



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

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Bonding Application Submittal Requirements

Bonds must be paid with guaranteed funds. You can submit Cash, Cashier's Check, Letter of Credit or a license or surety bond for this amount. Company or personal checks are unacceptable, and the original document is required for Letter of Credit or Surety bonding. All funds shall be payable to or list the obligee as "City of Boise". There is a non-refundable processing fee of \$300, this fee is due at the time of processing. This payment can be made with any form of payment. Credit card payments are accompanied with a 2.5% processing fee. Payments made with debit, cash or check yield no additional fees. The funds will be returned once the work is completed, typically within 2-3 weeks after the notice to release the funds has been authorized.

- 1. **Letter of Explanation** which includes:
 - a. List of improvements to be bonded for.
 - b. Type of guaranteed funds to be used.
 - c. Total amount to be bonded for.
 - d. Bond Holders contact information for returning the funds. Include name, company, address, phone number and email.
- 2. **Cost Breakdown** which includes:
 - a. Bid amount per improvement
 - b. 110% markup
 - c. Total surety request
- 3. **Approved Bids**, one for each improvement from local companies that principally provide the service being bonded for. The company supplying the bid cannot be owned or affiliated with the applicant. The Planning Director reserves the right to require addition bids. All bids must include the following information: contact representative, telephone number and street address. Bids shall include labor, materials and any engineering or permitting costs.
- 4. **Bid Approvals**, one for each improvement by either the associated Public Works Staff or the Previously Assigned Subdivision Review Planner, stating the associated bid satisfies their requirements.