



City of Long Beach  
Department of Development Services  
Building and Safety Bureau  
**Preparing Covenant and Agreement  
Forms**

Information  
Bulletin  
**BU-007**  
Eff: 04-16-2008  
Rev: 03-03-2014

This Information Bulletin provides instructions for preparing covenant and agreement (C&A) forms (i.e., affidavits) that are to be recorded with the Los Angeles County Recorder's office in conjunction with the issuance of a permit by the Building and Safety Bureau (Bureau). Improper execution of C&A forms may result in unnecessary delays.

Please follow the steps outlined below to properly file a C&A form:

1. Obtain the appropriate C&A form and, if needed, consult with the Bureau staff assigned to your project for the appropriate wording.
2. Complete the blank spaces on the C&A form.
3. Provide a plot plan, sketch or other relevant documents as required for the C&A form or by the Bureau staff 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 owner's name on the proof of ownership, C&A form, and plans and permit applications **MUST** be identical.
5. Secure the proper signature(s) of the owner(s) of the subject property on the C&A form. 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 <sup>(1)</sup>
Partnership	One General Partner <sup>(2)</sup>
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 <sup>(2)</sup>
Limited Liability Corporation	Managing Member <sup>(2)</sup>
Limited Liability Partnership	One General Partner <sup>(2)</sup>

<sup>(1)</sup> A husband and wife who jointly own a property need to both sign the required C&A form.

<sup>(2)</sup> The person signing the C&A form on behalf of the corporation or partnership must clearly state their capacity in the corporation or partnership.

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6. The C&A form **MUST** be signed and approved by the Bureau staff 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 covenant at any 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, 6<sup>th</sup> Floor  
Los Angeles, CA 90045  
(310) 727-6142

For additional information, including office hours, please visit the Los Angeles County Recorder's website at [http://lavote.net/GENERAL/Branch\\_Offices.cfm](http://lavote.net/GENERAL/Branch_Offices.cfm).

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

9. Return an original **CERTIFIED COPY** of the C&A form to the Bureau staff assigned to your project.