obtain electrical service location "confirmation". **Service confirmation must be completed prior to final plan approval by BSL.** The private engineers shall submit a copy of the confirmation print, stamped "Confirmed" by the DWP to BSL.

FINAL PLAN CHECK STAGE

The Project Management Division (PMD) of the Bureau of Engineering circulates the plan for final approval by all affected City Agencies.

BSL staff will review the street lighting plan with other final improvement plans once received through circulation. After electrical service confirmation and approval by the Cultural Affairs Commission, the plan can be approved by BSL. Upon approval, the private engineers are notified in writing with a copy to the permittee.

The consolidated plan is forwarded back to the Bureau of Engineering by BSL staff for the City Engineer's approval and final processing. The appropriate BOE's District Office will notify the private engineer when copies are ready for pickup.

PRIMARY CONTACT PHONE NUMBERS

Bureau of Street Lighting

B-Permits – Plan Check (213) 847-1547, (213) 847-1549

Equipment Approval/Evaluation (213) 847-1831, (213) 847-1826

A-Permit
(for electrolier/pullbox relocation) (213) 847-1550, (213) 847-1551

Records (213) 847-1492, (213) 847-1504

DWP – Street Lighting

(213) 367-3004, (213) 367-2995,
(213) 367-3175

Cultural Affairs Department

Staff Architect (213) 202-5501

Bureau of Engineering

Vacations (213) 977-6394

Central District (213) 482-7474

WLA District (310) 575-8384

Harbor District (310) 732-4677

Valley District (818) 374-5090

Plan Processing (213) 847-0692

Land Development
(Public Counter) (213) 977-8945

Planning Department

(213) 978-1362

Valley (818) 374-5050

DOT (Signal Design)

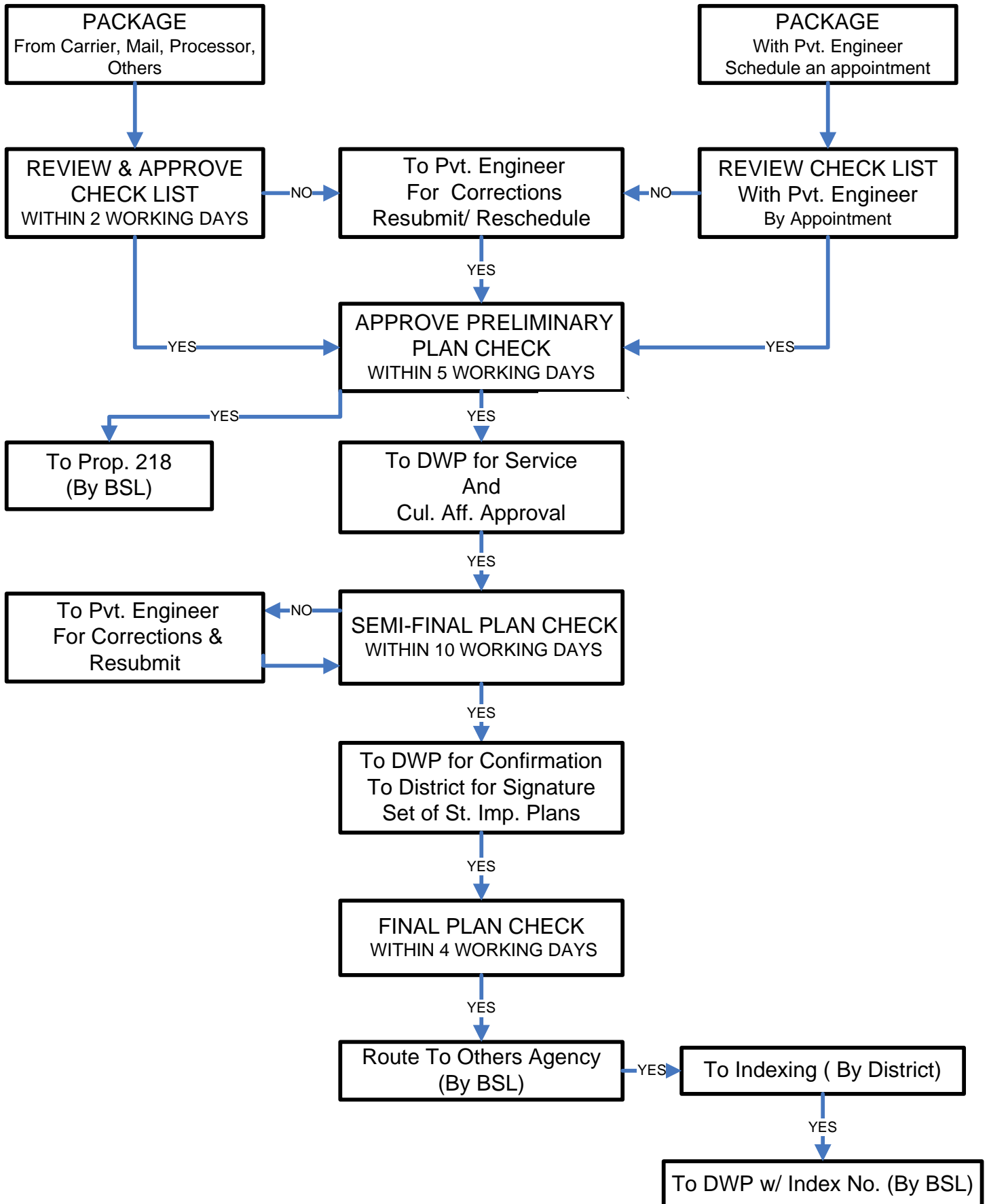
(213) 928-9684

Building and Safety

(888) 524-2845

CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING

B-PERMIT PLAN CHECK PROCESS
 (FOR PROJECTS LESS THAN 10 UNITS)



CITY OF LOS ANGELES

CALIFORNIA



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DEPARTMENT OF PUBLIC WORKS

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<http://www.lacity.org/bsl/require.htm>

**BUREAU OF STREET LIGHTING
PRIVATE DEVELOPMENT DIVISION
B – PERMIT SECTION
(213) 847-1552**

B - PERMIT PLAN SUBMITTAL REQUIREMENTS AND DESIGN CHECKLIST

B-PERMIT Title: _____

B-PERMIT No.: BD#: _____ BC #: _____

Planning Action Case Type and No.: _____ County A.P.N.: _____

On Site Development: _____

Council District No.: _____ Thomas Guide Page: _____

S.L.S.M. No.: _____ Patrol Map No.: _____

Project Address: _____

Architect / Engineer: _____ Telephone No.: _____

Architect / Engineer E-mail address: _____

Owner: _____ Telephone No.: _____

Note: The information above must be completed by the record engineer.

Prior to acceptance of the street lighting plan (s) for the subject project by the Bureau of Street lighting, the following required information and items must be submitted, reviewed, checked, and signed by the record engineer. The acceptance of the street lighting plan(s) does not permit the applicant or owner to construct the proposed street lighting system as shown on the acceptance plan unless the legal requirements of Proposition 218 have been met.

Prepared by (Pvt. Engr.): _____ Date: _____

Checked by (BSL): _____ Date: _____

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**CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING**

SUBMITTAL CHECK LIST

	Items	Checked by Pvt Engr	Date	Accepted by BSL	Date
1.	Submit a copy of B-permit application showing plan checking fee and bond amounts.				
2.	Submit a copy of condition or required improvement documentation.				
3.	Submit two (2) set of preliminary street lighting plans with record engineer information.(Full size)				
4.	Submit a copy of calculation documentation including IES table, roadway and area classification, picture of proposed electrolier and luminaire type, and photometric curve.				
5.	Submit photos showing the entire project frontage with photo key map.				
6.	Submit a copy of street improvement plans, if any.(Full size)				
7.	Submit a copy of signal plans, if any.(Full size)				
8.	Submit a copy of all existing street lighting plans noted on the plan.(Min. size 11x17)				
9.	Submit a copy of substructure map.(Min. size 11x17)				
10.	Submit a copy of architecture and landscape plans, if any.(Min. size 11x17)				
11.	Submit a stamped and signed field survey if there is no street improvement involved.				
12.	Submit electronic version in Autocad Dwg format of the street lighting design and layout.				
13.	OTHERS:				
14.					
15.					

Prepared By (Pvt. Engr.): _____ Date: _____

Checked By (BSL): _____ Date: _____

**CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING**

CALCULATION CHECK LIST

BUREAU OF STREET LIGHTING ILLUMINATION STANDARD (REFERENCE: IES/ ANSI RP-8 June 27, 2000)

ROADWAY

SIDEWALK

STREET NAME	CLASSIFICATION		Width	Horiz. Illum. (fc)			Uniformity Ratio			Width	Horiz. Illum. (fc)			Uniformity Ratio			Electrolier Type/ MH Arm Lgth	Lum. Dist. Type	Lamp Watt/ Type	Config. Type and Max. Space.
	Rdwy	Area		IES Rec.	ENGR. Calc.	BSL Calc.	IES Rec.	ENGR. Calc.	BSL Calc.		IES Rec.	ENGR. Calc.	BSL Calc.	IES Rec.	ENGR. Calc.	BSL Calc.				

Roadway L-local S-secondary
 Class: C-collector M-major SH-scenic hwy
Pedestrian High-commercial
 Activity: Medium-intermediate Low-residential
Lamp HPS-high press. sodium LPS-low press. sodium
 Type: MH-metal halide FL-fluorescent MV-mercury vapor
System S-staggered
 Config.: O-opposite OS-one-sided
Distribution MC2-medium cut-off type II
 Type: MC3-medium cut-off type III

- NOTES:**
1. The information and result of calculations on the above table must be completely filled out by the Record Engineer.
 2. The Record Engineer is required to submit the support documentation and proof of calculation for the above values.
 3. The calculation results as shown on the above table should be matched with the proposed of street lighting design and layout.

Prepared By (Pvt. Engr.): _____ Date: _____

Checked By (BSL): _____ Date: _____

**CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING**

DESIGN CHECK LIST

	Items	Checked by Pvt Engr	Date	Accepted by BSL	Date
1.	Show existing street lighting system including plan number, pole type, luminaire type and size, conduit size, and station number.				
2.	Determine type of electrolier and luminaire to match with surrounding area.				
3.	Show the proposed and future street lighting system based on the calculation and existing condition.				
4.	Specify the proposed street lighting equipment and complete the material list.				
5.	Show the proposed street lighting system complete with corrected station number, conduit size, delta note(s), and symbol(s). (All symbols shall matched with legend on standard BSL front sheet)				
6.	Show all existing and proposed street lighting services with load information within the project area.				
7.	Show the series circuit diagram and load if the proposed system is involved with the existing series circuit.				
8.	Verify and specify street lighting pole to match with Department of Transportation's equipment if there is a combination pole.				
9.	Check clearance of minimum 5' from proposed or existing driveway and 20' from street trees.				
10.	Check clearance of minimum 5' from firehydrant, power pole, handicap ramp, or catch basin.				
11.	Show the sidewalk detail and request for a sidewalk easement if the parkway is less than 6'.				
12.	Check the proposed electrolier location(s) for any conflicts with underground or overhead. Contact appropriate agencies to get information and resolve the conflict, if any.				
13.	Create a special delta note(s) for special equipment or condition.				
14.	OTHERS:				
15.					

Prepared By (Pvt. Engr.): _____ Date: _____

Checked By (BSL): _____ Date: _____

CITY OF LOS ANGELES
BUREAU OF STREET LIGHTING

PLAN LAYOUT CHECK LIST

	Items	Checked by Pvt Engr	Date	Accepted by BSL	Date
1.	Show B-permit title per valid B-permit application.				
2.	Check City planning conditions for B.S.L. authorization and requirements.				
3.	Check City planning conditions for B.O.E. authorization and requirements.				
4.	Show the latest GENERAL, SUPPLEMENTAL, and PROPOSITION 218 Notes.				
5.	Check plan layout with 1"=40' scale.				
6.	Show corrected plan & graphic scale & North arrow.				
7.	Check and inform others if project overlapping occurs.				
8.	Check lot size and project location with "Final" map and Street improvement plan.				
9.	Show street lighting station number to match with street improvement plan.				
10.	Check or create all applicable Delta Notes.				
11.	Show substructure line(s) and details				
12.	Show right-of-way dimensions for roadway, parkway, and existing or proposed driveway(s).				
13.	Show key map with 1"= 500' on BSL front sheet				
14.	Fill out DM.#, P.M.#, Council District #, # of Electrolier, Thomas Guide# & A.P.N. #.				
15.	Verify Record Engineer's. LOGO & R.E. Seal, signature & date.				
16.	OTHERS:				
17.					
18.					

Prepared By (Pvt. Engr.): _____ Date: _____

Checked By (BSL): _____ Date: _____

**CITY OF LOS ANGELES
CALIFORNIA**



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**DEPARTMENT OF
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**BUREAU OF STREET LIGHTING
PRIVATE DEVELOPMENT DIVISION
B – PERMIT SECTION
(213) 847-1552**

B-PERMIT Title: _____

B-PERMIT No.: BD#: _____ **BC #:** _____

Planning Action Case Type and No.: _____ **County A.P.N.:** _____

I hereby certify that I am the person whose name appears on this submittal and that all the information I have provided is complete and accurate to the best of my knowledge.

I understand that the Bureau of Street Lighting will reject my submittal if any highlighted item on the check lists is not satisfied. I agree not to hold the Bureau of Street Lighting responsible and liable for the information and documents I provided in the pursuit of acceptance of the street lighting plans.

I, _____, am the engineer on record of the subject project;
____ Licensed Civil Engineer or ____ Licensed Electrical Engineer with valid California
state license number _____ and expiration date: _____

Signature: _____

Date: _____

PE Stamp:

STREET LIGHTING STANDARD FOR CITY OF LOS ANGELES
FC - AVERAGE MAINTAINED HORIZONTAL ILLUMINATION
U.R. - UNIFORMITY RATIO: AVG. FC/MINIMUM FC LEVEL

STREET TYPE		HIGH PEDESTRIAN ACTIVITY (COMMERCIAL)			MEDIUM PEDESTRIAN ACTIVITY (INTERMEDIATE)			LOW PEDESTRIAN ACTIVITY (RESIDENTIAL)		
		FC	U.R.	VL	FC	U.R.	VL	FC	U.R.	VL
ARTERIAL STREET (MAJOR SECONDARY)	ROADWAY	1.7	3:1	0.3:1	1.3	3:1	0.3:1	0.9	3:1	0.3:1
	SIDEWALK	*1.0	4:1	NA	0.5	4:1	NA	**0.4	4:1	NA
COLLECTOR STREET	ROADWAY	1.2	4:1	0.4:1	0.9	4:1	0.4:1	0.6	4:1	0.4:1
	SIDEWALK	*1.0	4:1	NA	0.5	4:1	NA	**0.3	6:1	NA
LOCAL STREET	ROADWAY	0.9	6:1	0.4:1	0.7	6:1	0.4:1	0.4	6:1	0.4:1
	SIDEWALK	*1.0	4:1	NA	0.5	4:1	NA	**0.3	6:1	NA

Reference: ANSI/IES RP-8, 2000

High Pedestrian Activity

Examples – downtown retail areas, theaters, concert halls, stadiums and transit terminals.

* Sidewalks with no barriers between pedestrians and vehicles require a 2.0 FC level.

Medium Pedestrian Activity

Typically downtown office areas, library, apartment, neighborhood shopping, industrial areas.

Low Pedestrian Activity

Typically suburban single family streets, very low density residential developments and rural/semi-rural areas.

** Rural area sidewalks require a 0.2 average FC level.

BUREAU OF STREET LIGHTING PRIVATE DEVELOPMENT PLAN PROCESSING

