



# GRADING PERMIT SURETY BOND

(EFFECTIVE 06/11/2015)

REV.: 06/15

Legal Address of property covered by this bond:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description:

Tract: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we,

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ hereinafter called the "Principal", and  
(MAILING ADDRESS OF PRINCIPAL, INCLUDE ZIP CODE & EMAIL)

\_\_\_\_\_ a corporation, as surety, are held and firmly bound unto the CITY OF LOS ANGELES, a municipal corporation of the State of California in the sum of \_\_\_\_\_, \$ \_\_\_\_\_, lawful money of the United States, for the payment of which will and truly to be made bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

WHEREAS, an application by the above-named principal has been made to the Department of Building and Safety of the City of Los Angeles for the issuance, to said principal, of a permit to perform excavation and/or fill work within the City of Los Angeles more specifically described in the application for a Grading Permit, at the above location and owned by said principal, in accordance with the provisions of Article 1, Chapter 9 of the Los Angeles Municipal Code, and particularly Sections 91.7006.5.1 & 91.7006.5.4 thereof, and

WHEREAS, the Los Angeles Municipal Code Section 91.7006.5 requires as a condition precedent to the issuance of said permit that the principal shall furnish a bond in the sum above named to the City of Los Angeles, conditioned as hereinafter set forth:

NOW THEREFORE,

- (1) If the Principal shall well and truly comply with all of the requirements of Municipal Code Section 91.7006.5.5 and with all of the applicable provisions of Article 1, Chapter IX of said Code, and
- (2) 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, then this obligations shall void; otherwise it shall remain in full force and effect.

CA NO. \_\_\_\_\_  
PRINCIPAL \_\_\_\_\_



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It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof until the completion, to the satisfaction of the Department of Building and Safety of all the terms and conditions of said Grading Permit, or in the event of a change in ownership prior to the completion of the grading work, than this obligation shall be void; otherwise to remain in full force and effect.

It is further understood that the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the Board of Building and Safety Commissioners. No such extension of time shall be valid unless the same be in writing and no such extension of time shall release the principal or surety from the obligation of this bond.

IN WITNESS WHEREOF the principal and surety caused this bond to be executed the day and year first above written.

(Seal) Principal \_\_\_\_\_  
(Seal) Surety \_\_\_\_\_  
Address of Surety Co. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This bond must be acknowledged hold as to principal and surety 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. Approved as to Form \_\_\_\_\_ - 20

BY: \_\_\_\_\_  
Plan Checker

Date: \_\_\_\_\_ Receipt No. \_\_\_\_\_ City Attorney  
By: \_\_\_\_\_ Deputy

## GRADING SURETY 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. **Bond Number** – unique identifier issued by the surety company. This must appear on the first page of the bond
2. **Legal Address of property covered by this bond** – must match the address on the grading permit application
3. **Legal Description** – Tract, Block, Lot(s) – must match the grading permit application
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. **Surety Company** - name of the surety company that guarantees that the Principal will carry-out obligation to the City of Los Angeles
8. **Bond Amount** - written in words
9. **Bond Amount** – written in numbers (\$)
10. **Date** – this is the effective date of the bond
11. **Principal Name/Signature** - Printed Name and Title, Signature
12. **Surety Information/Signature** – Surety, Address, Name of Attorney-In-Fact, Signature
13. **Notary Seal/Stamp** - Notarial acknowledgment for Principal and Attorney-In-Fact Signatures

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.**

**Surety Power of Attorney – must accompany the surety bond**

14. **Permit Number** – Plan Check Engineer will be the one to write the grading permit number associated with the grading bond
15. **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.
16. **Date** – Plan Check Engineer to write the date he/or signed the bond



# GRADING PERMIT SURETY BOND

(EFFECTIVE 06/11/2015)

REV.: 06/15

Legal Address of property covered by this bond: **2**

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: **3**

Tract: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, **4**

Address: **5** City: **5** Zip: **5**

Email: **6** hereinafter called the "Principal", and  
(MAILING ADDRESS OF PRINCIPAL, INCLUDE ZIP CODE & EMAIL)

**7**  
a corporation, as surety, are held and firmly bound unto the CITY OF LOS ANGELES, a municipal corporation of the State of California in the sum of **8** **8**, \$ **9**, lawful money of the United States, for the payment of which will and truly to be made bind ourselves, jointly and severally, firmly by these presents.

Signed, sealed and dated this **10** day of **10**, 20 **10**.

WHEREAS, an application by the above-named principal has been made to the Department of Building and Safety of the City of Los Angeles for the issuance, to said principal, of a permit to perform excavation and/or fill work within the City of Los Angeles more specifically described in the application for a Grading Permit, at the above location and owned by said principal, in accordance with the provisions of Article 1, Chapter 9 of the Los Angeles Municipal Code, and particularly Sections 91.7006.5.1 & 91.7006.5.4 thereof, and

WHEREAS, the Los Angeles Municipal Code Section 91.7006.5 requires as a condition precedent to the issuance of said permit that the principal shall furnish a bond in the sum above named to the City of Los Angeles, conditioned as hereinafter set forth:

NOW THEREFORE,

- (1) If the Principal shall well and truly comply with all of the requirements of Municipal Code Section 91.7006.5.5 and with all of the applicable provisions of Article 1, Chapter IX of said Code, and
- (2) 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, then this obligations shall void; otherwise it shall remain in full force and effect.

PRINCIPAL  
CA NO.



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It is understood that the liability of the principal and surety upon this bond is a continuing obligation and shall be in effect from the date hereof until the completion, to the satisfaction of the Department of Building and Safety of all the terms and conditions of said Grading Permit, or in the event of a change in ownership prior to the completion of the grading work, than this obligation shall be void; otherwise to remain in full force and effect.

It is further understood that the time limit specified in the permit above mentioned, may be extended for good and sufficient cause by the Board of Building and Safety Commissioners. No such extension of time shall be valid unless the same be in writing and no such extension of time shall release the principal or surety from the obligation of this bond.

IN WITNESS WHEREOF the principal and surety caused this bond to be executed the day and year first above written.

(Seal) **13** Principal **11**  
(Seal) Surety **12**  
Address of Surety Co.

(This bond must be acknowledged hold as to principal and surety before a Notary Public)

FOR DEPARTMENT USE ONLY

Permit No. **14** Legal description and ownership compared with the grading Permit application and found to be identical. Approved as to Form - 20  
BY: **15**  
Plan Checker

Date: **16** Receipt No. City Attorney  
By: Deputy