



GRADING PERMIT CASH BOND

(EFFECTIVE 04/11/2019)

REV.: 04/19

Legal Address of property covered by this bond:

Address:

City: _____ Zip: _____

Legal Description:

Tract: _____

Block: _____ Lot(s): _____

THIS AGREEMENT, made and entered into this _____ day of _____ 20____, by hereinafter;

Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____ hereinafter called the "Principal", with the City of Los Angeles, a municipal Corporation, hereinafter called the "City".

WITNESSETH

WHEREAS, the above named Principal has applied to the Department of Building and Safety of the City of Los Angeles for issuance to said Principal, of a permit to do and perform excavation and/or fill work within the City of Los Angeles at the above location owned by said Principal, more specifically described in the application for a Grading Permit, and in accordance with the provisions of Article 1, Chapter IX of the Los Angeles Municipal Code, and the principal is required to furnish a bond in the sum hereinafter mentioned, conditioned as hereinafter set forth; and

WHEREAS, the principal has deposited or will deposit with the City an amount in cash or in _____ as hereinafter mentioned, the receipt of which cash or _____ is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the principal of any of the provisions of Division 70, Article 1, Chapter IX of the Los Angeles municipal Code, and particularly Section 91.7006.5.1, 91.7006.5.2 & 91.7006.5.4 thereof.

NOW THEREFORE: If the Principal shall well and truly comply with all of the requirements of municipal Code Section 91.7006.5.5 and all of the applicable provisions of Article 1, Chapter IX of said Code, and

If all work required to be done complies with all of the terms and conditions of the permit for excavation or fill to the satisfaction of the Department of Building and Safety, and completed within the time limit specified in the grading permit or in the event of a change in ownership prior to the completion of the grading and the new owner selects to secure a new permit and post a new bond for the completion of the grading work, then this obligation shall be void; otherwise to remain in full force and effect.

(over)

CA NO. _____
PRINCIPAL _____



GRADING PERMIT CASH BOND

(EFFECTIVE 04/11/2019)

REV.: 04/19

As security for the performance of his obligations hereinabove mentioned, the Principal does hereby forthwith upon the execution of his agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and hereinafter set forth, the following amount of cash or:

_____ Dollars

(\$ _____).

IT IS FURTHER AGREED, that in the event of any default by the Principal in the performance of any of his obligations required herein, the cash deposit or bonds shall, without any notice to or authority from the undersigned, be used by the City to complete the required work to the satisfaction of the Department of Building and Safety as provided in said municipal Code Section 91.7002 (C).

Principal #1 _____ Signature Principal #2 _____ Signature

WITNESS my hand and seal the day and year first above written.

_____ (Seal)

(All signatures must be acknowledged before a Notary Public.)

FOR DEPARTMENT USE ONLY

Permit No. _____	Legal description and ownership compared with the Grading Permit application and found to be identical. BY: _____ Plan Checker	Approved as to Form _____ - _____ 20____
Date: _____	Trust Fund Receipt No. _____	City Attorney By: _____ Deputy

Refund Demand No.: _____

Date: _____

GRADING CASH BOND – EXECUTION GUIDE

Incomplete or incorrect bond will result in delay of processing your documents. To expedite processing of your bond, follow below guidelines. It is necessary to have your correct grading permit application and all information needed to execute the bond.

- 1. Legal Address of property covered by this bond** – must match the address on the grading permit application
- 2. Legal Description** – Tract, Block, Lot(s) – must match the grading permit application
- 3. Date** – this is the effective date of the bond.
- 4. Principal** – this is the property owner. Bond must be taken in the name of the **property owner(s)**. The property owner(s) on the grading permit application and the principal shown on the bond must be **identical**.

If the property is owned by two or more individuals, **all owners** must be on the bond. All owners must sign the bond with all signatures notarized on separate notary acknowledgment sheets.

If the property is under a **Trust**. Principal must be the Trustee and the name of the Trust. Example: Joe Doe, Trustee of the Doe Family Trust.

Trustee must sign the bond and a copy of the Trust or Certificate of Trust must be provided. (Social security numbers should be redacted if shown.)

Limited Liability Company, Partnerships, and Limited Partnerships – an authorized person must sign the bond. Authority to sign must be verifiable through a copy of the Operating Agreement of the company.

Alternatively, in lieu of an Operating Agreement, **Secretary of State (SOS) Statement of Information** with an **active** status is acceptable. Signatory must be a **Manager or a Member** of the LLC or LP. Service of Process Agent, not acceptable as signatory.

Joint Ventures – **all persons** in the Joint Venture agreement must sign the bond. Authority to sign must be verifiable through a copy of the Joint Venture agreement

Corporations – must have signatures from at least **two officers**. Officers holding more than one position may sign alone. Example of acceptable corporate signatories include: Chairman of the Board, President, Vice-President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer, et al.

An authorized agent may also sign for corporations, provided that a certified copy of the Board Resolution of the company is furnished, authorizing such person to execute the document on behalf of the corporation or sign alone.

Signatory name(s) and title(s) must be printed on the bond. **All signatures** must be notarized on separate notary acknowledgment sheets.

NOTE: Documents submitted to the City of Los Angeles are public records and will be available for public inspection and copying as required by law.

5. **Address** - this is the address of the Principal
6. **Email address** - this is the email address of the Principal
7. **Phone** – this is the telephone number of the Principal
8. **Mode of Payment** - Certified or Cashier's Check (payable to City of Los Angeles)
9. **Bond Amount** - written in words and \$ amount
10. **Principal Signature** - printed name and title, signature
11. **Notary Seal** – Notarial acknowledgment for Principal's signature

All signatures must be notarized on separate notary acknowledgment sheets. Providing just the notary seal or stamp is incomplete and not acceptable. The all-purpose acknowledgment wording, as prescribed in California Civil Code Section 1189(a), is mandatory for all acknowledgment taken in the state, whether the acknowledger is signing as an individual or a representative (partner, corporate officer, attorney-in-fact, trustee, etc.). The [certificate of acknowledgment \(pdf\)](#) must be in the form set forth in California Civil Code Section 1189.

Notarization is the final step in document execution, therefore **notarization date must be the same date as the effective date of the bond or later.**

12. **Permit Number** – Plan Check Engineer will be the one to write the grading permit number associated with the grading bond.
13. **Plan Checker Signature** – Plan Check Engineer to sign the bond confirming that the legal description and ownership compared with the grading permit application are identical.
14. **Date** – Plan Check Engineer to write the date he/or signed the bond



GRADING PERMIT CASH BOND

(EFFECTIVE 04/11/2019)

REV.: 04/19

Legal Address of property covered by this bond:

Address:

_____ **1** _____

City: _____ Zip: _____

Legal Description:

Tract: _____ **2** _____

Block: _____ Lot(s): _____

THIS AGREEMENT, made and entered into this **3** day of _____
20____, by hereinafter;

_____ **4** _____
Address: _____ **5** _____ City: _____ Zip: _____

Email: _____ **6** _____ Phone: _____ **7** _____ hereinafter
called the "Principal", with the City of Los Angeles, a municipal Corporation,
hereinafter called the "City".

WITNESSETH

WHEREAS, the above named Principal has applied to the Department of Building and Safety of the City of Los Angeles for issuance to said Principal, of a permit to do and perform excavation and/or fill work within the City of Los Angeles at the above location owned by said Principal, more specifically described in the application for a Grading Permit, and in accordance with the provisions of Article 1, Chapter IX of the Los Angeles Municipal Code, and the principal is required to furnish a bond in the sum hereinafter mentioned, conditioned as hereinafter set forth; and

WHEREAS, the principal has deposited or will deposit with the City an amount in cash or in _____ **8** _____ as hereinafter mentioned, the receipt of which cash or _____ is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the principal of any of the provisions of Division 70, Article 1, Chapter IX of the Los Angeles municipal Code, and particularly Section 91.7006.5.1, 91.7006.5.2 & 91.7006.5.4 thereof.

NOW THEREFORE: If the Principal shall well and truly comply with all of the requirements of municipal Code Section 91.7006.5.5 and all of the applicable provisions of Article 1, Chapter IX of said Code, and

If all work required to be done complies with all of the terms and conditions of the permit for excavation or fill to the satisfaction of the Department of Building and Safety, and completed within the time limit specified in the grading permit or in the event of a change in ownership prior to the completion of the grading and the new owner selects to secure a new permit and post a new bond for the completion of the grading work, then this obligation shall be void; otherwise to remain in full force and effect.

(over)

CA NO. _____
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As security for the performance of his obligations hereinabove mentioned, the Principal does hereby forthwith upon the execution of his agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and hereinafter set forth, the following amount of cash or:

_____ Dollars
 (\$ **9** _____).

IT IS FURTHER AGREED, that in the event of any default by the Principal in the performance of any of his obligations required herein, the cash deposit or bonds shall, without any notice to or authority from the undersigned, be used by the City to complete the required work to the satisfaction of the Department of Building and Safety as provided in said municipal Code Section 91.7002 (C).

Principal #1 **10** _____ Signature Principal #2 **10** _____ Signature

WITNESS my hand and seal the day and year first above written.

11 _____ (Seal)

(All signatures must be acknowledged before a Notary Public.)

FOR DEPARTMENT USE ONLY

Permit No. 12 _____	Legal description and ownership compared with the Grading Permit application and found to be identical. BY: 13 _____ Plan Checker	Approved as to Form _____ - _____ 20____
Date: 14 _____	Trust Fund Receipt No. _____	City Attorney By: _____ Deputy

Refund Demand No.: _____

Date: _____