



INFORMATION BULLETIN

IB-007

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Preparing Covenant and Agreement

This Information Bulletin (IB) provide instruction for preparing covenant and agreement (CAA) form(s) (i.e., affidavits) that are to be recorded with the Los Angeles County Recorder’s office in conjunction with condition(s) for the issuance of construction permit(s) by the Development Permit Center. Improper execution of CAA form(s) may result in unnecessary delays.

Please follow the steps outlined in this IB to properly complete and file CAA form(s):

1. Obtain the appropriate CAA form(s) and, if needed, consult with the Building Plan Checker assigned to your project for the appropriate wording.
2. Complete the blank spaces on the CAA form(s).
3. Provide a plot plan, sketch or other relevant documents as required for the CAA form(s) or by the Building Plan Checker assigned to your project.
4. Provide a copy of proof of ownership for verification (e.g., grant deeds) including the legal description of the subject property. The property owner’s name on the proof of ownership, CAA form(s), plans, and permit application(s) MUST be identical.
5. Secure the proper signature(s) of the property owner(s) of the subject property on the CAA form(s). All signatures must be acknowledged before a Notary. The following table shows the proper signature(s) required for various types of ownership.

TYPE OF OWNERSHIP	REQUIRED SIGNATURE(S)
Individual	The Individual ⁽¹⁾
Partnership	One General Partner ⁽²⁾
Joint Venture	All Joint Venturers
Corporation	At least two of the following: The Chairman of the Board, President, Vice President, Secretary, Assistant Secretary, Chief Financial Officer or Assistant Treasurer ⁽²⁾
Limited Liability Corporation	Managing Member ⁽²⁾
Limited Liability Partnership	One General Partner ⁽²⁾

FOOTNOTES:

(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.

6. The CAA form(s) **MUST** be signed and approved by the Building Plan Checker assigned to your project prior to recording. Please note that the Los Angeles County Recorder's office will not accept any documents that have been erased or altered in any manner.

7. Record the C & A form(s) at either of the Los Angeles County Recorder's offices located at:

Department Headquarters
12400 E. Imperial Highway
Norwalk, CA 90650
(562) 462-2133

LAX Courthouse
11701 S. La Cienega Blvd., 6th Floor
Los Angeles, CA 90045
(310) 727-6142

For additional information, including office hours, please visit the Los Angeles County Recorder's website at <https://lavote.net/home/records/property-document-recording/recording-requirements>.

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

9. Return an original **CERTIFIED COPY** of the CAA form(s) to the Building Plan Checker assigned to your project.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.