

## BOND REQUIREMENTS FOR PERMITS

1. Cash, checks (personal, company, money orders, etc.) are acceptable if in US currency. Checks shall be made payable to "Treasurer of Alameda County." Checks shall have applicant's name, address, and phone number written on it. Billing/refund of any funds will be to applicant listed on check.
2. Certificate of Deposits\* from banks, savings and loans, or credit unions are acceptable if
  - a. Account is made payable to "Director of Public Works, Alameda County."
  - b. Account shall automatically renew at end of term.
  - c. All interest shall accrue to account.
  - d. The only authorized signature or withdrawal shall be the Director of Public Works. Dual signatures will not be accepted.
  - e. The original certificate of deposit shall be kept by Public Works.
3. Letter of Credits\* from banks, savings and loans, or credit unions are acceptable if.
  - a. Letter of Credit shall be typed on institution letterhead and include County reference number (i.e., permit number, Tract or Parcel Map number).
  - b. Letter of Credit shall be made payable to "Director of Public Works, Alameda County."
  - c. All signatures shall be notarized by a Notary Public.
  - d. The institution will provide the County with 30 days written notice prior to canceling of Letter of Credit. (This shall be stated on Letter of Credit.) Notice shall include County reference number.
  - e. Letter of Credit form for Grading and Subdivision work shall be on approved County format.
  - f. The original Letter of Credit shall be kept by Public Works.
4. Surety, Performance, Payment Bonds\* are acceptable if
  - a. Bonding Company is authorized to do business in California.
  - b. All signatures shall be notarized by a Notary Public.
  - c. Bonding Company will provide County with 30 days written notice prior to cancelling of bond. (This shall be stated on Bond.) Notice shall include County reference number.
  - d. Bond form for grading and Subdivision work shall be on approved County format. Surety, Performance, Payment Bonds are not acceptable for Parcel Maps.
  - e. Bonding Company shall be rated B+, V or better by "A.M. Best."
  - f. The original bond shall be kept by Public Works.
5. Letters from Cities (for Flood Control District projects) are acceptable if
  - a. Applicant has posted bonds with the City for the project. City bond shall include work within Flood Control District right-of-way or easement.
  - b. City shall provide letter to District stating:
    - i. City will not release bond until District has accepted improvements.
    - ii. City will act on the bond on the District's behalf if work is not performed to the District's satisfaction.
6. Other forms of bonds may be acceptable and will require County Counsel and/or Risk Manager approval (minimum four weeks).

\*Certificate of Deposits, Letter of Credits, Surety, Performance, and Payment Bonds shall have address and phone number of bank/company printed on instruments.

**POOLD-FORM-Bond Requirements for Permits (1-98)**