CITY OF LOS ANGELES
INSTRUCTIONS AND INFORMATION ON SUBMITTING BONDS & EXONERATIONS 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. To ensure that your submission will be properly credited, clearly show: a) number assigned to a contract, lease, permit, etc., b) the project name and c) the job site or street address.

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

4. **Bond Document Approval** – Electronic submission is the preferred method of submitting bond documents for approval.
   Bonds required for contracts must be submitted directly to the appropriate City Contract Administrator for verification of agreement/reference. Their preliminary approval must be obtained prior to submission of the bond document to CAO Risk Management.
   Completed and verified bond documents should be sent electronically to the Office of the City Administrative Officer, Risk Management (cao.insurance.bonds@lacity.org) copy furnished the City Contract Administrator or the Permit Office. **Submissions other than via email will delay the approval process, as bond documents will have to be manually processed.**
   Certain original bond documents, such as **Department of Building and Safety Grading Bonds**, must be submitted directly to the plan check engineer for verification. Building and Safety staff shall scan all bond documents, including any supporting documentation presented to CAO Risk Management Office via email to: cao.insurance.bonds@lacity.org
   Public Works/Bureau of Engineering (BOE) Bonds required for Permits, with the exception of Sewer Bonds, are prepared by their Bond Control Section. Completed bonds are sent by BOE to CAO Risk Management electronically for approval.
   Verification of all approved bonds may be obtained by checking KwikComply™, the City's online insurance and bond compliance system at https://kwikcomply.org

5. **Bond Exonerations -** CAO Risk Management, reviews and approves documentation for all bonds required for compliance with the City Charter, Municipal and Administrative Code, including permit, grading, improvements, performance and payment bonds. **CAO Risk Management does not exonerate bonds.**

   Bonds are exonerated by the City department who owns the bond. Please contact the City Contract Administrator at the department or the Permit Office to begin the exoneration process. Note: bond exonerations must be sent by the City department (or permit office) to CAO Risk Management staff at cao.insurance.bonds@lacity.org for processing. Risk Management staff will record the bond exoneration in https://kwikcomply.org.