

## PERMITS FOR SPACE USE

### Who will issue my Permit

Anytime an individual or group comes on to County property for a scheduled event, a permit is required. The first step to obtain a permit is to request an application from the CEO or appropriate departmental permit coordinator.

1. Permits for all County property except for 2 & 3 below			
Chief Executive Office (CEO)	Armida Franco, Coordinator Real Estate Division	213.974-4317 213.217-4971 fax <a href="mailto:afranco@ceo.lacounty.gov">afranco@ceo.lacounty.gov</a>	222 S Hill St Third Floor LA 90012

2. County departments authorized to issue permits for property under their management			
Beaches & Harbors	Paul Wong Special Events	310.305-9543 310.823-6841 fax	4701 Admiralty Way Marina del Rey 90282
Military & Veterans Affairs	Jim Meyer Rental Coordinator	213.744-4828 213.748-5473 fax	1816 S Figueroa St LA 90015
Museum of Art*	Stefanie Salata Special Events	323.857-6039 323.857-6021 fax	5905 Wilshire Blvd LA 90036
Museum of Natural History*	Heather Fabero Special Events	213.763-3221 213.743-4831 fax	900 Exposition Blvd LA 90007
Music Center	Karen Schmidt Special Events	213.972-7211 213.972.7323 fax	135 N Grand Ave LA 90012
Public Works	N. Nelson Permit Section	626.458-3129 626.576-7739 fax	900 S Fremont Ave Alhambra 91803
Parks & Recreation	Reservations – North Reservations – South Reservations – East	1.800.267-2757 1.800.404-5888 1.800.239-6700	433 S Vermont Ave LA 90020

\*Parking excepted

3. Film (movie and still) permits regardless of proprietor			
FilmL.A., Inc.	FilmL.A., Inc.	213.977.8600 213.977.8601 fax	1201 W 5 <sup>th</sup> St., Suite T-800, LA 90017

4. Other clearances that <u>may</u> be required			
CEO Risk Management (Insurance-other risk matters)	Sal Reza Risk Management	213.351-6434 213.252-0404 fax	3333 Wilshire Blvd, #820 LA 90010
Fire Department (Fireworks, tent inspections, etc)	Mary Lou Rivera Fire Prevention Division	323.881-6122 323.890-4055 fax	6031 Rickenbacker Commerce 90040
Health Department (Food sales-service-concessions)	Sandy Imperial Food & Milk Section	626.430-5400 626.813-3017 fax	5050 Commerce Dr Baldwin Park 90706
ISD – Custodial Services (Event clean-up during & after event)	Orin Jones, Director Facilities Operation	213.974-9593 213.625-7539 fax	500 W Temple St, B-47 LA 90012
Office of Public Safety (Security-desired, or required)	Paul Gallo LA County Police	213.974-9636 213.617-2143 fax	320 W Temple St, B-17 LA 90012
Public Works (Road closures, parades, etc)	N. Nelson Permit Section	626.458-3129 626.576-7739 fax	900 S Fremont Ave LA 90012

**Note:** The CEO works with the public and County departments to coordinate the use of County property by outside individuals or groups. The requesting individual or group must: 1. pay the market rate for the space use; 2. submit proof of insurance; and 3. execute a space use permit. Not all property is available for use and all property is subject to prior reservation. The CEO cannot waive the payment of fees; insurance, in the name of the party to whom the permit is issued, is never waived.