



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 Preparation Request May be Submitted at the Locations below:

Valley Engineering District Office
 6262 Van Nuys Blvd, Suite 251
 Van Nuys, CA 91401

Permit Case Management Division
 201 N. Figueroa Street, Suite 200
 Los Angeles, CA 90012

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:

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

STEP 1: Fill Out PRINCIPAL Information **PLEASE PRINT CLEARLY**

Principal _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

STEP 2: Select Type of Bond Based on Project Type & Submit Required Information With Application

SUBDIVISION - Tract or Parcel Map No. _____

- I. Preliminary Subdivision Title Report
- II. Bond Estimate from Engineering District Office
- III. Type of Bond: SURETY CASHIER'S 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 CASHIER'S CHECK

Import / Export Site Address: _____

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

EXCAVATION Site Address: _____

- Lateral Support Soil Boring Monitoring Well St. Light Relocation Other
- I. Bond Estimate from Engineering District Office
 - II. Type of Bond: SURETY CASHIER'S CHECK

Tree Bond Site Address: _____

- I. Bond Estimate from Urban Forestry Division
- II. Type of Bond: SURETY CASHIER'S CHECK

STEP 3: Pay Bond Preparation Fee- New Bond \$566.50; Bond Rider \$476.30

Name of the person you wish contacted when bond forms are ready for pickup:

Name: _____ Phone: _____ Email: _____

For Office Use Only			
Permit No. _____	Bond Ref No. _____		
Bond Rider: 6mo <input type="checkbox"/> 1yr <input type="checkbox"/> 2yr <input type="checkbox"/>	cement Bond <input type="checkbox"/>	Original Bond Ref No. _____	Assignment of Funds <input type="checkbox"/>

DEPARTMENT OF PUBLIC WORKS
CITY OF LOS ANGELES
Bureau of Engineering

Engineering Services - **GENERAL BOND/RIDER PREPARATION** (Ord. 184548)

ENGINEERING DISTRICT: CEN-50 ____ VAL-81 ____ WLA-85 ____ HAR-86 ____

PROJECT ADDRESS: _____ **PERMIT No.** _____

Engineering Service	Initial Fee	7%	3%	Fee Paid
FIRST BOND QC 512	\$515.00	36.05	15.45	\$566.50
BOND RIDER QC 857	\$433.00	30.31	12.99	\$476.30

Please mark if payment is made by (payable to: City of Los Angeles):

Credit Card Check - Check No. _____ TOTAL PAID: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Received by: _____ Bond Ref #: _____

Distribution:
Applicant
Issuing Office
Accounting

Return completed document to:
Attn: Bond Control
6262 Van Nuys Suite #251 201 N. Figueroa St, Suite 200
Van Nuys CA 91401 Los Angeles, CA 90012

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:

Login to the Customer Service Portal (registration required)

Select Permits and Services

Select "Use Service request" from the Bond Processing Service Card