

Security Instruments

Permits Seminar

October 16, 2012

Security Instruments

- Requested from the Permit Applicant for proposed work on the Department of Transportation right of way
- Held to ensure that the proposed work will comply with the Department Standards and Specifications.
- Based on the cost estimate (*without contingencies*) provided by the consultant and approved by FDOT

Types

THREE TYPES OF SECURITY INSTRUMENTS:

- **LETTER OF CREDIT (ISSUED BY BANK)**
- **PERFORMANCE BOND (ISSUED BY INSURANCE CO.)**
- **CASHIER'S CHECK (ISSUED BY BANK)**

LETTER OF CREDIT

- Each letter of credit must be transmitted to the **Comptroller's office** for review and approval/disapproval
- Letter of credit **language must not be changed**
- A scan of the letter of credit with a copy of **the cost estimate and permit application** is sent to the Comptroller's office
- **All approved letter of credit will be held by the Office of Comptroller in Tallahassee**
- Once the project has been completed, inspected, and accepted; the letter of credit will be **released back to the bank of issuance**

PERFORMANCE BOND

- Only the Applicant can provide the Performance Bond - No third party is acceptable.
- Only FDOT's template is acceptable – The language must not be changed
- Once the project has been completed and inspected, the Performance bond will be [sent back to the applicant](#)
- All Performance bonds are [filed in the District Four Permits Office](#)

CASHIER'S CHECK

- Only the APPLICANT can provide the cashier's check
 - The check should be written to Florida Department of Transportation and should state the following:
 - Applicant's name:
 - FDOT Permit Number
- **APPLICANT SHOULD PROVIDE:**
 - Letter giving FDOT permission to cash the Check
 - W-9 Form - Federal I.D. Number
 - Applicant's Name
 - Address
 - Telephone Number
- The cashier's check with a copy of the cost estimate, letter giving FDOT permission to cash the check, W-9 form, and the permit application is sent to the Comptroller's office
- All approved cashier's checks will be [held by the Office of Comptroller](#) in Tallahassee
- When the project is completed and inspected, a check will be [mailed to the applicant](#) from the Comptroller's office.

SECURITY INSTRUMENTS

PLEASE CONTACT:

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