

City of Los Angeles  
DEPARTMENT OF PUBLIC WORKS  
Bureau of Engineering

### SEWER/STORM DRAIN CONNECTION BOND

#### KNOW ALL MEN BY THESE PRESENTS

That we, \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address Phone Number

as PRINCIPAL (herein after called PRINCIPAL), and \_\_\_\_\_  
as surety, are held and firmly bound unto the City of Los Angeles, a municipal corporation, in the sum of \$25,600 (twenty five thousand six hundred dollars), for the payment of which well and truly to be made, we bind ourselves, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden PRINCIPAL has applied or will apply for permits for the purpose of making sanitary sewer house connections or storm drain connections, and pursuant to Municipal Code Section 64.15.1 (b) is required to furnish bond as therein provided.

NOW, THEREFORE, the condition of this obligation is such that if the above bounden PRINCIPAL shall pay all charges required by Sections 64.12 to 64.22, inclusive, of the Los Angeles Municipal code, and shall faithfully and properly perform the work of making such connections under all permits issued to said PRINCIPAL, to the satisfaction of said Board of Public Works, and shall pay any and all damages sustained by the City of Los Angeles by reason of faulty or defective work under such permits, then this obligation shall be null and void, otherwise to remain in full force and effect.

The term of this bond is continuous until cancelled by giving 60 days advance notice by registered mail to the City of Los Angeles, Office of the City Administrative Officer – Risk Management 200 N. Main Street, Room 1240 CHE Los Angeles, CA 90012.

THIS BOND SHALL BE EFFECTIVE FROM AND AFTER \_\_\_\_\_

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

**INSTRUCTIONS:** All signatures must be acknowledged before a Notary Public.  
If a corporation, two officers must sign and impress corporate seal.  
If a partnership, one general partner must sign.  
**USE APPROPRIATE NOTARY FORM ON BACK OF THIS BOND FORM.**

**CORPORATE ACKNOWLEDGMENT**

STATE OF CALIFORNIA }  
COUNTY OF LOS ANGELES } ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me,  
the undersigned, a Notary Public in and for said County, personally appeared  
\_\_\_\_\_ known to me to be the  
\_\_\_\_\_ President, and \_\_\_\_\_  
known to me to be the \_\_\_\_\_ Secretary of \_\_\_\_\_  
the Corporation that executed the within and foregoing instrument, and known  
to me or proved to me on the basis of satisfactory evidence to be the persons  
who executed the within instrument on behalf of the Corporation therein  
named, and acknowledged to me that such corporation executed the same.

WITNESS MY HAND AND OFFICIAL SEAL

\_\_\_\_\_  
Notary Public in and for the County of Los Angeles, State of California

**INDIVIDUAL  
or  
PARTNERSHIP ACKNOWLEDGMENT**

STATE OF CALIFORNIA }  
COUNTY OF LOS ANGELES } ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me,  
\_\_\_\_\_ a Notary Public, in and for the said  
County and State, personally appeared \_\_\_\_\_

known to me or proved to me on the basis of satisfactory evidence to be { \*the person whose name is subscribed to  
\*one of the partners of the partnership that executed

the within instrument and acknowledged to me { \*that such partnership executed the same.  
\*that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and  
year in this certificate first above written.

\_\_\_\_\_  
Notary Public in and for the County of Los Angeles, State of California

\*strike out words not applicable

**CITY OF LOS ANGELES**

**INSTRUCTIONS AND INFORMATION  
ON SUBMITTING BONDS TO THE CITY OF LOS ANGELES**

(Share this information with your agent or broker)

1. **Agreement/Reference** All bonds must identify the nature of your business with the City. Clearly show any assigned number of a contract, lease, permit, etc., or give the project name and the job site or street address to ensure that your submission will be properly credited.

2. **When to submit** Normally, no work may begin until the bond Certificate Approval number ("CA number") has been obtained. Bond documents should be submitted as early as practicable.

3. **Acceptable Evidence** Bond forms are available directly from the City department requiring the bond, or you may obtain bond forms (interactive) from <http://cao.lacity.org/risk/BondForms.htm>.

Instructions for executing bond documents for the City are available at: <http://cao.lacity.org/risk/BondDocExecutionInstructions.pdf>

4. **Bond Document Approval** Electronic submission is the preferred method of submitting bond documents for approval.

Completed bond documents should be sent electronically to the Office of the City Administrative Officer, Risk Management ([CAO.insurance.bonds@lacity.org](mailto:CAO.insurance.bonds@lacity.org)).

**Submissions other than via email will delay the approval process, as bond documents will have to be manually processed.**

Please note: Certain original bond documents, such as Department of Building and Safety Grading Bonds, must be submitted directly to the Office of the City Administrative Officer, Risk Management Division, 200 North Main Street, Room 1240, Los Angeles, CA 90012, for approval.

Verification of all approved bonds may be obtained by checking **Track4LA™**, the City's online insurance and bond compliance system, at <http://track4la.lacity.org>.

## **EXECUTION INSTRUCTIONS FOR BOND DOCUMENTS**

**NOTE:** *All signatures are required to be notarized. Incomplete or incorrect execution will result in a delay in processing your document(s).*

For your quick reference, the City of Los Angeles has outlined the following required elements of bond documents for each type of legal entity listed below:

### **INDIVIDUALS**

Example: *(Name of Individual) D.B.A. (Name of Company)*  
*John Doe D.B.A. John Doe Construction*

The individual must sign the bond.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **PARTNERSHIPS AND LIMITED PARTNERSHIPS**

One general partner must sign the bond.

The City of Los Angeles must be furnished a copy of the partnership agreement confirming that the person signing the document is a partner.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **JOINT VENTURES**

All joint ventures must sign the bond.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.

### **CORPORATIONS**

Corporations must have signatures from two corporate officers on their bond document.

Examples of acceptable corporate officer signatures include those of the corporation's Chairman of the Board, President, Vice President, Secretary or Assistant Secretary, Chief Financial Officer or Assistant Chief Financial Officer, Treasurer or Assistant Treasurer.

A corporate seal must appear on the bond.

Please note that an authorized agent may also sign for a corporation provided that the City of Los Angeles is furnished a certified copy of the Board of Director's Resolution authorizing such person to execute the document on behalf of the corporation.

All principal signatures on bond documents must be acknowledged before a notary public on separate acknowledgement forms.

### **LIMITED LIABILITY COMPANIES (LLC) and TRUST AGREEMENTS**

The City of Los Angeles must be furnished a copy of the Operating Agreement or Trust Agreement showing that the person(s) signing are authorized to sign on behalf of the LLC or Trust.

All principal signatures on documents must be acknowledged before a notary public on separate acknowledgement forms.