



INSTRUCTIONS FOR PREPARING AND RECORDING COVENANTS WITH THE LOS ANGELES COUNTY RECORDER’S OFFICE

This Information Bulletin provides instructions for preparing covenants that are required to be recorded with the Los Angeles County Recorder’s office in conjunction with the issuance of a permit by LADBS. Improper execution of these instructions often results in unnecessary delays. The covenant shall be approved by a LADBS plan check engineer prior to recording.

Please follow the steps outlined below when filing a covenant:

1. Obtain the appropriate covenant form and, if needed, consult with a Plan Check Engineer for the appropriate wording. (Covenant forms can be downloaded from WWW.LADBS.ORG. Pre-printed text on these forms **shall not be modified**.)
2. Fill out the blank spaces of the covenant form.
3. Provide any plot plan or sketch when requested by the covenant.
4. Provide a copy of proof of ownership for verification, i.e. Grant Deeds, including the legal description of the subject property. The owner’s name on the proof of ownership, covenant, plans and permit applications **MUST** be identical.

The City Clerk’s Land Records Section only has records available from mid-1945 to approximately six months prior to the current date.

5. The proper signature(s) of the owner(s) of the subject property on the covenant is required. All signatures must be acknowledged before a Notary Public on the California All-Purpose Acknowledgment notary form. The following table shows the proper signature(s) required for various types of ownership.

Owner Type	Required Signature(s)
Individual	Of the Individual ⁽¹⁾
Partnership	Of one General Partner ⁽²⁾
Joint Venture	Of all Joint Venturers
Corporation	Of the Chairman of the Board (C.O.B). or President or Vice President or Secretary or Assistant Secretary or Chief Financial Officer (C.F.O.) or Assistant Treasurer ⁽²⁾

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. For efficient handling of information internally and in the internet, conversion to this new format of code related and administrative information bulletins including MGD and RGA that were previously issued will allow flexibility and timely distribution of information to the public.

Owner Type	Required Signature(s)
Limited Liability Corporation (L.L.C.)	Managing member ⁽²⁾
Limited Liability Partnership (L.L.P.)	Of one General Partner ⁽²⁾

(1) A husband and wife who jointly own a property need to both sign the required covenants.

(2) The person signing the covenant on behalf of the corporation or partnership must clearly state their capacity in the corporation or partnership. A proof stating that the person signing the affidavit has the legal authority to sign on behalf of the corporation or partnership shall be submitted.

6. The covenant **MUST** be signed and approved by the plan check engineer processing the permit prior to recording. Please note that the Los Angeles County Recorder's office will not accept any documents which have been erased or altered in any manner. Depending on the complexity of the legal description, the plan check engineer may refer you to the Department of City Planning Cartography located at:

200 N. Spring Street, Room # 825
Los Angeles, CA 90012
(213) 978-1415 or (213) 978-1463.

7. Record the covenant at any of the Los Angeles County Recorder's offices located at:

12400 E. Imperial Highway
Norwalk, CA 90650
(800) 201-8000

14340 W. Sylvan Street
Van Nuys, CA 91401
(818) 376-37700

11701 S. La Cienega Blvd.
Los Angeles, CA 90045
(310) 727-6142

Please call ahead for the Los Angeles County Recorder's office hours. Various office locations may have different operating schedules.

8. Request a **CERTIFIED COPY** of the covenant from the Los Angeles County Recorder's office at the time of recording.

9. Return the original **CERTIFIED COPY** of the covenant to the LADBS plan check engineer assigned to your project.

10. There will be a minimum fee of 104.00 (Los Angeles Municipal Code Sec. 98.0415 (f)) for processing a covenant that terminates a previously recorded covenant. Additional fees may be assessed if the Department determines that additional time will be required to review the termination of an affidavit.