

A temporary sign permit bond is required for all temporary signs installed on temporary construction walls and/or on solid wood fences surrounding vacant lots within the City of Los Angeles pursuant to Los Angeles Municipal Code Section 91.6201.2.

1. The bond forms shall be obtained from the plan check section or from the LADBS website at [www.ladbs.org](http://www.ladbs.org). **A Cash Bond requires two (2) copies and Surety Bond requires three (3) copies. USE THE DEPARTMENT FORMS PROVIDED.** Forms are to be executed per the following instructions:
  - a. The temporary sign permit bond must be taken in the name of the applicant and signed by the applicant. The applicant as shown on the application for a temporary sign permit and the principal shown on the bond must be the same. (Note: The term “applicant” shall mean the owner of the sign company or, if there is no sign company, the owner of the property.)
  - b. The surety company must be named on all surety bonds. The signatures of its attorney-in-fact must be acknowledged by a notary public on the appropriate notary acknowledgment form.
  - c. Bonds submitted by corporations must be signed by two officers and the signatures of the officers acknowledged by a notary public on the appropriate notary acknowledgment form.
  - d. If the applicant is a partnership, the bond must be signed by a least one general partner and the signature acknowledged by a notary public on the appropriate notary acknowledgment form.
  - e. For cash bond, signatures of the applicant shall be acknowledged by a notary public on the appropriate notary acknowledgment form.
  - f. A certified or cashier's check is required for a cash bond. The check is to be made out to the City of Los Angeles.
2. Present the temporary sign bond form and the temporary sign permit application to your plan check engineer for verification of the bond amount, item 1 (a) above, and his/her signature. The bond amount is \$10,000. Only one bond shall be required of each applicant regardless of the number of locations for which the applicant has requested a building permit for a temporary sign on temporary construction fences or fences surrounding vacant lots. The plan check engineer must sign the bond.
3. The Office of the City Administrative Officer (CAO) Risk Management will only be accepting Department of Building and Safety (LADBS) bond requests for review and approval electronically.
4. City staff shall scan all bond documents, including any supporting documentation presented to the “CAO” Risk Management Office via email to: [cao.insurance.bonds@lacity.org](mailto:cao.insurance.bonds@lacity.org)
5. Approved documents with an assigned corresponding CAO approval number will be emailed back to the requestor or permittee (City staff, contractor or resident) for processing with the appropriate LADBS plan checker. Post bond and have a temporary sign permit application stamped at “Cashier’s Window”.

**CASH BOND RELEASE:** When the applicant notifies the Department that he/she is no longer maintaining any Temporary Signs on temporary construction walls and/or solid wood fences surrounding vacant lots, the Department will notify the applicant 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.

**SURETY BOND RELEASE:** Upon applicant’s notification to the Department that he/she is no longer maintaining temporary signs on temporary construction walls and/or solid wood fences surrounding vacant lots, the Notice of Release will be mailed to the surety company.

Legal Address of property or properties covered by this bond:

"VARIOUS"

THIS AGREEMENT, made and entered into this 1 day of 1 20 1, by hereinafter \_\_\_\_\_ (address) 3 2 hereinafter Called the "Applicant," with the CITY OF LOS ANGELES, a municipal corporation, hereinafter called the "City."

WITNESSETH

WHEREAS, the above-named Applicant has applied to the Department of Building and Safety of the City of Los Angeles for the issuance of a temporary sign permit or permits on temporary construction walls and/or on solid wood fences surrounding vacant lots within the City of Los Angeles, as described in the applications for the permit(s), and in accordance with the provisions of Article 1, Chapter 9, and Article 4.4, Chapter 1, and Sections 91.6201.2 and 14.4.17 of the Los Angeles Municipal Code. The applicant is required to furnish a bond in the sum of \$10,000, conditioned as hereinafter set forth, and

WHEREAS, the Applicant has deposited or will deposit with the City an amount in cash or 4 as hereinafter mentioned, the receipts of which cash or 4 is hereby acknowledged; and the City has agreed to hold said deposit in trust to indemnify the City for all costs and expenses incurred by the City by reason of the violation by the Applicant of any of the provisions of Article 4.4, Chapter 1 of the Los Angeles Municipal Code and specifically Section 14.4.17 thereof.

NOW THEREFORE:

If the Applicant complies with all of the terms and conditions of the temporary sign permit or permits and to the satisfaction of the Department of Building and Safety and the Office of Community Beautification in accordance with Los Angeles Municipal Code Section 14.4.17 and 91.6201.2 and no longer maintains any temporary signs on temporary construction walls and/or on solid wood fences surrounding vacant lots, then this obligation shall be void; otherwise it shall remain in full force and in effect.

As security for the performance of his obligations hereinabove mentioned, the Applicant does hereby forthwith upon the execution of this agreement, transfer and deliver unto said City of Los Angeles, to be held for the purposes and upon the terms and conditions hereinabove and in hereinafter set forth, the following amount of cash or:

5 Dollars  
(\$ \_\_\_\_\_).

APPLICANT

CAN NO.



## TEMPORARY SIGN PERMIT CASH BOND – EXECUTION GUIDE

Incomplete or incorrect bond information will result in delay of processing your documents. To expedite processing of your bond, follow below guidelines. It is necessary to have your correct temporary sign permit application and all information needed to execute the bond.

1. **Date** – this is the effective date of the bond.
2. **Principal** – This is the owner of the sign company or, if no sign company, the owner of the property.

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 is 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.

3. **Address** - this is the address of the Principal
4. **Mode of Payment** - Certified or Cashier's Check (payable to City of Los Angeles)
5. **Bond Amount** - written in words and \$ amount
6. **Principal Name/Signature** – Printed Name and Title, Signature
7. **Notary Seal** – Notarial acknowledgment for Principal's signature

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.**

8. **Permit Number** – Plan Check Engineer will be the one to write the temporary sign permit number associated with the Temporary Sign Permit bond.
9. **Plan Checker Signature** – Plan Check Engineer to sign the bond confirming that the principal compared with the temporary sign permit application applicant are identical.
10. **Date** – Plan Check Engineer to write the date he/she signed the bond



**TEMPORARY SIGN PERMIT  
BOND INSTRUCTIONS (EFFECTIVE 01/05/2022)**

REV.: 01/15/22

Surety Bond No. 1

Legal Address of property or properties covered by this bond:

“VARIOUS”

KNOW ALL MEN BY THESE PRESENTS:

That we, 2

Of 3 California, as  
(MAILING ADDRESS OF APPLICANT, INCLUDES ZIP CODE)

Applicant, and 4

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 **ten thousand dollars, \$10,000**, 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 5 day of 5, 20 5

WHEREAS, the above-named Applicant has applied to the Department of Building and Safety of the City of Los Angeles for the issuance of a temporary sign permit or permits on temporary construction walls and/or on solid wood fences surrounding vacant lots within the City of Los Angeles, as described in the applications for the permit(s), and in accordance with the provisions of Article 1, Chapter 9, and Article 4.4, Chapter 1, and Sections 91.6201.2 and 14.4.17 of the Los Angeles Municipal Code, and

WHEREAS, the Los Angeles Municipal Code Section 91.6201.2 requires, as a condition precedent to the issuance of a temporary sign permit or permits on temporary construction walls and/or on solid wood fences surrounding vacant lots, that the Applicant furnish a bond in the amount of \$10,000 named to the City of Los Angeles, conditioned as hereinafter set forth:

NOW THEREFORE,

- (1) If the Applicant shall well and truly comply with all of the requirements of Municipal Code Sections 91.6201.2 and 14.4.17 and with all of the applicable provisions of said Code, and
- (2) If the Applicant complies with all of the terms and conditions of the temporary sign permit or permits and to the satisfaction of the Department of Building and Safety and the Office of Community Beautification in accordance with Los Angeles Municipal Code Sections 14.4.17 and 91.6201.2 and no longer maintains any temporary signs on temporary construction walls and/or on solid wood fences surrounding vacant lots, then this obligation shall be void; otherwise it shall remain in full force and in effect.

It is understood that the liability of the Applicant 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 and the Office of Community Beautification, of all the terms and conditions of said temporary sign permit(s), and until Applicant no longer maintains any temporary signs on temporary construction walls and/or on solid wood fences surrounding vacant lots, then this obligation shall be void; otherwise to remain in full force and in effect.

CA NO. \_\_\_\_\_  
APPLICANT \_\_\_\_\_

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 Applicant 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.

Principal \_\_\_\_\_ **6**

(Printed Name and Title, Signature) \_\_\_\_\_

(Seal)

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

**8**

(Seal)

Surety \_\_\_\_\_ **7**

Address of Surety Co. \_\_\_\_\_

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

(This bond must be acknowledged both as to principal and surety before a Notary Public on separate acknowledgement sheets)

**FOR DEPARTMENT USE ONLY**

Permit No. <p style="text-align: center;"><b>9</b></p> _____	Principal compared with the sign permit application applicant found to be identical.  BY: <b>10</b> _____ PLAN CHECKER	Approved as to Form  _____
Date: <p style="text-align: center;"><b>11</b></p> _____	Receipt No.  _____	City Attorney  BY: _____ Deputy

## TEMPORARY SIGN PERMIT SURETY BOND – EXECUTION GUIDE

Incomplete or incorrect bond information will result in delay of processing your documents. To expedite processing of your bond, follow below guidelines. It is necessary to have your correct temporary sign 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. **Principal** –The owner of the sign company or, if there is no sign company, the owner of the property.

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 is 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.

3. **Address** – this is the address of the Principal
4. **Surety Company** - name of the surety company that guarantees that the Principal will carry-out obligation to the City of Los Angeles
5. **Date** – this is the effective date of the bond
6. **Principal Name/Signature** - Printed Name and Title, Signature
7. **Surety Information/Signature** – Surety, Address, Name of Attorney-In-Fact, Signature
8. **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**

9. **Permit Number** – Plan Check Engineer will be the one to write the temporary sign permit number associated with the Temporary Sign Permit bond
10. **Plan Checker Signature** – Plan Check Engineer to sign the bond confirming that the principal compared with the temporary sign permit application applicant are identical.
11. **Date** – Plan Check Engineer to write the date he/she signed the bond