



Department of Public Works

Construction Management • Bonding Team

500 S Grand Central Pky | Box 554000 | Las Vegas NV 89155-4000

(702) 455-4610 | Fax (702) 380-9816

www.ClarkCountyNV.gov/PubWorks

POSTING BONDS CHECKLIST

- All forms must be filled out in **BLACK INK** for the recorders office Bond and fee amounts must be paid prior to permit issuance.
- No bonds will be accepted by mail or fax Posting of BOND and FEES can be done anytime after the bond estimate has been approved.
- Print the name of the person signing underneath their signature.
- Principal Name on the Performance Bond or Cash-in-Lieu of Bond Agreement; must match the Developer Name on the OSIA.
- Partial Releases of bonds can only be requested on Cash-in-Lieu or Cash Bonds.
- Bond & Check for Fee amounts must match the amounts on your approved bond estimate. **Please do not round up or down.**
- **No bonds will be accepted by mail or fax.**

CHECKLIST TO POST A BOND(You must have all 6)

1. BOND (Three Options... see below)
2. OSIA (Off-Site Improvement Agreement)
3. LEGAL DESCRIPTION
4. CHECK FOR FEES
5. ARTICLES OF ORGANIZATION OR SECRETARY OF STATE PROOF OF SIGNATORY
6. CERTIFICATE OF LIABILITY PROOF OF INSURANCE - \$1M (\$1,000,000) with Clark County Public Works listed as the additional Insured/Certificate holder.

BONDING OPTIONS: (Choose one of the following)

(1) PERFORMANCE BOND

- Must be on Clark County approved **BLUE BOND FORM**.
- No copies or faxes will be accepted.
- The bond must be obtained through an approved surety with a Nevada Resident Agent, signature, company name, address, and phone number on the bond.
- An approved list of Sureties can be found at the United States Department of the Treasury's web site at <http://fms.treas.aov/c570/c570.html>.

(2) CASH-IN-LIEU OF BOND AGREEMENT

- Must be on Clark County approved **FORM**.
- No copies or faxes will be accepted.
- The bond must be obtained through a **BANK** (no Credit Unions) operating in Nevada, with a branch. Provide a copy of the Bank deposit Slip or Letter from the bank.

(3) CASH BOND

- Must be submitted in the form of a **Cashiers Check** from a bank situated in Nevada only.
- Check must be made out to Clark County for the full Bond amount.
- **W-9 form Completed and Signed**

OFF SITE IMPROVEMENT AGREEMENT (OSIA)

- **Must be on approved Clark County form.**
- **No copies, faxes, or alterations to the agreement will be accepted.**

LEGAL DESCRIPTION

- The legal description of the parcel that the OSIA is being recorded against. This must be a clean copy with a 1" clean margin.
- **No faxes will be accepted.**
- If your project is located entirely within the right-of-way, choose a parcel that is owned by the developer nearby.

CHECK FOR FEES

- Check made out to Clark County for **FEES OWED** shown at the bottom of your approved Bond Estimate.

If you have any questions, please feel free to contact the Bonding office directly at (702) 455-4630.