

# 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