

## **PERMIT PROCEDURE CHIEF EXECUTIVE OFFICE**

**"Anytime an individual or group comes on to County property for a scheduled event, a Permit is required. There are several County of Los Angeles Departments that issue Permits." (see attachment)**

The Chief Executive Office (CEO) works with the public and County departments to coordinate the use of County property by outside individual or groups. The requesting individual or group must pay a fee for the space use, submit proof of insurance and execute a space use permit. Not all property is available for use and all property is subject to prior reservation.

**The CEO typically issues permits for:**

Use of the Board of Supervisors' Hearing room;  
County Mall – El Paseo de los Pobladores de Los Angeles:  
Parking lots (includes Malibu lot).

1. **The First step** is to read the FAQ section of the Permit application Home page.
2. **The Second step** is to return to the Home Page and register as a CAMPS permit applicant
3. **The Third step** is to submit a permit application via the Internet specifying the requested site (location) information, the date and times of your event and any other event requirements. You can access the electronic application from the Home page by clicking on PERMIT APPLICATION. The application will be reviewed and an email will sent to you with further information and instructions.
4. **The Fourth step** is to review the email response. Within the email will be details regarding fee amounts, insurance requirements, and the terms and conditions under which the requested site is available for use.
5. **The Fifth step** is to follow the instructions contained in the email and go to the CAMPS Internet website to accept and approve the terms and condition of the Permit. A copy of your insurance certificate and a check payable to the County of Los Angeles (noted with the permit number) , should be mailed or hand delivered to the following address:

Chief Executive Office  
Real Estate Division  
Permits Section, 3<sup>rd</sup> floor  
222 South Hill Street,  
Los Angeles CA 90012  
ATTN: Secretary's station

6. **The Sixth step** is only required if you have requested parking for lots managed by a County contracted operator. Please contact the department whose phone number appears on your email to obtain the names of those individuals who are responsible for managing the County's parking lots. Fees associated with these lots will be handled separately.
7. **The Seventh step** is the receipt and verification of your insurance information and fee payments.
8. **The Final step** involves approval of the permit by the CEO the Real Estate Division. A signed copy of the permit will be sent to you. Your permit is now valid and you may use the property subject to any terms and conditions contained in the permit. Please keep a copy of the permit with you during the event.

**ADDITIONAL INFORMATION:**

**Insurance** - Is required in the minimum amount of \$1,000,000. If you do not have private insurance, you may be able to obtain insurance from the Municipalities Insurance Services at 800.420.0555 or on line at <http://2sparta.com>

**Fees** - The CEO cannot waive the payment of fees; insurance, in the name of the party to whom the permit is issued, is never waived.

**Other County Department Permits** - For information on other departments please visit [http://lacounty/info/citizen\\_guide\\_frame.htm](http://lacounty/info/citizen_guide_frame.htm)