

## B-PERMIT PLAN CHECK MANUAL

### 14.7 BONDS

The B-Permit bonds guaranteeing the completion of a project are usually prepared and typed by the District Offices. The primary exceptions are bonds for Tracts and Parcel Maps. These bonds are typed in the Bond Control Section of the Land Development Group and they must be contacted.

Once the estimate has been completed, a bond must be typed for the project. The applicant must submit a current Title Report. Grant deeds and property profiles are not acceptable. If the Title Report is older than six (6) months old, a copy of a current tax bill must be submitted with the Title Report. This provision applies for both surety and cash bonds.

If the applicant wishes to post a cash bond, the same documents are required along with a cashiers check for the amount of the bond. A cash bond is issued over the counter.

Surety bonds for General Improvements, CPC, ZA's, etc are typed up in the District Office. After the bond has been typed, the applicant must take it to a surety company, the City Attorney's Office and the Bond Control for approval. Highlight in yellow in the instructions that accompany the bond package for the applicant to follow.

At the time of the Construction Permit (BC) the bond must be approved, and the insurance must be approved by the **CAO Risk Management Section** with the owner as co-insured if the owner is hiring a contractor to do the work. Also the BC-Permit application must be signed by the owner and submitted along with a check for the fees that are due.

You must put the date the bond was typed the estimate sheet and print the estimate sheet. The dated estimate sheet and the underwriter statement sheets should be stapled to the instruction sheet.

After the bond is typed, copies are made as follows;

1. Two (2) copies of the first page only; the first for office records to be attached to the Title Report and the second to be sent to the Bond Control Section as reference copy.
2. Three (3) copies of the entire bond. Counting the original, you now have a total of four (4) copies of the bond.

On the "Notice To Class "B" Permit And Bond Applicants" instruction sheet the issuing office needs to highlight the appropriate ownership item. The choices include Individuals, Limited Liability Companies, Partnerships, Corporations, Joint Venture, Trustees, Attorney-In-Fact and Corporate surety. In addition the office needs to highlight that they return three copies of their liability insurance, the B-Permit application and all the monies that are due.

The complete bond package consists of the instruction sheet, underwriters note, estimate sheet, four (4) copies of the bond, insurance papers and the B-Permit application. If they have only paid the estimate amount, then the grand total is due. If they have paid the design fees too, then the construction amount it due.