Development Services

Bond, Letter of Credit, and Cash Security Submittal Checklist

Applicants must provide all materials listed in the checklist below. The submission packet must be submitted in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission. Submit the original package directly to the Planning Division on the 2nd Floor of City Hall at 1 East 1st Street, Reno, NV. If required to satisfy comments of a permit application, submit a copy of this packet as a revision to the appropriate permit.

Security Identification Number (Check Number for Cash Security): _____

Building Permit Number: _____

Please provide the contact information for the Principal below:

Name: _____

Title: _____

Contact Email: _____

Contact Phone:_____

Required Items for Bond Acceptance

☐ Submittal Checklist.

☐Original bond, letter of credit, or cash security form completed in its entirety (using exact language from templates provided in the following link). Documentation should include:

a. Notarized acknowledgement by surety
b. Certificate of Authority
c. Power of Attorney

☐Original stamped and signed estimate from a registered State of Nevada Landscape Architect.

☐ 8½ x 11 or 11 x 17 site plan identifying all landscaping and revegetation areas proposed. This document must match the issued improvement plans.

☐ Cash securities only: Check or money order in the amount of the proposed security. Online payment of security can be arranged.