



BCM J103.7
4/29/2008

GRADING PERMIT SECURITY

A grading permit security is required per Section J103.7 of the 2008 County of Los Angeles Building Code (LACBC) for all grading permits in which the earthwork volume exceeds 1,000 cubic yards, or as deemed necessary by the building official where unusual conditions or special hazards exist.

The grading permit security (bond) amount is based on the number of cubic yards of material being graded in either excavation or fill, which ever is greater, plus the cost of all drainage devices or other protective devices, or work necessary to eliminate geotechnical hazards. The grading volume of material is determined to be the larger of the cut or fill volumes plus any necessary over excavation or removal and recompaction volumes.

AMOUNT OF SECURITY

The portion of the security valuation based on the volume of material in either excavation or fill shall be calculated as 50% of the estimated cost of grading work for the first 100,000 cubic yards plus 25% of the estimated cost of grading work for that portion in excess of 100,000 cubic yards. A valuation of \$3.60 per cubic yard shall be used to estimate the cost of grading work. Therefore, the security amount to be collected in accordance with Section J103.7.1 of the 2008 LACBC shall be:

- \$1.80/cy For 100,000 cubic yards of material or less
- \$0.90/cy For material in excess of 100,000 cubic yards

The cost of all drainage devices necessary to eliminate flood hazards per Section 110.1 of the 2008 LACBC and all protective devices or work necessary to eliminate any geotechnical hazards per Section 110.2 of the 2008 LACBC must be included in the security amount. Drainage devices which are covered by a performance bond (improvements required to be completed under the Subdivision Map Act) and area drainage devices solely intended to convey nuisance flows do not need to be included. The cost of the devices or work shall be estimated by the designing Civil Engineer and verified by the Regional Drainage and Grading Engineer (RDGE).

The RDGE is responsible for calculating the total security amount and notifying the applicant during the grading plan review process. The amount of the required security shall be indicated on the grading plan approval sheet.

ACCEPTING SECURITIES

A security can be posted in one of the following forms per Section J103.7 of 2008 LACBC:

1. A bond (BND) furnished by a corporate surety authorized to do business in the State.
2. A cash security (CA), which includes cashier's checks, certified checks, postal or bank money orders, and actual cash.
3. An instrument of credit from a financial institution, including letters of credit (LC), certificates of deposit (CD), and passbook savings accounts (PB).

Surety Bonds

1. The "Grading Permit Security" form shall be used and is acceptable for work located in the unincorporated area or in a contract city. Bonds shall not be accepted unless prepared on this form. A reduced size copy is included in Attachment A; original forms shall be available at each district office and are available on the Department's website: <http://www.dpw.lacounty.gov> (Go to Forms, search "grading").
2. Careful comparison shall be made between the bond and permit application to verify that the legal description and job address (including locality or city if in a contract city) are the same on both documents and that **the principal named on the bond is the owner as shown on the application**. Bond must be in owner's name
3. Both the principal and surety's signatures on the bond must be notarized and must have the acknowledgment slips attached to the bond.
4. The bond amount, number, and name of surety shall be entered in the spaces provided on the permit application. The plan check and permit numbers shall be entered where requested at the bottom of the bond.
5. The bond shall be filed in the grading folder and a copy shall be placed in the job jacket.
6. The permit technician shall enter the bond into DAPTS in the "SECURITY" screen of the permit application. At a minimum: the principal and surety name and address, the bond number and amount, and the filed and received dates shall be entered into DAPTS. (See Attachment G)

Cash Deposits

1. The cash deposit shall be taken in as "TRUST DEPOSIT FOR GRADING" in the FEES screen in DAPTS. The fee receipt printed from DAPTS shall be copied and given to the owner. (See Attachment H)
2. A copy of the fee receipt shall be placed in the grading folder, along with a copy of the check or money order (if applicable).
3. A note showing the amount of cash deposit and the owner's name and address where the deposit is to be returned upon completion of the work shall be placed on the permit application.
4. A copy of the fee receipt shall be forwarded to Fiscal Division along with the daily report. The "cash" is deposited in the normal manner with the daily receipts.

Instrument of Credit

1. An instrument of credit from a financial institution in an amount equal to or greater than the grading bond required may be accepted. The District Office Manager or Assistant Office Manager prior to approval must review all instruments of credit.
2. Careful comparison should be made between the instrument of credit and the permit application to verify that the legal description and job address are the same on both documents and that the **principal shown on the instrument of credit is the owner as shown on the application**. Note that the name of the financial institution and owner shall not be the same.
3. Since grading projects may take several years for completion, a statement limiting the time on the instrument of credit should not be accepted unless accompanied by a further statement that it will be automatically extended if the work is not completed at that time.
4. The name and address of the principal and financial institution, the certificate number and the security amount shall be clearly noted on the permit application and in DAPTS under the TEXT screen.
5. The original instrument of credit shall be forwarded to Fiscal Division with a transmittal memo (see Attachment C). Copies of the instrument of credit are to be filed in the grading folder and job jacket.

6. The grading permit shall not be issued until an approval from Fiscal Division is received. Upon receiving approval, the approval date and Fiscal Division representative shall be noted in DAPTS under the TEXT screen (See Attachment I). Copies of the written approval (if applicable) shall be placed in the grading folder and job jacket.

RELEASING SECURITIES

Surety Bonds

1. When the work has been satisfactorily completed and the grading permit has been finalized, the "Completion Notice and Bond Release" form shall be completed (see Attachment D). One copy shall be placed in the job jacket; one copy shall be placed in the grading folder, one copy mailed or given to the owner, and the original mailed to the surety company.
2. Enter Bond has been exonerated in DAPTS. Enter amount and date (See Attachment G)

Cash Deposits

Release of cash deposits shall be treated as a refund. Therefore, when the work has been satisfactorily completed and the grading permit has been finalized, the attached "Cash Bond Refund" form shall be completed and forwarded to Administrative Services Division (see Attachment E). Administrative Services Division will review the form for completeness and route it to Fiscal Division, Revenue Management Section for refund. Refund should be entered in DAPTS (See Attachment H).

It should be noted that only the Office Managers and other personnel who have authorize signature forms on file with Fiscal Division can sign this form.

Instrument of Credit

When the work has been satisfactorily completed and the grading permit has been finalized, a memo authorizing the release of the instrument of credit shall be forwarded to Fiscal Division (see Attachment I).

REDUCING SECURITIES

Grading projects in which a security is required may be eligible for a reduction in the security when rough grading has been completed. For all grading projects, completion of rough grade shall include all grading operations, installation of drainage devices, rough grade approval from Geotechnical and Materials Engineering Division (where required), and submittal of "Engineered Grading Consultant Statement" (where required). Once rough grade has been completed, the project is eligible for a one-time, 50% reduction in the security at the discretion of the District Office Manager. The Field Engineer shall submit a reduction request letter to the District Office Manager.

Surety Bonds

The "Partial Completion Notice and Bond Reduction" form shall be completed (see Attachment H). A copy shall be placed in the grading folder, job jacket, and mailed/given to owner. The original shall be mailed to the surety company.

Cash Deposits

This procedure differs only slightly from releasing the deposit. On the "Cash Bond Refund" form (see Attachment D), the refund amount shall be altered to reflect the 50% reduction of the bond. In addition, the "Reason for Refund" shall be altered to read:

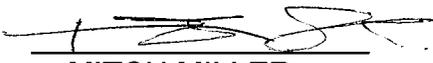
"Rough grading has been completed to the satisfaction of the Building and Safety Division. Therefore, this is the release of 50% of the cash deposit per Section J103.7.1 of the Building Code."

A copy of the reduction letter shall be placed in the grading folder and job jacket.

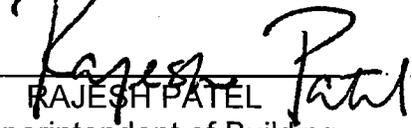
Instrument of Credit

This procedure is identical to releasing the security, with the exception of the bond amount, which should be altered to reflect the 50% reduction.

RECOMMENDED BY:


RR MITCH MILLER
Senior Civil Engineer

APPROVED BY:


RAJESH PATEL
Superintendent of Building

AS:VC P:\bspub\DRAINGRADE\RDGE\Ali Shahnazi\VERONICA\BCM J103.7.doc

Attach.

Supercedes BCM A3311, 05/26/05, AM 30.16, 05/20/91 and BCM 70.10 08/15/80

Attachments

<u>ITEM</u>	<u>ATTACHMENT</u>	<u>PAGE</u>
Grading Bond Form	A	A-1
Request for Acceptance of Letter of Credit, Certificate of Deposit, or Passbook – Transmittal to Fiscal	B	B-1
Completion Notice & Bond Release	C	C-1
Cash Bond Refund	D	D-1
Request to Fiscal for Release of Letter of Credit, Certificate of Deposit or Passbook	E	E-1
Partial Completion and Bond Reduction Notice	F	F-1
Entering Grading Bonds Into DAPTS	G	G-1
Entering Cash Deposits as Grading Security into DAPTS	H	H-1 thru H-5
Entering Other Financial Securities of Instruments into DAPTS	I	I-1 thru I-8

Handwritten signature and initials, possibly "M. J. [unclear]".

REDUCED COPY FOR REFERENCE ONLY



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
LAND DEVELOPMENT DIVISION
GRADING PERMIT SECURITY

KNOW ALL MEN BY THESE PRESENTS SECURITY NUMBER _____

That we _____

of _____ California, as _____

principal, and _____
a corporation, as surety and held and firmly bound unto the County of LOS ANGELES, a body public and corporate of the State of

California, in the sum of \$ _____
Lawful money of the United States, for the payment of which well and truly to be made we hereby bind ourselves, jointly and severally,
firmly by these presents.

Signed, sealed and dated this _____ day of _____

WHEREAS, an application by the above-named principal, has been made to the DEPARTMENT OF PUBLIC WORKS,
COUNTY OF LOS ANGELES, Division of Building and Safety/Land Development for the issuance, is said principal, of a permit to
perform excavation or fill work or both within the County of Los Angeles more specifically described in the application for a Grading
permit, upon a location owned by

said principal known as lot _____, block _____, tract _____, locality _____ or as street address of _____
in accordance with the provisions of Appendix J
of the Los Angeles County Building Code, and

WHEREAS, Los Angeles County Building Code, Appendix J, requires as a condition precedent to the issuance of said permit
that the principal shall furnish a security in the sum above named to the County of Los Angeles, conditioned as hereinafter set forth:

NOW, THEREFORE,

- (1) If the principal shall well and truly comply with all the applicable requirements of Los Angeles County Building Code,
Appendix J, and
(2) If all of the work required to be done complies with all of the terms and conditions of the Permit for excavation or fill or
both to the satisfaction of the Building Official then this obligation shall be void, otherwise it shall remain in full force
and effect.

It is understood that the liability of the principal and surety upon this security shall be in effect from the date hereof and remain in effect
until the completion of the work in compliance with all terms and conditions of said Grading Permit and until final approval thereof by the
Building Official.

It is further understood that the County of Los Angeles, or the surety, or both, or any authorized representative of either, shall have the
right to enter the above described property for the purpose of inspecting the work, and should the principal default in the performance of
any of the terms and conditions of the Grading Permit, the said County, or surety, or both, or agent of either, shall have the right of
access to the property and may complete the work necessary for compliance with requirements of said Building Code, Appendix J.

Where the work requiring this bond is located within an incorporated city and the County of Los Angeles is the enforcement agency, the
obligation of this security shall include the incorporated city where the work is to be performed.

In such case the words "Department of Public Works, County of Los Angeles, /Land Development Division" and "Building Official" shall
mean such Department and Official respectively while acting, respectively, as the appropriate department and official of such city. The
words "Los Angeles county Building Code" mean the building code of other ordinance having provisions the same as, or substantiating
similar to Appendix J of said Los Angeles County Building Code.

IN WITNESS WHEREOF the principal and surety caused this security to be executed the day and year first above written

Principal _____
(Surety) _____
(Surety) _____

(This security must be acknowledged both as to principal and surety before a Notary Public.) Local Mailing Address of Surety:

Table with 4 columns: Plan Check, Permit No., Date Work Completed, Date Security Released



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

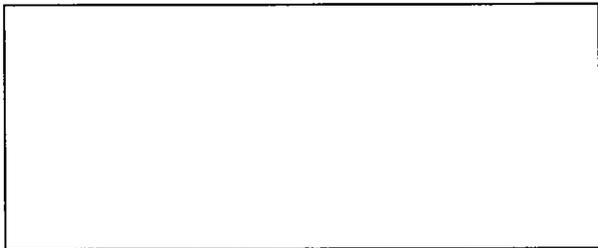
**REQUEST FOR ACCEPTANCE OF LETTER OF CREDIT,
CERTIFICATE OF DEPOSIT OR PASSBOOK SAVINGS ACCOUNT**

To: Fiscal Division
Revenue Management Section

Date of Request: _____

Attached is the original copy of the letter of credit, certificate of deposit, or passbook number _____ from _____ for the amount of \$ _____, fulfilling the requirement of Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7 for grading on property described as _____, Permit Number _____.

Please hold this letter of credit, certificate of deposit, or passbook until the Building and Safety Division notified you that it may be released.



District Office Stamp

District Office Manager



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

COMPLETION NOTICE AND BOND RELEASE

This is to advise that each and all of the terms and conditions of Permit Number _____ issued to _____ for grading on property described as _____ has been completed to the satisfaction of the Building and Safety Division in accordance with Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4.

Therefore, the Principal and Surety of the Bond posted in connection with the above permit in the amount of \$ _____ are hereby released and the Bond terminated on this date, _____.

DEAN D. EFSTATHIOU, Acting Director of Public Works

Bond No. _____

By _____
District Office Manager



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

CASH BOND REFUND

To: Fiscal Division
Revenue Management Section

DIVISION REQUEST FOR REFUND

Date of Request _____

Please refund \$ _____

To _____

Address _____

Collected For _____

Date of Receipt _____, Permit Number _____,

Or Departmental Receipt Number _____

Reason for Refund: The work has been completed to the satisfaction of the Building and Safety Division. Therefore, this is the release of cash deposit per Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4.

Division

District Office Manager

Date Received by Fiscal
Division _____

Received
By _____

RE# _____ MSW _____

This request form to be used only for receipts not related to specific billable jobs.



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

**REQUEST FOR RELEASE OF LETTER OF CREDIT,
CERTIFICATE OF DEPOSIT OR PASSBOOK**

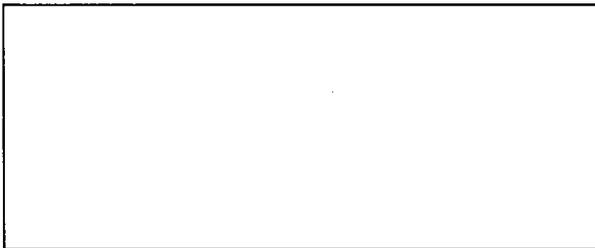
To: Fiscal Division
Revenue Management Section

Date of Request: _____

All of the terms and conditions of Permit Number _____ issued to _____ for the grading on the property described as _____ has been completed to the satisfaction of the Building and Safety Division in accordance with the requirements of Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4. Therefore, the letter of credit, certificate of deposit or passbook number _____ in the amount of \$ _____ is terminated this date and can now be released. Please release this security to:

Depositor _____
Other _____
Mailing Address _____

If you have any questions regarding this request, please contact _____ at telephone number _____.



District Office Manager

District Office Stamp



**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

PARTIAL COMPLETION NOTICE AND BOND REDUCTION

This is to advise that each and all of the terms and conditions of Permit Number _____ issued to _____ for the grading on property described as _____ have been partially completed to the satisfaction of the Building and Safety Division in accordance with Title 26, County of Los Angeles Building Code, Appendix Chapter J, Section J103.7.4.

Therefore, the Principal and Surety of the bond posted in connection with the above permit in the amount of \$_____ are hereby reduced _____% to \$_____ on this date, _____.

DEAN D. EFSTATHIOU, Acting Director of Public Works

Bond No. _____ By _____
District Office Manager

5. Add the date the bond is received and hit the enter key

```

.....
END OF DATA                                     PAGE 1
PROJ/APPL/IMPRV NBR GR 0108070002 AGREEMENT NBR 1 HOLD _
RECEIVED DATE 01 08 08 FILED DATE
EXPIRATION DT 60-DAY LETTER DT 60-DAY RETURN DT
EXTENSION DT 20-DAY LETTER DT 20-DAY RETURN DT
EXTEN. LETTER DT AGREEMENT TEXT

```

6. Now place an X in the add new security field and hit enter.

```

D E P T S AGREEMENTS UPDATE 02/11/08
ESUPD 08:52:28
PRESS PF14 TO REQUEST DELETION OF AGREEMENT
END OF DATA PAGE 1
PROJ/APPL/IMPRV NBR GR 0108070002 AGREEMENT NBR 1 HOLD.
RECEIVED DATE 01 08 08 FILED DATE
EXPIRATION DT 60-DAY LETTER DT 60-DAY RETURN DT
EXTENSION DT 20-DAY LETTER DT 20-DAY RETURN DT
EXTEN. LETTER DT AGREEMENT TEXT
LAST NAME FIRST MI
SELECT PRINCIPAL
OR SUBDIVIDER
ADD NEW SECURITY: X
RELATED SECURITIES
INSTRUMENT NUMBER ORIGINAL S RETAIN S FORFEIT S RETURN S
SEL L STATUS RCY DATE RDU DATE FRF DATE EXN DATE
DPC472 NEXT TRANSACTION: PF1=HELP

```

8 Enter the type of work being bonded

9 Enter the type of security being used (not cash)

10 Enter the unique number of the security

7 Enter an "A" for add

```

BOARD SECURITY UPDATE                                02/11/06
                                                    10:00:41
.....
END OF DATA                                          PAGE 1
PROJ/APP/INSTRUM NBR: GR 0108070002 AGREEMENT NBR 1 HOLD
TYPE/INSTRUMENT NUMBER: gr bnd 40404000404000 ADD'L TEXT
ACTION A P.L. INDICATOR STATUS FACT YEAR/CITY:
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT ENGINEER DATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETAINED
100,000 02 05 00
ADD PARTICIPANT TYPE LAST NAME FIRST MI
PARTICIPANT
SEL TYPE LAST NAME FIRST MI

```

11 Enter the amount of the bond

12 Enter the date it was received

DPC478 NEXT TRANSACTION: PF1=HELP

This screen and the next, list the valid work type codes. These are the types of work that can be bonded. We are only interested in Grading for this example but other types of work can be bonded.

MORE DATA PENDING PAGE 1

SCROLL TO KEY VALUE: _____

ACT	KEY	LONG DESCRIPTION	SHORT DESCRIPTION
-	DR	DRAINAGE	DRAINAGE
-	FW	FENCE/WALL	FENCE/WL
-	GE	GEOLOGY	GEOLOGY
-	GI	GENERAL INSPECTION	GEN INS
-	GR	GRADING	GRADING
-	ML	MISCELLANEDDS	MISC.
-	MN	MONUMENT	MONUMENT
-	PK	PARK	PARK
-	PV	PAVING	PAVING
-	RD	ROAD	ROAD
-	RI	ROAD INSPECTION	ROAD INS
-	SI	SPECIAL INSPECTION	SPEC INS
-	SL	STREET LIGHT	ST LIGHT
-	SP	STRIPING	STRIPING

PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____

DPC105 PF1=HELP

```

D A P T S          BOND CATEGORY CODE INQUIRY          11/29/07
BSUPD              11:05:54
*****
END OF DATA                                             PAGE 2
SCROLL TO KEY VALUE:
  KEY          LONG          SHORT
ACT VALUE     DESCRIPTION   DESCRIPTION
- ST          STREET TREE   ST TREE
- SN          SEWER         SEWER
- TF          TRAFFIC SIGNAL TRAF SIG
- TI          TREE INSPECTION TREE INS
- WT          WATER         WATER

PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
DPC105                                                    PF1=HELP
    
```

This is a list of the valid security types

```

D A P T S          SECURITY TYPE CODE INQUIRY          11/29/07
BSUPD              11:07:31
*****
END OF DATA                                             PAGE 1
SCROLL TO KEY VALUE:
  KEY          LONG          SHORT
ACT VALUE     DESCRIPTION   DESCRIPTION
- BND         BOND          BOND
- CA          CASH          CASH
- CD          CERTIFICATE OF DEPOSIT CER'O DP
- LC          LETTER OF CREDIT  LTR'O CR
- NB          NEGOTIABLE BOND   NEGO BND
- PB          PASS BOOK         PASS BK
- UK          UNKNOWN (CONVERTED FR HP) UNKNOWN

Do not use the UK type code. That code is reserved for IT
conversions from other computer systems where the bond type
is not recorded.

PRINT ON DEFAULT PRINTER _ OR ENTER PRINTER ID _____
DPC105                                                    PF1=HELP
    
```

This is a list of the valid participant types. The two we are most interested in are the PR Principal and the SU Surety

13 Put an X in the add participant field.

14 Enter PR for principal in the type field

```

D A P T S          GCND/SECURITY UPDATE          02/11/08
BSUPD              11:01:41
INVALID ACTION
END OF DATA
PROJ/APPL/INPRV NBR: GR 0108070002 AGREEMENT NBR: 1      HOLD _
TYPE/INSTRUMENT NUMBER: GR BND 40404000404000          ADD L TEXT: _
ACTION:          FILE INDICATOR:          STATUS(ACT/EXP/CITY): ACT
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
100000 02 05 08
ADD PARTICIPANT: x TYPE PR LAST NAME PROPERTYOWNER
FIRST MI
PARTICIPANT
SEL TYPE LAST NAME FIRST MI

```

15 Enter the name of the property owner in the last name field. If it is a proper name enter it last name first then first name in the first name field. If it is the name of the business enter the business name in the last name field. Then hit the enter key.

16. The system will attempt to look up the property owner in the "participant" database. If the name exists in the database the system will show a line for a new entry and a line for every entry that matches the lookup. So if the entry were Bill Jones the system will show all the different Bill Jones which could be a large number. Look through the list and make certain that you select the correct entry. If the correct one does not exist select the first line. In this example we will select the 2nd entry. Put an X in the indicated field.

```

D B R T S          PARTICIPANT UPDATE          02/11/08
BSMPD              11.03.41
VERIFY OR UPDATE PARTICIPANT DATA. PRESS PF6 TO CONFIRM
END OF DATA          PAGE 1
ACTION              LAST-BUSINESS NAME        FIRST MI        HOLD
C                  PROPERTYOWNER            PETER
ADDR LINE 1        4545 PICKLED PEPPER PLACE
ADDR LINE 2
CITY/STATE/ZIP    PERRIS, CA 90809        PHONE EXT
PRNTACT
ACTION            LICENSE ABR            WORKMENS COMP ABR        EXPIRE DT
                                MI LONG CARRIER
VIEW EXISTING RELATIONSHIPS:
ASSOCIATE GR 0108070002 WITH PARTICIPANT TYPE: PR
UPCBAE            NEXT TRANSACTION          PF1=HELP

```

17. By selecting the second entry the system will show us the detail screen for that entry. If this is correct press PF6. If not press PF3 to return to the list. If we selected the first entry this screen will display only the name of the participant. We will need to put a C in the action field and enter the data for that participant.

When complete the PF6 key will confirm and a PF3 key will return you to the bond screen. Note the line at the bottom that tells you that this action will associate the permit with the participant.

```

PARTICIPANT
SEL TYPE LAST NAME        FIRST MI        FIRST MI
-   PR  PROPERTYOWNER            PETER

```

18. Now that we are back on the Bond screen lets add the Surety Company to the bond. Again put an X in the add participant field

19. Now enter SU for Surety in the Type field

20. Then enter the name of the bonding company in the last name field and hit enter.



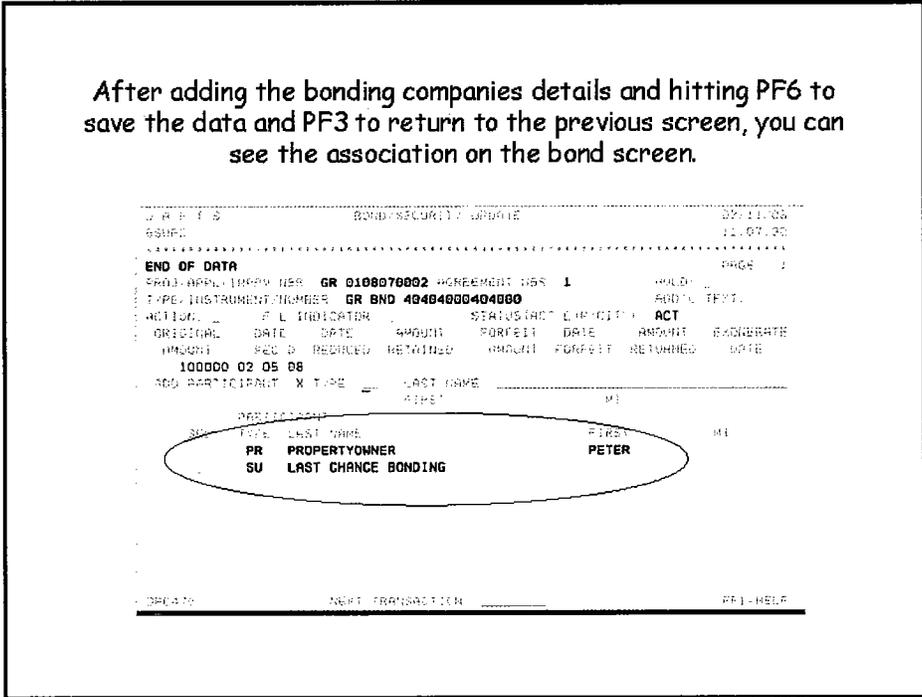
21 Since this is the first bond posted by Last Chance Bonding there is only one participant to choose from. Select this participant and hit enter.

22 The first time this bonding company is used you will be require to enter it's basic information. The information line at the bottom shows that the association will be made when PF6 is pressed.

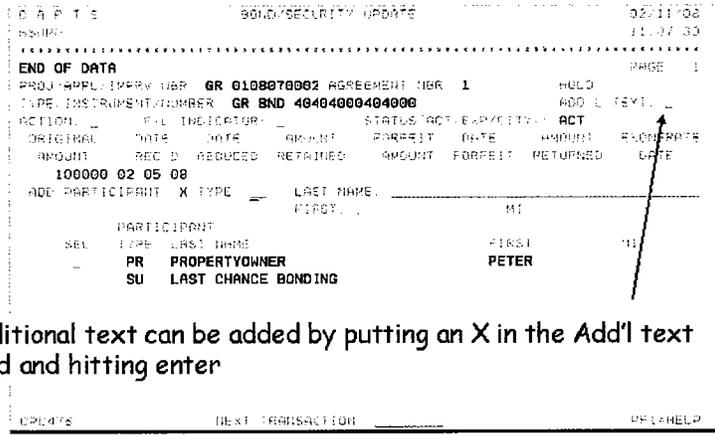
```

..... PARTICIPANT UPDATE .....
BS:PP0 02/11/08
ENTER PARTICIPANT DATA, PRESS PF6 TO CONFIRM
END OF DATA 11:08 AM
ACTION: LAST BUSINESS NAME FIRST MI PAGE 1
A LAST CHANCE BONDING
ADDR LINE 1
ADDR LINE 2
CITY, ST, ZIP PHONE TEXT
CONFIRM
ACTION: LICENSE LBR WORKMENS COMP LBR LATING DT
NEW BOND CARRIER
ASSOCIATE OR 0108070002 WITH PARTICIPANT TYPE: SU
DPC645 NEXT TRANSACTION 02/11/08
  
```

After adding the bonding companies details and hitting PF6 to save the data and PF3 to return to the previous screen, you can see the association on the bond screen.



This is what the completed bond screen should look like, showing the bond type, number, amount, date received and the two participants.



Additional text can be added by putting an X in the Add'l text field and hitting enter

To release the Bond, find the permit
and put an X in the security field, then
hit enter.

```

D R P T S          B/S APPLICATION HEADER UPDATE          02/11/08
BSUPD              15:15:30
*****
APPL NBR: GR 0108070002 APPISSUD NORMAL HOLD _ RELATED APPL GR 9911220001
TERMIT:
ADDRESS: 1663 PALM CANYON MALI
LEGAL: BS 991122X          LOC: 0910 PAVN          MI:
LOCALITY MALIBU          CRDSE-ST SERRA ROAD
INITIATE PLAN APPR  ISSUE CT  FINALED  FINALED BY  EXPIRE DT
08 07 01                02 03 02
READY FOR PERMIT:  _  OWNER/BUILDER  _  CODE  _
ORDER MHRB TRUST
ADDRESS P. O. BOX 2465          CA 90265          PHONE  _ _ _ _
APPLICANT MHRB TRUST
ADDRESS P. O. BOX 2465          MALIBU, CA 90265  PHONE 3104580230
CONTRACTOR
PHONE:
APPLICATOR LAND DESIGN CONSULTANTS, INC.
PHONE: 6285787898
WORK DESC GRADING FOR FOUR PARCELS OF PH 23897
FEES:  _ REPL:  _ MOVE:  _ TEXT: Y CORRESP:  _ CLR:  _ TEK TRACK:  _ SECURITY X
ISSUE STATUS:  _ DEFAULT PRINTER:  _ OR PRINTER ID:  _ DISS:  _ REPORT:
DPC280          NEXT TRANSACTION:  _          PF8=DETAIL  PF1=HELP

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D R P T S          BOND/SECURITY UPDATE          02/11/08
BSUPD              15:22:34
*****
END OF DATA          PAGE 1
PROJ/APPL/INSTR NBR: GR 0108070002 AGREEMENT NBR: 1          HOLD
TYPE/INSTRUMENT/NUMBER: GR BND 40404000404000          ADD'L TEXT:  _
ACTION:  _ F/L INDICATOR:  _ STATUS (ACT/EXP/CITY): ACT
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
100000 02 05 08
ADD PARTICIPANT:  _ TYPE:  _ LAST NAME:  _
FIRST:  _ MI:  _
PARTICIPANT*
SEL TYPE LAST NAME          FIRST MI
PR PROPERTYOWNER          PETER MI
SU LAST CHANCE BONDING

```

Find the Amount Returned field and the Exonerate
date.

Enter a "c" in the Action field, the amount of the bond being returned, and the date that amount was returned to the principal.

```

DRAFTS          SECURITY UPDATE          02/11/08
BSUPD          15:23:33
-----
MINIMUM REQUIRED DATA NOT ENTERED
END OF DATA          PAGE 1
PROJ/APPL INSTR NBR GR 0100070002 AGREEMENT NBR 1      HOLD _
TYPE/ INSTRUMENT NUMBER GR BND 40404000404000          ADD L TEXT _
ACTION c          FILE INDICATOR          STATUS (N/A/ENP/DIV) ACT
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXPIRATION
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
100000 02 05 08          100000 02 07 08
ADD PARTICIPANT TYPE LAST NAME FIRST MI
PARTICIPANT
SEL TYPE LAST NAME FIRST MI
PR PROPERTYOWNER PETER MI
SU LAST CHANCE BONDING
DPC475          NEXT TRANSACTION          PF1=HELP
  
```

When you return to the primary bond screen you can see that the bond was returned, the amount and the date.

```

DRAFTS          AGREEMENTS UPDATE          02/11/08
BSUPD          15:24:46
-----
END OF DATA          PAGE 1
PROJ/APPL INSTR NBR GR 0100070002 AGREEMENT NBR 1      HOLD _
RECEIVED DATE 01 08 08          FILED DATE _ _ _
EXPIRATION DT 60-DAY LETTER DT 60-DAY RETURN DT
20-DAY LETTER DT 20-DAY RETURN DT
EXTENSION DT EXTEN LETTER DT AGREEMENT TEXT _ _ _
SELECT PRINCIPAL PROPERTYOWNER PETER MI
OR SUBDIVIDER
ADD NEW SECURITY
RELATED SECURITIES
P. TY INSTRUMENT NUMBER ORIGINAL $ RETAIN $ FORFEIT $ RETURN $
SEL STATUS RCY DATE RCU DATE CRF DATE EXN DATE
GR BND 40404000404000 100000
ACT 02 05 08          100000
          02 07 08
DPC472          NEXT TRANSACTION          PF1=HELP
  
```

Entering Cash Deposits as Grading Security

Find the corresponding grading permit

```

D A P T S      B+S APPLICATION HEADER UPDATE      11/29/07
BSINIT
UPDATE SUCCESSFUL      14:52:48

APPL NBR: GR 0711290005 INITIATE NORMAL  HOLD:  RELATED APPL:
TENANT:
ADDRESS: 45207 MAYS ST LACO 935352476
LEGAL: ST 48534      24      LOC: 8900 AIN: 3154020024 MLT:
LOCALITY: LANCASTER      CROSS-ST: 35TH ST EAST
INITIATE  PLAN APPR  ISSUE DT  FINALED  FINALED BY  EXPIRE DT
11 29 07
READY FOR PERMIT:  OWNER/BUILDER:  CODE:
OWNER: LOLLIS GRADY H;SANDRA A
ADDRESS:  PHONE:
APPLICANT:  PHONE:
ADDRESS:  PHONE:
CONTRACTOR:
PHONE:
ARCH/ENGR:
PHONE:
WORK DESC:
FEES:  REPL:  MOVE:  TEXT:  CORRESP:  CLR:  TSK TRACK:  SECURITY:
ISSUE STATUS:  DEFAULT PRINTER:  OR PRINTER ID:  DISP:  REPORT:
DPC260      NEXT TRANSACTION:  PF8=DETAIL  PF1=HELP

```

Put an X in the Fees field and hit enter

```

D A P T S      B+S APPLICATION HEADER UPDATE      11/29/07
BSINIT
UPDATE SUCCESSFUL      14:52:48

APPL NBR: GR 0711290005 INITIATE NORMAL  HOLD:  RELATED APPL:
TENANT:
ADDRESS: 45207 MAYS ST LACO 935352476
LEGAL: ST 48534      24      LOC: 8900 AIN: 3154020024 MLT:
LOCALITY: LANCASTER      CROSS-ST: 35TH ST EAST
INITIATE  PLAN APPR  ISSUE DT  FINALED  FINALED BY  EXPIRE DT
11 29 07
READY FOR PERMIT:  OWNER/BUILDER:  CODE:
OWNER: LOLLIS GRADY H;SANDRA A
ADDRESS:  PHONE:
APPLICANT:  PHONE:
ADDRESS:  PHONE:
CONTRACTOR:
PHONE:
ARCH/ENGR:
PHONE:
WORK DESC:
FEES: * REPL:  MOVE:  TEXT:  CORRESP:  CLR:  TSK TRACK:  SECURITY:
ISSUE STATUS:  DEFAULT PRINTER:  OR PRINTER ID:  DISP:  REPORT:
DPC260      NEXT TRANSACTION:  PF8=DETAIL  PF1=HELP

```


Enter the payor's name

```

D A P T S                FEE RECEIPT                11/29/07
BSINIT                    15:15:41
=WARNING - VERIFY PAYMENT ORG/LOC.  PRESS PF6 TO PRINT RECEIPT
PREVIOUS TRANSACTION SUCCESSFULLY COMPLETED                PAGE 1
PRJ/APPL/IMPRV NBR: CR 0711290005 INITIATE NORMAL  ORG/LOC: BS 9900
PAYOR NAME: _____ HOLD:

```

TOT FEES:	132246.21	- PRIOR PD:	0.00	= BAL DUE:	132246.21
FEE DESCRIPTION	CALC FACTOR	U/M	CALC AMOUNT	CODE	OVERRIDE AMT
TRUST DEPOST GRADING	132246.21	DOLLARS	132246.21		

```

----- FEE CONFIRMATION EMPLOYEE: SMITH, DAVID M
----- PAYMENT ----- AMOUNT REMAINING BALANCE/
DATE TYPE REFERENCE RECEIVED CHANGE REQUIRED (CR)
11/29/07 -----

```

```

ORG/LOC: BS 9900 DRAWER: _____ CASHIER: E182593 PRINTER: _____
DPC415 NEXT TRANSACTION: _____ PF1=HELP

```

```

TOT FEES: 132246.21 - PRIOR PD: 0.00 = BAL DUE: 132246.21
FEE DESCRIPTION CALC FACTOR U/M CALC AMOUNT CODE OVERRIDE AMT
TRUST DEPOST GRADING 132246.21 DOLLARS 132246.21

```

When you enter the payor's name and hit enter the system will take you to the participant screen and ask you to pick the payor from the matching entries in the database. If none of the entries are the correct match select the first entry. This will take you to the detail screen where you can enter the details on the payor.

```

7854 GOLDEN DOLLAR LANE NEW YORK, NY, 10987 6063030303
MONEYBAGS MALCON

```

On this screen we see the possible selections. The one we want is the second entry so we have put an X in the SEL field and hit enter

This brings up the details screen so that we can confirm this to be the correct payor. Since this is the right Malcom Moneybags we will hit PF6 to confirm.

Now enter the payment type of CA for cash a reference number if appropriate (check number) and the amount received. Then enter the org/loc, cash drawer that will receive this payment and if necessary the id of the printer that will print the receipt

FEE CONFIRMATION EMPLOYEE: SMITH, DAVID M
 PAYMENT AMOUNT REMAINING BALANCE/
 DATE TYPE REFERENCE RECEIVED CHANGE REQUIRED (CR)
 12/03/07 ca 132246.21

ORG/LOC: BS 9900 DRAWER: 99 CASHIER: E182593 PRINTER: bsd1
 DPC415 NEXT TRANSACTION: PF1=HELP

In the red box below you can see the fee and the paid amount

PROJ/APPL/INPRV NBR: GR 0/11290005 APP ISSUED NORMAL
 DESC/NAME: ORG LOC: BS 9900
 APPLICANT: VIEW PAYMENT HISTORY:

SEL	ITEM	FEE PARAMETER	CALCULATION FACTOR	UNIT OF MEASURE	PAID AMOUNT
..	EH	45-DAY NOTICE			
..	JL	GEOTECH PLAN REVIEW	0.00	CU YDS	
..	JN	GEOTECH REPORT REVIEW	0.00	CU YDS	
..	JP	GEOTECH REVIEW ADDENDA REPORTS		HOURS	
..	02	SITE INSPECTION			
..	08	PLAN CHECK - B&S		CU YDS	
..	1I	EROSION CONTROL... AMOUNT		\$	
..	1K	ADDITIONAL PLAN CHECK-BS ENTS		DOLLARS	
..	1M	PC EXTENSION FEE ENTER 25%		DOLLARS	
..	2A	GRADING PERMIT		CU YDS	
..	2B	PERMIT EXTENSION FEE (25%)		DOLLARS	
..	2G	PERMIT ISSUANCE FEE			
P	2I	TRUST DEPOSIT FOR GRADING ENTS	132246.21	DOLLARS	132246.21

DPC400 NEXT TRANSACTION: PF1=HELP

At this point please note: Do not enter any letter of credit, or passbook or any other financial instrument other than a standard grading bond unless you have FIRST received approval of the instrument from fiscal division

```

D A P T S          AGREEMENTS UPDATE          11/28/07
BSINIT
NO RECORD FOUND
ENTER AGREEMENT INFORMATION TO ADD NEW AGREEMENT          PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1      HOLD:
RECEIVED DATE: 11 27 07          FILED DATE:
EXPIRATION DT:          60-DAY LETTER DT:          60-DAY RETURN DT:
EXTENSION DT:          20-          EXN          Enter received date and hit enter
          LAST NAME          FIRST          MI
SELECT PRINCIPAL:
OR SUBDIVIDER:
ADD NEW SECURITY:
          RELATED SECURITIES
          F/ TY/INSTRUMENT/NUMBER          ORIGINAL S          RETAIN S          FORFEIT S          RETURN S
SEL L STATUS          RCV DATE          RDU DATE          FRF DATE          EXN DATE

DPC472          NEXT TRANSACTION:          PF1=HELP
  
```

```

D A P T S          AGREEMENTS UPDATE          11/28/07
BSINIT
PRESS PF14 TO REQUEST DELETION OF AGREEMENT
END OF DATA          PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1      HOLD:
RECEIVED DATE: 11 27 07          FILED DATE:
EXPIRATION DT:          60-DAY LETTER DT:          60-DAY RETURN DT:
          20-DAY LETTER DT:          20-DAY RETURN DT:
EXTENSION DT:          20-          EXN          AGREEMENT TEXT:
          LAST NAME          FIRST          MI
SELECT PRINCIPAL:
OR SUBDIVIDER:
ADD NEW SECURITY X
          RELATED SECURITIES
          F/ TY/INSTRUMENT/NUMBER          ORIGINAL S          RETAIN S          FORFEIT S          RETURN S
SEL L STATUS          RCV DATE          RDU DATE          FRF DATE          EXN DATE

Put an X in the add new security box and hit enter.

DPC472          NEXT TRANSACTION:          PF1=HELP
  
```

```

D R A P T S          BOND/SECURITY UPDATE          11/29/07
BSINIT              16:06:32
*****
END OF DATA                      PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1      HOLD: _
TYPE/INSTRUMENT/NUMBER: 97 LC_ 2345078                    ADD'L TEXT: _
ACTION: A      F/L INDICATOR: _      STATUS (ACT/EXP/CITY): _
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE

ADD PARTICIPANT:  TYPE:      LAST NAME:
                   FIRST:      MI:
PARTICIPANT
SEL  TYPE LAST NAME          FIRST      MI
    
```

Enter "GR" for the type, and "LC" for letter of credit or "CD" for certificate of deposit, "NB" for negotiable bond or "PB" for pass book. Do not use the "UK" unknown as this was for conversion from the old system. Next enter the serial, or account number of the instrument. Notice the system has entered an "A" in the Action field and a "1" in the NBR field. There can be multiple instruments on a particular permit.

This is a list of the valid security types

```

D R A P T S          SECURITY TYPE CODE INQUIRY          11/29/07
BSUPD              11:07:31
*****
END OF DATA                      PAGE 1
SCROLL TO KEY VALUE:
KEY      LONG              SHORT
ACT VALUE DESCRIPTION      DESCRIPTION
-- BND      BOND              BOND
-- CR       CASH              CASH
-- CD       CERTIFICATE OF DEPOSIT  CER'D DP
-- LC       LETTER OF CREDIT      LTR'D CR
-- NB       NEGOTIABLE BOND        NEGO BND
-- PB       PASS BOOK              PASS BK
-- UK       UNKNOWN (CONVERTED FR HP) UNKNOWN
    
```

Do not use the UK type code. That code is reserved for IT conversions from other computer systems where the bond type is not recorded.

PRINT ON DEFAULT PRINTER OR ENTER PRINTER ID _____ PF1=HELP
OPC105

```

D A P T S          BOND/SECURITY UPDATE          11/29/07
BSINIT              16:08:12
*****
END OF DATA                      PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711200007 AGREEMENT NBR: 1      HOLD:
TYPE/INSTRUMENT/NUMBER: gr lc 2345078                    ADD'L TEXT:
ACTION: A      F/L INDICATOR:          STATUS(ACT/EXP/CITY):
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
234507 11 27 07
ADD PARTICIPANT: TYPE:          LAST NAME:
FIRST:                          MI:
PARTICIPANT
SEL TYPE LAST NAME          FIRST MI

```

Enter the amount of the security and the date the security was received. Hit the enter key to complete the update. Then put an x in the add participant field.

DPC476 NEXT TRANSACTION: PF1=HELP

```

D A P T S          BOND/SECURITY UPDATE          11/29/07
BSINIT              16:08:39
UPDATE SUCCESSFUL
END OF DATA                      PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711200007 AGREEMENT NBR: 1      HOLD:
TYPE/INSTRUMENT/NUMBER: GR LC 2345078                    ADD'L TEXT:
ACTION:          F/L INDICATOR:          STATUS(ACT/EXP/CITY):
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
234507 11 27 07
ADD PARTICIPANT: x TYPE: pr LAST NAME: drainage
FIRST: dan MI: d
PARTICIPANT
SEL TYPE LAST NAME          FIRST MI

```

Enter they participant type in this case principal and the last name, first name and middle initial. Hit enter

DPC476 NEXT TRANSACTION: PF1=HELP


```
D A P T S          BOND/SECURITY UPDATE          11/29/07
BSINIT          16:14:00
*****
END OF DATA          PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711280007 AGREEMENT NBR: 1
TYPE/INSTRUMENT/NUMBER: GR LC 2345678
ACTION:          F/L INDICATOR:          STATUS (ACT/EXP/CITY): ACT
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXONERATE
234567 11 27 07
ADD PARTICIPANT: TYPE:          LAST NAME:          MI:
PARTICIPANT
SEL TYPE LAST NAME          FIRST MI
PR DRAINAGE          DAN D
ADD'L TEXT:
You can now see the principal has been added to the bond. Put an X
in the Add'l Text field and hit enter.
DPC476          NEXT TRANSACTION:          PF1=HELP
```

```
D A P T S          GENERAL TEXT UPDATE          12/03/07
BSUPD          14:35:28
*****
END OF DATA          PAGE 1
ENTITY
TYPE DESCRIPTION          ENTITY ID
AGD AGREEMENT DETAIL          GR 071128000316RBNDDUMHY3333
TEXT TYPE:          DESCRIPTION:
ACTION GENERAL TEXT
FISCAL APPROVAL DATE:
FISCAL DIVISION REPRESENTATIVE:
Enter the date that fiscal division approved the instrument and
the name of the person in fiscal that provided the approval
DPC660          NEXT TRANSACTION:          PF1=HELP
```

```

D A P T S                AGREEMENTS UPDATE                11/29/07
BSINIT                    16:14:37
-----
END OF DATA                PAGE 1
PROJ/APPL/IMPRV NBR: GR 0711290007 AGREEMENT NBR: 1    HOLD: _
RECEIVED DATE: 11 27 07    FILED DATE: _ _ _ _ _

EXPIRATION DT:            60-DAY LETTER DT:            60-DAY RETURN DT:
                           20-DAY LETTER DT:            20-DAY RETURN DT:
EXTENSION DT: _ _ _ _ _  EXTEN. LETTER DT: _ _ _ _ _  AGREEMENT TEXT: _
                           LAST NAME                    FIRST          MI
SELECT PRINCIPAL: _      DRAINAGE                      DAN            D
OR SUBDIVIDER: _
ADD NEW SECURITY:
RELATED SECURITIES
F/ TY/INSTRUMENT/NUMBER  ORIGINAL $  RETAIN $  FORFEIT $  RETURN $
SEL L STATUS            RCV DATE  RDU DATE  FRF DATE  EXN DATE
-   GR LC 2345678      234567
   ACT                11 27 07
  
```

When you hit the F3 on the last screen, and hit the F3 again it brought you to this screen and you can see the bond information at the bottom of the agreements update screen. Hit F3 to back to the application header screen.

In the example below we have added a second participant. The Bank that issued the letter of credit is added using the same steps we used to add the principal. The participant type is FN for financial institution.

```

D A P T S                BOND/SECURITY UPDATE                04/26/08
BSUPD                    09:10:10
-----
END OF DATA                PAGE 1
PROJ/APPL/IMPRV NBR: GR 0801020007 AGREEMENT NBR: 1    HOLD: _
TYPE/INSTRUMENT/NUMBER: GR LC 101010                    ADD'L TEXT
ACTION: _ F/L INDICATOR: _ STATUS(ACT/EXP/CITY): ACT
ORIGINAL DATE DATE AMOUNT FORFEIT DATE AMOUNT EXGENERATE
AMOUNT REC'D REDUCED RETAINED AMOUNT FORFEIT RETURNED DATE
LCC000 01 04 00
ADD PARTICIPANT: TYPE: _ LAST NAME: _ MI:
                           FIRST: _
PARTICIPANT
SEL TYPE LAST NAME FIRST MI
FN BALONEY BANK OF BRAULEY BERRY B
PR BONDING
  
```

DPC478 NEXT TRANSACTION: PFI+HELP

When it comes time to release the letter of credit or other instrument enter the amount returned in the "amount returned" field and the date the instrument was returned in the "exonerate date" field. Press enter or ctrl.

```

D R A P T S          BOND/SECURITY UPDATE          04/28/08
BSUPD              09:18:45
*****
END OF DATA                      PAGE 1
PROJ/APPL/IMPRV NBR: GR 0801020001 AGREEMENT NBR: 1      HOLE: _
TYPE/INSTRUMENT/NUMBER: GR LC 181010                    ADD TEXT: _
ACTION: c          F/L INDICATOR:          STATUS(ACT/EXP/CITY): ACT
ORIGINAL  DATE  DATE  AMOUNT  FORFEIT  DATE  AMOUNT  EXONERATE
AMOUNT   REC'D REDUCED  RETAINED  AMOUNT  FORFEIT  RETURNED  DATE
100000  01 04 08  . . . . . 100000  . . . . . 02 10 08
ADD PARTICIPANT: _ TYPE: _ LAST NAME:
FIRST: _ MI: _

PARTICIPANT
SEL  TYPE  LAST NAME          FIRST  MI
FN  BALONEY BANK OF BRANLEY  BERRY  8
PR  BONDING

DPC478          NEXT TRANSACTION:
PF1=HELP
11-020

```

Make certain that all Division and Department policies are followed regarding the handling and transmittal of financial instruments. These instruments are to be delivered to Fiscal Division for safe keeping. Make certain that delivery receipts are signed and filed to show a complete and accurate chain-of-custody.