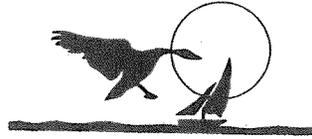


City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075
www.hvilletn.org · Fax (615)264-5327

Telephone (615)822-1000

Original Policy: December 6, 2018

Building Department Policy 2018-0004

Utility Bond Applications

Section Index:

1. Purpose
2. Policy
3. Procedures

1. Purpose:

The purpose of this policy is to provide a procedure that allows early release of a utility and ensuring the Building Department performs a final inspection of a project for code compliance.

2. Policy:

It is the policy of the Building Department to protect and assist the community during the construction and development of property in an effort to achieve an acceptable living environment for the citizens of the city. It is also our policy to ensure that property is developed and maintained in a safe manner, by promoting excellence in design and building standards.

3. Procedures:

1. A utility bond release application form is to be completed by the applicant.
2. The permit technician will ensure the utility bond application form is complete.

Mayor Jamie Clary	Ward One	Ward Two	Ward Three	Ward Four	Ward Five	Ward Six
Vice Mayor Hamilton Frost, Jr.	Mark A. Skidmore Peg Petrelli	Pat Campbell Scott Sprouse	Arlene Cunningham Paul Frisbee	Steve Brown Andy Bolt	Darrell Woodcock Hamilton Frost, Jr.	Jim Waters Matthew Stamper

3. The permit technician will enter a note in EnerGov under the permit number indicating a utility bond application has been received, and the amount of the bond.
4. The permit technician shall scan a copy of the utility bond application into EnerGov under the permit number.
5. After the utility bond application is approved and signed by the building official, the utility being bonded for may be released.
6. The permit technician shall give the original bond application and check to the administrative assistant for processing.
7. The administrative assistant shall keep a record of all utility bond applications, receiving dates, bond amounts, and the date the bond was released.
8. The administrative assistant shall take the bond application and check to the finance department for processing. The date the bond was given to the finance department and name of person receiving the bond shall be recorded.
9. Utility bonds shall be released only after the "utility bond release" form is completed and signed by the building inspector and chief building inspector.
10. The release of the utility bond shall be processed by the administrative assistant.
11. A copy of the utility bond release form shall be scanned into EnerGov at the time of release by the administrative assistant.
12. The administrative assistant shall give the utility bond release form to the finance department for processing. The date the release form was given to finance shall be recorded.

City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075
www.hvilletn.org • Fax (615)264-5327

Telephone (615)822-1000

Utility Bond Application

Date: _____

Permit Number: _____

Job Address: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____

Utility to be released: Electrical Meter _____

Gas Meter _____

Office Use

Received by: _____

Date: _____

Building Official Signature: _____

Date: _____

Date to finance: _____

City of Hendersonville



101 Maple Drive North

Hendersonville, TN 37075
www.hvilletn.org · Fax (615)264-5327

Telephone (615)822-1000

Utility Bond Release

Release Date: _____

Permit Number: _____

Project Address: _____

Name of Bond Applicant: _____

Phone Number of Bond Applicant: _____

Final Inspection approved by: _____

Print name above: _____

Date of final inspection: _____

Inspector's Signature _____

Chief Building Inspector Signature: _____

Date sent to finance for release: _____ By: _____