

Non-Cash Instruments for Deposits

The District Department of Transportation (DDOT) accepts non-cash instruments (surety bonds, certificates of deposits, and letters of credit) in lieu of cash deposits.

Surety Bond

A surety bond is a written contract between three parties – the principal, the surety, and the obligee – in which the surety financially guarantees to the obligee that the principal will act in accordance with the terms established by the bond. **License and permit bond types** are accepted by the DDOT.

Bond Requirements

DDOT accepts permit/license bonds using the standard license/permit bond format. The format is uniform regardless of the insuring agent.

The following items must be properly completed within the body of the bond:

1. Surety Bond Framework
 - a) Principal – (applicant/requesting company/Owner information) Principal address (city/state/ zip/phone number)
 - b) Surety – (insurance company information/ phone number/official signature required)
 - c) Obligee – insert this info (District Department of Transportation, Public Space Regulations Administration, 250 M St. SE, Washington, DC 20003)
 - d) Bond Number/Issuing Date and Expiration Date
2. ***Bond must be valid for at least 2 years (Title 24, Section 34, 3405.1) or indefinite terms.***
3. The bond's principal must be the same as the “Owner” and “Deposit Refund” information on the issued permits and as stated in the Transportation Online Permitting System (TOPS).
4. The applicant sets the bond amount and must cover the entire cost of the deposits. Partial credits will not be allowed. Applicants can use a bond to cover both occupancy and construction permits. Wet utility deposits must stay on file for two years after the permit has expired. Therefore, the bond must be valid until the release date of the wet utility deposit.
5. A bond rider or continuation certificate must be in place 30 days before the bond expires.
6. A list of contractors/subcontractors that will be working under the bond must be submitted to the Permits Transactions Officer prior to the issuing of such permits. These people listed will be the only agents authorized to use the bond to cover construction-related deposits.