

## REVOCABLE PERMITS INSURANCE SUBMITTAL INSTRUCTIONS

Attention: “Insured, Broker, Agent, 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 ([KwikComply](#)) 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. The agent or broker submitting the certificate must go to <https://kwikcomply.org> to register first with their individual insurance license, and then submit insurance electronically.

### Requirements for Commercial Revocable Permits

- 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 of premium)
- **Certificate holder** and **Additional insured** must be as follows:  
**City of Los Angeles and all of its Agencies, Boards, and Departments**  
**200 N Main Street, City Hall East, Room 1240, Los Angeles, CA 90012**
- Include Bureau of Engineering (BOE) permit application reference number, the site address or location, and the reason for the encroachment in the Description of Operations box of the ACORD 25 – Certificate of Liability Insurance

### For Residential Revocable Permits

You must use the [KwikComply](#) system to submit your insurance information. However the City of Los Angeles will accept an **ACORD 24** – Certificate of Property Insurance, with the below requirements sent to [cao.insurance.bonds@lacity.org](mailto:cao.insurance.bonds@lacity.org). Homeowner Declarations Page is not acceptable.

#### Must include:

- Complete Producer information including contact information and license number of authorized representative signing the ACORD 24
- Policy Information (type, number, term, limits, insurers with NAIC#)
- Include BOE permit application reference number, the site address or location, and the reason for encroachment under Special Conditions/Other Coverages of the ACORD 24
- Insurance must include a minimum of \$300,000 in **Personal Liability**
- The City of Los Angeles does **NOT** require to be an additional insured on Homeowner policies.

Once the Risk Management office has assigned you a Certificate Approval (CA) number, please send it with a copy of your insurance certificate to the Board of Public Works Office at [bpw.ins.bonds@lacity.org](mailto:bpw.ins.bonds@lacity.org)

**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 your insurance provider (using the new methods of submission) must update the insurance information ANNUALLY.**

For any questions regarding the use of the new system, please call the Risk Management office at (213) 978-7475 or send an email to [cao.insurance.bonds@lacity.org](mailto:cao.insurance.bonds@lacity.org).

For any permit inquiries such as status, please refer to the list of supervisors for each district associated to each group:  
<https://engpermitmanual.lacity.org/development-services-support>

Further instructions on insurance submissions please visit,  
<https://engpermitmanual.lacity.org/other-boe-permitsprocesses/technical-procedures/13-liability-insurance-requirements>