



GRADING PERMIT SURETY BOND

REV.: 04/03

GGI-06

Legal Address of property covered by this bond:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Legal Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_ California, as  
(MAILING ADDRESS OF PRINCIPAL, INCLUDE ZIP CODE)

principal, and \_\_\_\_\_  
\_\_\_\_\_

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 well 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 specified in the Grading Permit, then this obligations shall void; otherwise it shall remain in full force and effect.

(over)

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 and the new owner selects to secure a new permit and post a new bond for 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 both 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.  BY: ..... PLAN CHECKER	Approved as to Form _____, 20__
Date : .....	Receipt No.: .....	City Attorney  By ..... Deputy

As a cover entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will also allow flexibility and timely distribution of information to the public.



# GRADING BOND INSTRUCTIONS

A grading bond is required for all grading work of 250 cubic yards or more when conducted in a designated hillside area. (Section 91.7006.5)

1. Download Grading Bond forms from LADBS website at [WWW.LADBS.ORG](http://WWW.LADBS.ORG) or obtain bond forms from Plan Check or Grading Section: **Cash bond requires two (2) copies. Surety Bond required three (3) copies. USE THE DEPARTMENT FORMS PROVIDED.** Forms are to be executed as per the following instructions:
  - a) The grading bond must be taken in the name of the owner and signed by the owner. The owner on the application for grading permit and the principal shown on the bond must be identical.
  - b) The address and the legal description on the bond and on the grading permit application must be identical. (Attach a copy of the metes and bounds description, if used, to each bond copy).
  - c) The surety company must be named on all surety bonds and its corporate seal impressed thereon. The signatures of its attorney-in-fact must be acknowledged by a notary public.
  - d) If applicant is a partnership, the bond must be signed by at least one general partner and the signature acknowledged by a notary public on a partnership form of acknowledgment.
  - e) For cash bond, signatures of individual owners shall be acknowledged by a notary public.
  - f) Certified or cashier's check are required for a cash bond. Check to be made to City of Los Angeles.
2. Present the grading bond form and the grading permit application to your plan check engineer for verification of the bond amount, and items (a) and (b) above, and his/her signature. The bond amount is based on the number of cubic yards of cut and fill, **plus** the cost of all drainage and other protective devices such as retaining walls.
3. Present the bond application at the "Office of the City Administrative Officer-Risk Management" for approval of insurance and bonds located at 200 N. Main Street, Room 1240 City Hall East, Los Angeles, CA 90012 Stop 132. Present bond to plan checker at the time of permit issuance for second verification before proceeding to the cashier.
4. Post bond and have grading permit application stamped at "Cashier's Window".

**CASH BOND RELEASE:** When all phases of the job have been completed and have been approved and signed off by all inspectors (the Grading Inspector will give the approval for release), the owner, owners, or corporation listed on the bond will be notified by the Department to present the accounting office with the lower redeemable portion of the original receipt for the bond. The upper portion of the receipt is for the bond owner. Approximately ten days are required to process the owner's claim for refund after the receipt is received by the Department.

**PARTIAL CASH BOND RELEASE:** If the grading work has been completed 50% or more, a relative percentage of cash bond may be released by the grading inspector in charge of the job. The grading division shall prepare a release letter, duly addressed to the financial services and signed by the head of the division.

**SURETY BOND RELEASE:** Notice of release upon completion of the job will be mailed to the surety company.