



RESIDENTIAL PERMIT SERVICE AGREEMENT

This Permit Agreement is entered into on the _____ day of _____, 2021 between SBG Services LLC, a permit runner and expeditor located at 10800 Jones Bridge Road Suite D-2 in Johns Creek, Georgia, and _____ . The parties agree that the complete agreement between such parties with respect to the Services contemplated by this Service Agreement shall consist of this Service Agreement, the General Terms and Conditions set forth on **Schedule A** attached.

A. Scope of Work: SBG Services LLC Permit Department shall provide the following services, performed in accordance with the municipality processing times and timelines, set forth in this Service Agreement.

Residential: Includes research, creation of application package, submittal, liaison between municipality and customer, one revision submittal if needed, and pick up of approved permit.

Excluded Services: Customer understands and agrees that services required to recover from failures and/or incidents caused by any of the following circumstances are not considered normal maintenance and are not covered under this Service Agreement:

- Service delay due to accidents or acts of nature including damage from large storms, earthquakes, terrorism, equipment failure, vandalism, or burglary;
- Service delay due to ill time management by customer, contractor, or architect on relay of comment or revision requests
- Service delays due to municipality holidays and wait times
- If in the reasonable opinion of SBG Services LLC, as supported by their experience, any particular requests exceeding a normal and reasonable frequency, SBG Services LLC may advise the customer that the requests will need additional time or support information.

Excluded Third Party Costs: Customer understands and agrees that the following third-party costs are not covered by the fees set forth in this Service Agreement and shall be charged by Seller to Customer:

- Municipality Plan Review Fees
- Municipality Permit Fees
- Plan and Application Printing Costs
- City and County Parking Fees
- Shipping and Mailing Costs

Additional Projects: Customer may occasionally require additional or amended services outside of the terms of this Service Agreement. SBG Services LLC will provide a detailed quote for any Additional Project required by Customer. Customer understands that a separate invoice(s) will be generated for such work. Examples of Additional Projects include:

- Acquisition of a Certificate of Occupancy
- Acquisition of lost permit copy replacement
- Planning, project management, research, and advisory consulting services
- Amendments or Revisions made to previously permitted projects

A. Pricing: In consideration for the Services contemplated by this Service Agreement, Customer shall pay SBG Services LLC as follows:

Residential Package: \$550 - \$775+ (Price Depends on Municipality)

Rates for Services Not Covered by Fixed Fee:

- \$150 Additional Trip Fees (After 2nd revision submittal)
- \$50 Plan Editing Fees
- \$20 Additional Pick Up Fees
- \$475 Variance Submittal Fee (In Addition to a Building Permit)
- \$150 - \$200 SBG Services Health Department Submittal (if required)

Payment Terms and Schedule: Visa, MasterCard, American Express, PayPal, Cash, or Check

B. Timeline: Except as otherwise set forth herein, the Services contemplated by this Service Agreement shall commence as of the Effective Date.

C. Service Levels: Telephone and email support will be available 9 AM to 4 PM Monday through Friday. Messages left after hours will be returned within 24 hours. Municipality on site services will be available within 72 hours of receiving notice. After hours service and weekends available upon request subject to availability.

D. Customer Obligations: Customer shall be responsible for the following:

- Customer is required to provide project information such as address, scope of work, cost of construction, contractor information, contact information for all parties involved, etc. prior to a runner being dispatched to municipality facility; and
- Provide service cost deposit for SBG Services LLC submit to municipality
- Customer required to respond to or direct comment and revision requests to correct parties involved in a timely manner

Contact Information:

SBG Services LLC Tax ID: 37-1916949
Address: 10800 Jones Bridge Road Suite D-2
Johns Creek, GA 30022
Telephone: 678-694-1967
Fax: 678-922-7738
Email: Matt@suretybondgirls.com

Accepted and Agreed.

Residential Package:

New: ___ Addition: ___ Renovation: ___ Demo: ___
Damage Repair: ___ Roof: ___ General Repair: ___
Other: _____
Septic: Yes ___ No ___
Water: City ___ County ___
Power Company: _____

Signature: _____
Address of Project: _____

City, State, Zip: _____

Customer Payment Information

Name: _____
Billing Address: _____

Contact Email: _____
Credit Card #: _____
Expiration Date: _____
CVV 3 or 4-digit code: _____

SCHEDULE A: GENERAL TERMS AND CONDITIONS

- 1. Service Agreements.** This Schedule A, General Terms and Conditions contains the general terms and conditions governing the relationship between the parties as part of any related Service Agreement.
- 2. Term.** The term of each Service Agreement shall begin as of the Effective Date of such Service Agreement and continue for the term specified on such Service Agreement.
- 3. Services.** During the term of each Service Agreement, SBG Services LLC shall provide Customer the Services described on such Service Agreement. The Services shall be provided by Surety Bond Girls LLC in accordance with the timeline, if any, set forth on such Service Agreement. Customer shall satisfy all of Customer's obligations, if any, set forth on such Service Agreement.

From time to time, Customer may request that SBG Services LLC provide additional or amended Services not covered by an existing Service Agreement, and the parties hereto may, but are not required to, agree to a change order for Services either by amending an existing Service Agreement or by entering into a new Service Agreement. Such change order, if executed, will specify the Services to be provided by Seller and terms for such Services, including, but not limited to, price terms.
- 4. Compensation.** Customer shall compensate SBG Services LLC for the Services in accordance with the terms and payment schedule set forth on each Service Agreement. Customer shall make payments to SBG Services LLC in accordance with such payment schedule and within thirty days after receipt of an accurate invoice from SBG Services LLC showing the value of the Services completed. Such invoice shall also itemize any reimbursable expenses. Customer shall also pay any sales, use, value-added, or other tax or charge imposed by any governmental entity upon the sale, use or receipt of the Services. Late payments shall accrue interest at the rate of five and one-half percent (5.5%) per bi-weekly.
- 5. Limitation of Liability.** In no event shall SBG Services LLC be liable to customer, any employee, agent or contractor of customer, or any third party, for any loss of profits, loss of business, or indirect, incidental, special, consequential, exemplary or punitive damages arising out of or related to any service agreement or these general terms and conditions even if seller has been advised of the possibility thereof. Seller's liability to customer under any service agreement and these general terms and conditions shall in no event exceed the total amount paid by customer to seller pursuant to such service agreement for the services during the preceding twelve (12) months.
- 6. Termination.** The parties hereto may terminate any Service Agreement, and their respective obligations under such Service Agreement, as follows: (1) by mutual, written consent of the parties hereto; (2) by SBG Services LLC, if Customer fails to pay to Seller any payments under any Service Agreement when due, as contemplated by such Service Agreement; (3) by any party hereto upon 30 days written notice if the other party hereto materially breaches any term of any Service Agreement or these General Terms and Conditions or otherwise fails to satisfy any promise or covenant made herein or in any Service Agreement, and further provided that such party shall fail to cure said breach or failure within such period; (4) by Seller, with or without cause, upon 30 days' written notice of intent to terminate to Customer. Once signed, by the terms of this agreement all deposit refunds are subject to SBG Services LLC discretion as they pay for the employee time, research, trips and all communications commenced upon service agreement date.
- 7. Notices.** All notices, demands and communications required or permitted in connection with each Service Agreement shall be in writing and shall be deemed effectively given in all respects upon personal delivery or, if mailed, by registered or certified mail, postage prepaid, return receipt requested, or by overnight courier, the receipt of which is confirmed, addressed to the party hereto at the address set forth in the first paragraph of such Service Agreement (or such other address for a party as shall hereafter be specified by like notice). Either party hereto may from time to time change its notification address by giving the other party hereto prior written notice of the new address and the effective date thereof.
- 8. Relationship of the Parties.** Neither any Service Agreement nor these General Terms and Conditions shall create, nor shall be represented by either party hereto to create, a partnership, joint venture, employer-employee, master-servant, principal-agent, or other relationship whatsoever between the parties hereto.
- 9. Successors and Assigns.** Each Service Agreement shall benefit and be binding upon the parties hereto and their respective successors and assigns.

10. Force Majeure. Neither party hereto shall be deemed in default of any Service Agreement or these General Terms and Conditions to the extent that performance of its obligations (other than an obligation of payment) or attempts to cure any breach are delayed or prevented by reason of any act of God, fire, natural disaster, accident, civil disturbance, terrorism, acts or omissions of suppliers and other third parties, act of government, strikes, unavailability of material, facilities, telecommunications services or supplies or any other cause beyond the reasonable control of such party.

11. Modification or Waiver. The parties hereto may, by mutual agreement, amend any provision of any Service Agreement or these General Terms and Conditions, and any party hereto may grant consent or waive any right to which it is entitled under any Service Agreement or these General Terms and Conditions or any condition to its obligations under any Service Agreement or these General Terms and Conditions, provided that each such amendment, consent or waiver shall be in writing.

12. Governing Law. Each Service Agreement and these General Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Georgia and the federal laws of the United States of America. The parties hereto consent to submit to the jurisdiction of the Courts of the State of Georgia for any actions, suits or proceedings arising out of or relating to each any Service Agreement or these General Terms and Conditions.

13. Severability. In the event that any provision of any Service Agreement or these General Terms and Conditions, or any word, phrase, clause, sentence or other provision thereof, should be held to be unenforceable or invalid for any reason, such provision or portion thereof shall be modified or deleted in such a manner so as to make such Service Agreement or these General Terms and Conditions as modified legal and enforceable to the fullest extent permitted under applicable laws.

14. Entire Agreement. These General Terms and Conditions and each Service Agreement and other attachments thereto constitute the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, purchase orders, understandings and negotiations, whether oral or written, between the parties hereto with respect to such subject matter.