



BOND PROCESSING

Due to COVID-19, BOE is now accepting and processing Bond Applications via the BOE Customer Service Portal.

BOND TYPES:

- Subdivision – Tract or Parcel Map
- General Improvement (B-Permit)
- Import / Export
- Excavation (E-Permit)
- Protected Tree Bond

Contact Information:

FOR ANY QUESTIONS OR INQUIRIES, OR TO SUBMIT A NEW OR FOLLOW UP ON AN EXISTING APPLICATION, PLEASE GO TO THE CUSTOMER PORTAL AT:

[HTTPS://ENGPERMITS.LACITY.ORG](https://engpermits.lacity.org)

TO SUBMIT OR FOLLOW UP ON A REQUEST, CUSTOMERS SHOULD:
LOGIN TO THE CUSTOMER PORTAL (REGISTRATION REQUIRED)
SELECT "PERMITS AND SERVICES"
SELECT "USE SERVICE REQUEST" FROM THE BOND PROCESSING CARD



BOND

APPLICATION PROCEDURES

STEP 1 - Download the Bond Preparation and Fee Receipt Forms.

STEP 2 - Choose the appropriate type of bond based on the project type.

- Subdivision – TRACT or PARCEL MAP
 - Preliminary Subdivision Title Report and Bond Estimate.
- General Improvement
 - Title Report and Bond Estimate.
- Import / Export
 - Copy of Ordinance from Bureau of Street Services or Building and Safety Commissioners Board File.
- Excavation – Bond Estimate
- Tree Bond – Bond Estimate

STEP 3 - Submit your application package with attachments through the BOE Customer Portal at <https://engpermits.lacity.org>
To submit and follow up on a request:
Login to the Customer Service Portal (registration required)
Select Permits and Services
Select "Use Service request" from the Bond Processing Service Card
Submit new or follow up on existing requests.



BOND FEES

NEW BOND

\$566.50
CREDIT CARD
CHECK

BOND RIDER

\$476.30
CREDIT CARD
CHECK

CHECK PAYMENT

MAKE PAYABLE TO
CITY OF LOS ANGELES

LOCATIONS

Los Angeles:
201 N. Figueroa St.
Suite 200.
Los Angeles, CA
90012

Van Nuys:
6262 Van Nuys,
Suite 251
Van Nuys, CA 91401

APPLICATION FOR BOND PREPARATION

NOTE: Bond Documents Must Be Prepared By the City

Bond Control services are processed through the [Bureau of Engineering \(BOE\) portal](#).

Contact Information: Submit your application package with attachments through the BOE Customer Portal at <https://engpermits.lacity.org> To submit or follow up on a request:

1. Login to the Customer Service Portal (registration required)
2. Select Permits and Services
3. Select "Use Service request" from the Bond Processing Service Card

For virtual or in-person appointments, please visit the BOE Customer portal for more information.

Step 1: Fill out Principal information.

Principal: _____

I would like the Original Bond documents to be mailed to the address below.

(If box is not "checked" Bond Control staff will shred documents)

Address: _____ City: _____ Zip code: _____

Phone: _____ Email: _____

Step 2: Select type of Bond based on project type & submit required information with this application.

SUBDIVISION - Tract or Parcel Map No. _____

- I. Preliminary Subdivision Title Report
- II. Bond Estimate from Engineering District Office
- III. Type of Bond: SURETY CASHIERS CHECK CERTIFICATE OF DEPOSIT

General Improvement/ Planning Case No. _____

- I. Copy of current TITLE REPORT: If older than 6 months also provide a current tax bill
- II. Bond Estimate from Engineering District Office
- III. Type of Bond: SURETY CASHIERS CHECK

Import/Export **Site Address:** _____

- I. Copy of Ordinance from Bureau of St Services and/or Building & Safety Commissioners Board File
- II. Type of Bond: SURETY CASHIERS CHECK

Excavation **Site Address:** _____

Lateral Support Monitoring Well Street Light Relocation Other

- I. Bond Estimate from Engineering District Office
- II. Type of Bond: SURETY CASHIERS CHECK

Tree Bond **Site Address:** _____

- I. Bond Estimate from urban Forestry Division
- II. Type of Bond: SURETY CASHIERS CHECK

For office use only

Permit No.: _____ Bond Ref No.: _____

Bond Rider: 6 Months 1 year 2 years

Replacement Bond Original Bond ref No.: _____

Assignment of Funds

REV: 03272024