

How to Apply for an Outdoor Dining Revocable Permit

<p>How to Apply if you have an existing L.A. Al Fresco Temporary Use Authorization that you would like to transition to a Revocable Permit</p>	<p>Slide 2 - 12</p>
<p>How to Apply if you do not already have outdoor dining under the L.A. Al Fresco program</p>	<p>Slide 13 - 31</p>

How to Apply if you have an existing L.A. Al Fresco Temporary Use Authorization that you would like to transition to a Revocable Permit

Please note this process only applies to sidewalk and on-street dining

Step 1: Create an Angeleno Account at <https://angelenologin.lacity.org/signin/register>

You must create an Angeleno Account with the same email address you used to create your temporary L.A. Al Fresco authorization on [Citygrows.com](https://www.citygrows.com). If you do not remember which email address you used for Citygrows.com, email us at ladot.alfresco@lacity.org



 **SIGN IN WITH YOUR ANGELENO ACCOUNT**



Create Account

Email address *

Password *

First name *

Last name *

Phone

* Indicates required field

I'm not a robot  reCAPTCHA
Privacy • Terms

Register

[Back to Sign In](#)

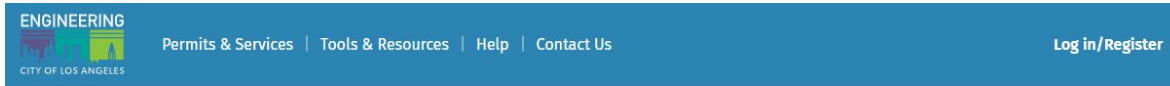
Step 2: Visit <https://engpermits.lacity.org/public/Home/Services> and select “**Revocable (R) Permit**”

You may need to log in using the button on the upper right hand corner of the screen. You will then be asked for your Angeleno Account email and password.

The screenshot shows the top navigation bar of the City of Los Angeles Engineering Permits & Services website. The navigation bar includes the logo, the text "ENGINEERING CITY OF LOS ANGELES", and links for "Permits & Services", "Tools & Resources", "Help", and "Contact Us". A "Log in/Register" button is circled in red in the upper right corner. Below the navigation bar is a "Previous Updates" dropdown menu. The main content area features four service options: "1. Virtual Counter", "2. Virtual (web meeting) Appointment", "3. In-Person Appointment", and "4. Customer Service Request (CSR)". Below this is a "Most Popular" section with a "Login Required" and "Information" icon. The "Most Popular" section contains six cards: "Customer Service Request", "Construction (A) Permit", "Sewer Connection (S) Permit", "Class (B) Permit", "Excavation (E) Permit", and "Revocable (R) Permit". The "Revocable (R) Permit" card is circled in red and includes the text "Including All Fresco Dining". Each card has a "Continue" button and an information icon.

Step 3: You will see this screen if you are not already logged in.

You can log in using the button on the upper right hand corner of the screen. You will then be asked for your Angeleno Account email and password.



The Angeleno Account (New)

Your Digital Key to L.A. City Services

With the new Angeleno Account, one account gets you into many City of Los Angeles websites and apps.

For customers who previously registered with the Bureau of Engineering, **we recommend that you Sign Up for a new Angeleno Account using the same email that was previously used to register with the Bureau of Engineering.** This will allow you to access all previously applied for permits and services.

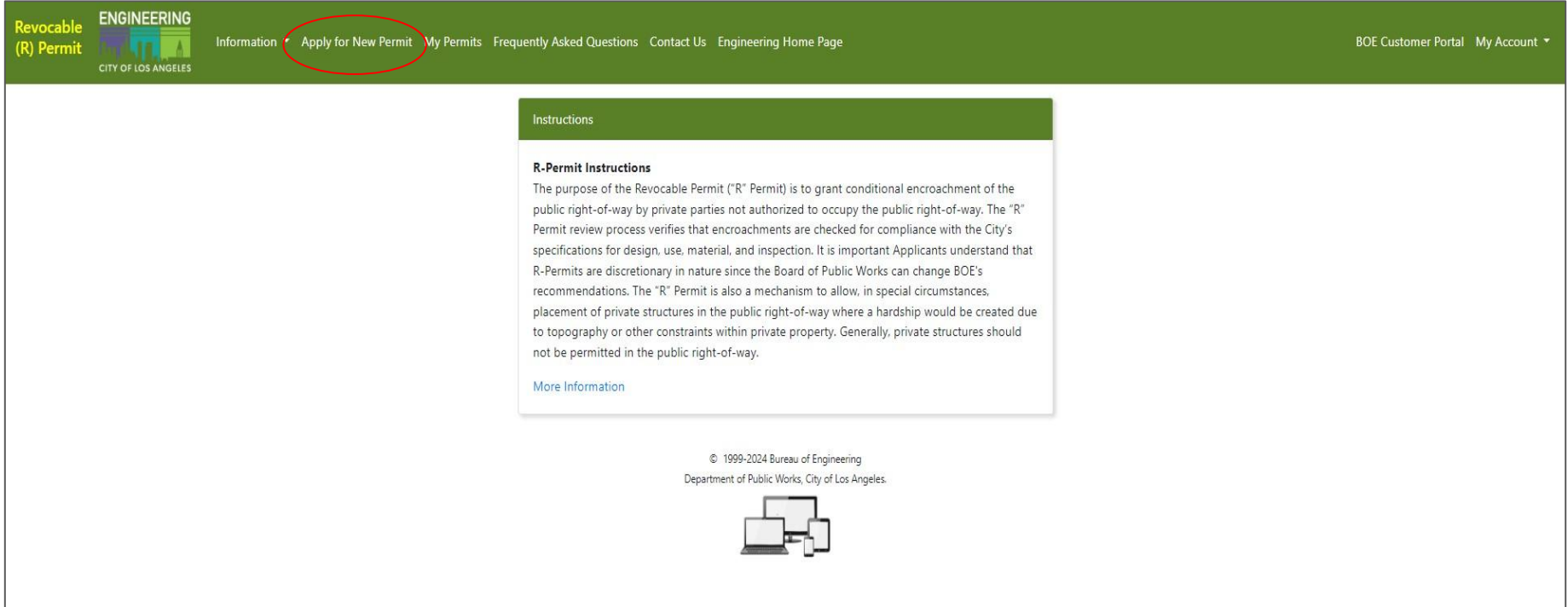
Click on My Angeleno Account to Log in, Reset your password, or Register for a new Angeleno Account

[My Angeleno Account](#)

Excavation (U) Permit customers and Maintenance Hole Opening (MH) Permit customers are excluded from using the Angeleno Account at this time. Please go directly to the application and use your existing login.

Thank you for using the Bureau of Engineering Online Services.

Step 4: Select 'Apply for New Permit' on upper left corner of screen



The screenshot shows the top navigation bar of the City of Los Angeles Engineering website. The navigation bar is green and contains the following items from left to right: 'Revocable (R) Permit' with a logo, 'ENGINEERING CITY OF LOS ANGELES' with a logo, 'Information', 'Apply for New Permit' (circled in red), 'My Permits', 'Frequently Asked Questions', 'Contact Us', and 'Engineering Home Page'. On the right side of the navigation bar, there are links for 'BOE Customer Portal' and 'My Account' with a dropdown arrow.


Instructions

R-Permit Instructions

The purpose of the Revocable Permit ("R" Permit) is to grant conditional encroachment of the public right-of-way by private parties not authorized to occupy the public right-of-way. The "R" Permit review process verifies that encroachments are checked for compliance with the City's specifications for design, use, material, and inspection. It is important Applicants understand that R-Permits are discretionary in nature since the Board of Public Works can change BOE's recommendations. The "R" Permit is also a mechanism to allow, in special circumstances, placement of private structures in the public right-of-way where a hardship would be created due to topography or other constraints within private property. Generally, private structures should not be permitted in the public right-of-way.

[More Information](#)

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Department of Public Works, City of Los Angeles.



Step 5: Select Option 2 in Pre-Screening Question

Pre-Screening

Answering the following questions will allow us to guide you through this process.

I would like to apply for a new Revocable Permit.

I was issued an AI Fresco Temporary Use Authorization and would like to transition my authorization to a Revocable Permit.

I was issued an AI Fresco Temporary Use Authorization and would NOT like to transition my authorization to a Revocable Permit.

Note:
If you would like to apply for a permit for outdoor dining on private property, please visit: [Plan Check & Permit | LADBS](#)

Continue

Step 6: Select if you had On-Street Dining, Sidewalk Dining, or both under the temporary L.A. Al Fresco program

Pre-Screening

- I would like to convert my **On-Street (Roadway) Dining** temporary Use Authorization to a Revocable Permit.
- I would like to convert my **Al Fresco Sidewalk Dining** temporary Use Authorization to a Revocable Permit.
- I would like to convert my **Al Fresco Sidewalk and On-Street (Roadway) Dining** temporary Use Authorization into single Revocable Permit.

[Continue](#) [Back](#)

Step 7: Select your Restaurant in the drop down menu and click 'Continue'

If you do not see your restaurant listed, you may be using a different email address than the one you used to apply for your temporary permit. Please reach out to us at ladot.alfresco@lacity.org to resolve the issue.

On-Street (Roadway) Dining

We found the following Al Fresco Temporary Use Authorizations associated with your email address. Please choose one to continue.

**If you do not see an Al Fresco Temporary Use Authorization associated with this Angeleno account, please contact ladot.alfresco@lacity.org

	Applicant Name	Restaurant Name	Address	Al Fresco Date Issued	Revocable Permit Status
<input type="radio"/>	Jenny Smith	Jenny's Diner #1	123 Main Street, Los Angeles, CA 90012	7/28/2021 12:00:00 AM	
<input type="radio"/>	Jenny Smith	Jenny's Diner #2	456 1st Street, Los Angeles, CA 90012	7/27/2021 12:00:00 AM	
<input type="radio"/>	Jenny Smith	Jenny's Diner #3	789 2nd Street, Los Angeles, CA 90012	7/24/2023 12:00:00 AM	

Continue

Back

Step 8: Complete Applicant Information

Some information will come pre-filled from on your temporary L.A. Al Fresco application

Applicant Information	
Applicant Name *	Jenny Smith
Restaurant Name (if applicable)	Jenny's Diner #1
Restaurant Address *	123 Main Street, Los Angeles, CA 90032
Applicant Address 1 *	123 Main Street
Applicant Address 2	Applicant Address 2
City *	Los Angeles
State *	California
Zip Code *	90012
Applicant Phone *	(213) 555-1234
Applicant Contact Name	Jenny Smith
Applicant Email	JennysDiner_test@test.com

Engineering District *	Select Engineering District (View Engineering Districts' Boundaries)
Category of Encroachment:	On-Street (Roadway) Dining
Type of Restaurant *	<input type="radio"/> Fast Food <input type="radio"/> Full Service
Maximum number of requested seats for On-Street (Roadway) dining *	
Does your restaurant have more than 500 employees across all locations? *	<input type="radio"/> Yes <input type="radio"/> No
Permit Purpose * (Please describe the type and number of encroachment)	Ex: 3 tables, 6 chairs and 2 umbrellas.
Permit will be issued to *	<input type="radio"/> Property Owner <input type="radio"/> Lessee <input checked="" type="radio"/> Applicant
	Submit Application Back
If you need to edit your Angeleno account profile information please go here	

Step 9: Application Submitted to the City

For sidewalk dining, after paying the permit fee or receiving the grant, your Revocable Permit will be automatically issued and you have 6 months to meet the requirements listed below.

For on-street dining, your permit will not automatically be issued, and you will hear from LADOT within two weeks on the next steps in your application.

Sidewalk Dining Submission

Al Fresco Sidewalk dining instructions and requirements

- After the Revocable Permit is issued, a copy of the permit can be viewed and downloaded in the "Final Permits" tab.
- The applicant is required to upload and complete the following requirements within **6 months** after the Revocable Permit is issued:
 - Provide proof of liability insurance in an amount not less than \$1,000,000.
 - For the insurance submittal instructions Please [click here](#)
 - Pay the Sewer Facility Charge (SFC)
 - Pay the appropriate Sewer Facilities Charge (SFC) fees. The SFC fees will be calculated by BOE staff and may be subsidized by available American Rescue Plan Act (ARPA) grant funds depending on the location of the restaurant.
 - Sign and Notarize the Waiver of Damages
 - [Click Here](#) to submit an online Customer Service Request in order to request for the Waiver of Damages Form.
- Eligibility for fee waivers and subsidies under the L.A. Al Fresco Small Business Fee Reduction Program is contingent on the City's verification that the business is in good standing, which includes verification that your Business Tax Registration Certificate (BTRC) is current and in good standing, the business is still in operation, the business is in good standing with the State of California, and the business has not been debarred by the Federal Government. If the City deems your business not in good standing, you will be notified and invoiced for the amount owed for your Revocable Permit.
- The applicant acknowledges that they shall comply with the Temporary Use Authority Al Fresco Sidewalk Dining Rules and Guidelines found at this [LINK](#). Failure to comply with these Rules and Guidelines may result in the revocation of the Revocable Permit for Sidewalk Dining.
- The Al Fresco dining facilities shall be installed in compliance with the applicable sections of the Americans with Disabilities Act, [Chapter 11B](#) of the California Building Code, and the City's Al Fresco Disabled Access Toolkit. The Al Fresco dining facilities and related movable elements will be maintained in compliance with these requirements and ensured they do not reduce the clear width of the City's sidewalk or other pedestrian facilities below what is permitted in the permit.
- Failure to complete the above requirements within 6 months may result in revocation of the permit.

Agree

Dedine

On-Street Dining Submission

What's Next?

Your existing L.A. Al Fresco Temporary Use Authorization has been located, and your request for a Revocable Permit has been submitted.

- The Los Angeles Department of Transportation (LADOT) will review and provide an initial feasibility response. If feasible, you will be sent preliminary conditions of approval and will be prompted to submit payment of application review and permitting fees in accordance with L.A.M.C. Section 62.118.2 (b). More information on these fees can also be found at <https://ladot.lacity.gov/al-fresco>
- After payment, LADOT will perform a design review, and after you have completed all conditions, your application package will be forwarded to the Bureau of Engineering (BOE).
- BOE will request payment in accordance with L.A.M.C. Section 61.118.2 (a) before performing review.
- If it is determined that BOE structural review is also needed, or that construction activity will occur, a structural review fees and/or an A Permit will be required.
- Eligibility for fee waivers and subsidies under the L.A. Al Fresco Small Business Fee Reduction Program is contingent on the City's verification that the business is in good standing with the State of California, and the business has not been debarred by the Federal Government. If the City deems your business not in good standing, you will be notified and invoiced for the amount owed for your Revocable Permit.
- The business self-certifies that the information in the application is true and correct to the best of their knowledge.

To track the status of your request, you may click "My Permits" above. Additionally, please monitor your email for any follow-up information that may be needed with regards to your permit application. If you have any questions, please contact ladot.alfresco@lacity.org

go to my permits

Step 10: Printing Final Permit and Restaurant Permit

After the permit application is approved, copies of Final Permit and Restaurant Permit can be found by clicking on the “Print Final Permit” and “Print Restaurant Permit” links.

The Restaurant Permit is required to be displayed in front of the business.

Application Review.	
	<ul style="list-style-type: none">• Review Application
	<ul style="list-style-type: none">• Other Attachments
	<ul style="list-style-type: none">• Required Attachments
	<ul style="list-style-type: none">• Application Requirements 0
	<ul style="list-style-type: none">• Payments
	<ul style="list-style-type: none">• Permit Requirements 0
	<ul style="list-style-type: none">• Final Permit Conditions 0
	<ul style="list-style-type: none">• Print Final Permit
	<ul style="list-style-type: none">• Print Restaurant Permit

How to Apply if you do not already have outdoor dining under the L.A. Al Fresco program

Step 1: Create an Angeleno Account at <https://angelenologin.lacity.org/signin/register>

You must create an Angeleno Account with the same email address you used to create your temporary L.A. Al Fresco authorization on [Citygrows.com](https://www.citygrows.com). If you do not remember which email address you used for Citygrows.com, email us at ladot.alfresco@lacity.org



The screenshot displays the registration interface for an Angeleno Account. On the left, a green banner contains the City of Los Angeles seal and the text "SIGN IN WITH YOUR ANGELENO ACCOUNT". The right side of the page is a white registration form titled "Create Account". It includes the following fields: "Email address *", "Password *", "First name *", "Last name *", and "Phone". Below these fields is a CAPTCHA section with an "I'm not a robot" checkbox and a CAPTCHA image. A blue "Register" button is positioned at the bottom of the form, with a "Back to Sign In" link below it.

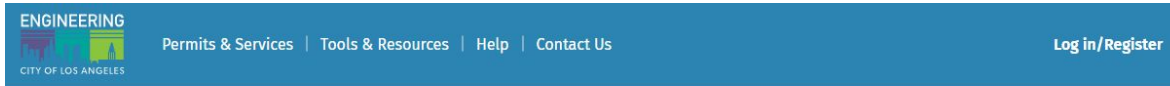
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Step 3: You will see this screen if you are not already logged in.

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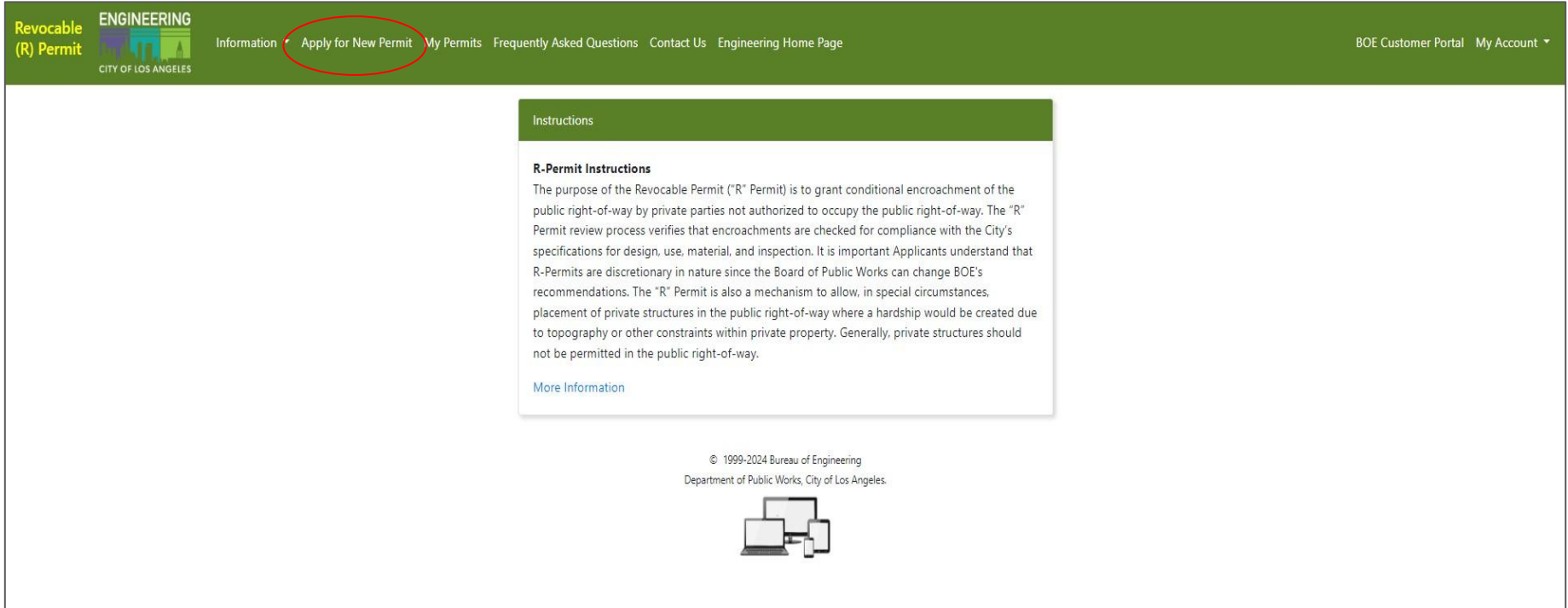
Click on My Angeleno Account to Log in, Reset your password, or Register for a new Angeleno Account

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Thank you for using the Bureau of Engineering Online Services.

Step 4: Select 'Apply for New Permit' on upper left corner of screen



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Instructions

R-Permit Instructions

The purpose of the Revocable Permit ("R" Permit) is to grant conditional encroachment of the public right-of-way by private parties not authorized to occupy the public right-of-way. The "R" Permit review process verifies that encroachments are checked for compliance with the City's specifications for design, use, material, and inspection. It is important Applicants understand that R-Permits are discretionary in nature since the Board of Public Works can change BOE's recommendations. The "R" Permit is also a mechanism to allow, in special circumstances, placement of private structures in the public right-of-way where a hardship would be created due to topography or other constraints within private property. Generally, private structures should not be permitted in the public right-of-way.

[More Information](#)

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Department of Public Works, City of Los Angeles.



Step 5: Select Option 1 in Pre-Screening Question

Pre-Screening

Answering the following questions will allow us to guide you through this process.

I would like to apply for a new Revocable Permit.

I was issued an AI Fresco Temporary Use Authorization and would like to transition my authorization to a Revocable Permit.

I was issued an AI Fresco Temporary Use Authorization and would NOT like to transition my authorization to a Revocable Permit.

Note:
If you would like to apply for a permit for outdoor dining on private property, please visit: [Plan Check & Permit | LADBS](#)

Continue

Step 6: Select 'Yes' to the Pre-Screening Question

Pre-Screening

Is this request regarding an outdoor dining permit in the public right-of-way
(outside of your property)?

Yes No









Step 7: Select if you would like an On-Street Dining, Sidewalk Dining, or both permits

Pre-Screening

- I would like a new Revocable Permit for On-Street (Roadway) Dining
- I would like a new Revocable Permit for AI Fresco Sidewalk Dining
- I would like a new Revocable Permit for AI Fresco Sidewalk and On-Street (Roadway) Dining

[Continue](#) [Cancel](#)

Step 8: Complete all Sections in Application Requirements

Application Requirements:		Status
	<ul style="list-style-type: none">• Applicant Information	Not Completed
	<ul style="list-style-type: none">• Owner Information	Not Completed
	<ul style="list-style-type: none">• Lessee Information	Optional
	<ul style="list-style-type: none">• Property Information	Not Completed
	<ul style="list-style-type: none">• Business Information	Not Completed
	<ul style="list-style-type: none">• Encroachment	Not Completed
	<ul style="list-style-type: none">• Required Attachments	Not Completed
	<ul style="list-style-type: none">• Other Attachments	Optional
<p>Your application can be submitted only after completing all of the required steps above.</p> <p>Once your application is submitted, no further changes are allowed.</p>		

Step 9: Fill out Applicant Information Section

Applicant Information

Applicant Name

Applicant Mailing Address 1 i

Applicant Mailing Address 2

City

State

Zip code

Applicant Phone

Alternate Contact Name

Applicant Email

Permit will be issued to * Property Owner Lessee Applicant

If you need to edit your Angeleno account profile information please go [here](#)

Step 10: Fill out Property Owner Information Section

Property Owner Information

Check only if Applicant is the Property Owner

Property Owner Name *

Property Owner's Address *

Property Owner's Phone *

Property Owner's Email *

Step 11: Fill out Lessee Information Section

Lessee Information

Check only if Applicant is the Property Lessee

Lessee's Name

Lessee's Address

Lessee's Phone

[Continue](#) [Back](#)


Step 12: Fill out Property Information Section

Property Information

All fields are required unless otherwise stated as optional.

Site Address:^{*}

Site Address



Engineering District^{*}

Select Engineering District

[\(View Engineering Districts' Boundaries\)](#)

Continue Back

Step 13: Fill out Business Information Section

City Business License Number

City Business Tax Registration Certificate (BTRC) Number *

Business Name *

City Business License Number

Business Name

Continue Back

Step 14: Fill out Encroachment Information Section

Encroachment Information

Category of Encroachments (Check all that apply):*

- Adopt-A-Median
- Boat Dock
- Bollards
- Building Encroachments
- Building Projections
- Colored concrete
- Doors
- Driveway Bridge
- Fences and/or Gates' Fences and/or Gates
- Irrigation system
- Landscaping
- Lights
- Non-standard Bike Racks
- Non-Standard Sidewalks and Driveway Aprons
- Non-standard tree wells
- On-Street (Roadway) Dining
- Passenger Loading Zone (PLZ)
- Pavers

- Private Line Franchise
- Railings
- Ramp
- Retaining walls
- Stairways
- Streets/Alley Vacation
- Temporary Closure
- test
- Tree grates
- Underground Storage Tank
- Other

Maximum number of requested seats*

Type of Restaurant* Fast Food Full Service

Description of Encroachment(s):

Reason for Encroachment(s):

Step 15: Complete Required Attachment Section

Required Attachment

1. Plan or Sketch with Dimensions (Required)

Upload

Step 16: Submit Application once all Sections have been Completed

Application Requirements:		Status
✓	• Applicant Information	Completed on 2/11/2024 1:22:43 PM
✓	• Owner Information	Completed on 2/11/2024 1:23:45 PM
✓	• Lessee Information	Completed on 2/11/2024 1:24:43 PM
✓	• Property Information	Completed on 2/11/2024 1:26:03 PM
✓	• Business Information	Completed on 2/11/2024 1:27:13 PM
✓	• Encroachment	Completed on 2/11/2024 1:28:38 PM
✓	• Required Attachments	Completed on 2/11/2024 1:29:43 PM
➡	• Other Attachments	Optional
Once your application is submitted, no further changes are allowed.		Submit My Application

Step 17: Application is Submitted

You will be contacted by BOE or LADOT regarding the next steps you need to complete.

Your Application for On-Street Revocable Permit has been submitted successfully with Reference Number: 2024000155

Applicants will be notified via email of any status updates and/or comments from BOE. Application status and BOE comments can also be viewed in the [My Permits](#) tab.

Instructions

R-Permit Instructions

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[More Information](#)

Step 18: Printing Final Permit and Restaurant Permit

After the permit application is approved, copies of Final Permit and Restaurant Permit can be found by clicking on the “Print Final Permit” and “Print Restaurant Permit” links.

The Restaurant Permit is required to be displayed in front of the business.

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	<ul style="list-style-type: none">• Permit Requirements 0
	<ul style="list-style-type: none">• Final Permit Conditions 0
	<ul style="list-style-type: none">• Print Final Permit
	<ul style="list-style-type: none">• Print Restaurant Permit