



CITY OF ST. JOHN

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PROCEDURE FOR THE RETURN OF CONSTRUCTION PERFORMANCE BOND

Section 505.030.B of the Municipal Code of the City of St. John provides that a cash performance bond be provided at the time a building permit is issued. The cost of this bond is 10% of the total construction cost or \$100, whichever is greater. In order to have this bond returned you must meet the following conditions:

1. Obtain all inspections that your project requires. The attached permit has spaces marked by the Building Inspector which indicate what inspections are required for this project. When the inspection has been performed on each required phase, the inspector will sign off in the required space. *This document will be collected at the end of the project and submitted as proof that all required inspections have been performed.* **Failure to obtain all required inspections will result in the forfeiture of the performance bond.**
2. Complete the project in the time allowed. Each building permit is issued with a six month expiration date. All work must be completed and all inspections performed by that date. If more time is required to complete the project, a request for extension of time must be submitted, prior to the expiration date, in writing to the Building Inspector who may grant an extension in writing. **Failure to complete the project by the expiration date will result in the forfeiture of the performance bond.**

Any questions regarding this policy should be referred to the Public Works Director.

All refunds will be returned by mail.

Acknowledged:

Signature

Date

Print Name

Permit Number