

Bonding Process

Step by Step

1. Before Hamilton County Development Services (HCDS) considers the acceptance of a bond, the installation of base rock shall be completed for the phase/project that is being bonded.
2. The developer shall submit a bonding application and submit a written estimated invoice for the completion of work within the Right-Of-Way (prime, binder, tack, surfacing, curb, backfill behind curb, throats, etc.) to developmentservices@hamiltontn.gov.
3. HCDS, upon receipt of the bond application and invoice, HCDS shall begin an investigation to determine if a bond is warranted or not.
4. If accepted HCDS will send to the submitter a Pre-filled bonding contract that will need to be signed and returned to developmentservices@hamiltontn.gov.
5. Director of the Highway Department will then be submitted the signed form from the developer and HCDS for final approval.
6. If and when HCHD signs the bonding contract a fully completed bonding contract will be sent to all involved parties.
7. After developer has the completed contract, a copy of the contract and either a surety bond or a cashiers check made out to Hamilton County Trustees Office shall be turned in to Hamilton County Development Services office located at 1250 Market St Suite 3046 Chattanooga TN 37402.
8. After the work has been completed the developer shall request a bond release inspection from HCDS.
9. If the inspection passes the developer shall be given a release letter for the surety bond or if a check was used, the Hamilton County Accounting Department will mail out the refunds (this may take up to 2 weeks or more).



Road and ROW Development Bond Application Form

- NAME / COMPANY: _____
- MAILING ADDRESS: _____
- DATE: _____
- PHONE: _____
- SURVEYOR: _____
- WORK BEING BONDED:

- REASON FOR BONDING REQUEST:

Please email completed form and estimate to complete work from contractor to

developmentservices@hamiltontn.gov