

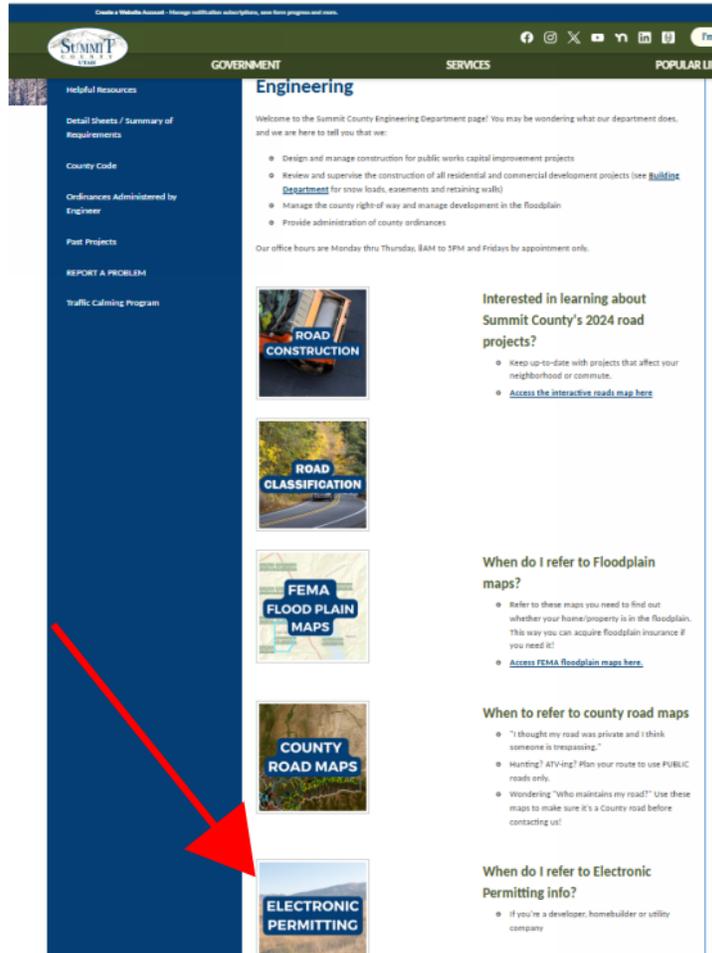


Summit County Engineering

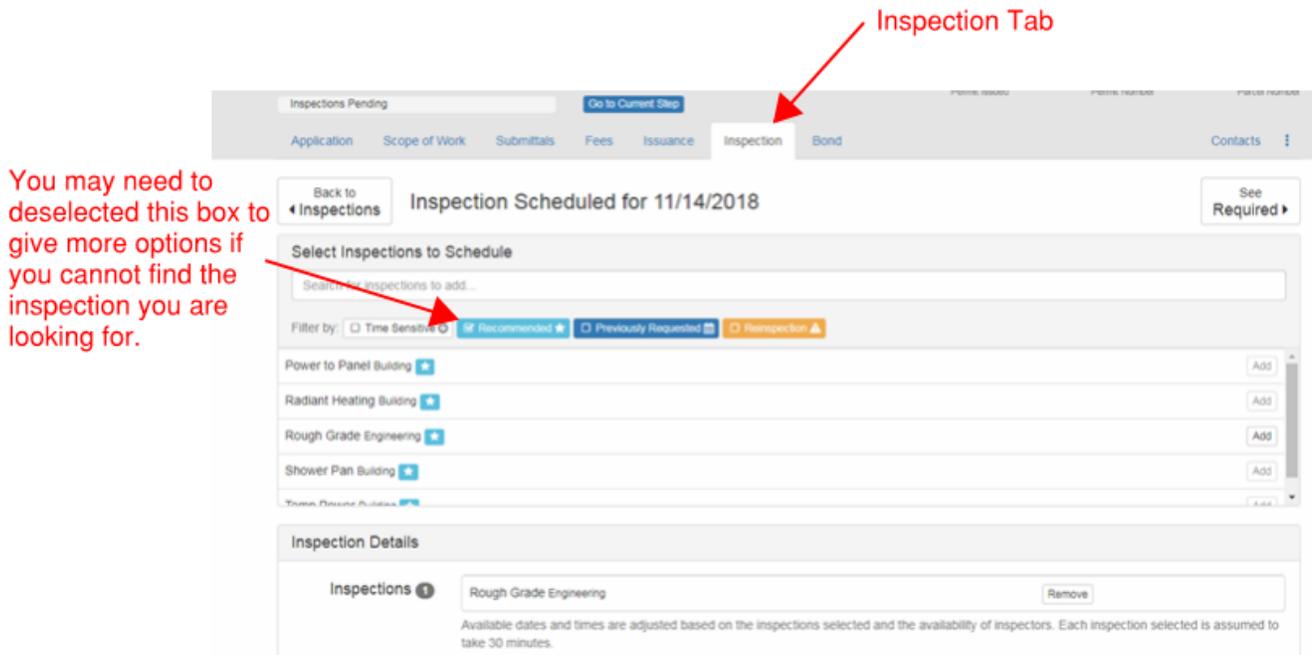
How to Request a Bond Release

- To release your bond, you will need to request a Bond Release Engineering inspection and complete a Bond Release Request form.
 - All permits issued through the building department (previous and new) will require inspection requests to be submitted through the EPROCESS 360 Online process. Any permits issued directly from the Engineering Division will require a telephone request to the Engineering Division main number at 435-336-3250 or email engineeringinspector@summitcountyutah.gov to request an inspection.
 - Requirements to complete this inspection; all previous inspections need to be approved (Rough Grade, Pre-Surface, and Final Engineering). The entire site and area of disturbance must be visible (no snow) to determine the permanent stabilization measure and level of coverage of the stabilization. For example, if vegetation is the permanent measure used, the vegetation must be growing and have a coverage rate for the entire area of 70% per native vegetation coverage.
 - The property owner is not required to be on site. The inspector will schedule the request per his workday and workload. Please provide a gate code if there is a gate the inspector will need to go through.

- o To submit a request in EProcess 360 you must have an account and have access rights to the selected building permit. Use this link to access [EProcess 360](#) You will need to login to your account and select the permit you are trying to set up the inspection for.



- After you open the EProcess 360 permit portal, click on the inspection tab to begin an inspection request. You may need to open more inspections if the specific inspection is not seen. To open other inspections, click on the small rectangle boxes near the center of the screen. The light blue, recommended box (with a star) has most of the Engineering inspections listed.



- Select the Bond Release Engineering inspection and complete the request form and submit it.
- Inspections for the Bear River area will only be on Wednesdays, if they are requested outside of a Wednesday they will be scheduled for the following Wednesday.
- If you need further help with accessing your project, please contact the Summit County Building Department -435-336-3124.

- After the Bond Release inspection has been approved, you will need to fill out and sign the Bond Release Request form found on our webpage, <https://www.summitcountyutah.gov/DocumentCenter/View/766/Bond-Release-Request-Form-PDF>. Please email the form to engineer@summitcountyutah.gov.
- It is county policy that cash bonds are to be released to the party that posted them. In extraordinary circumstances, cash bonds can be released to a different party if appropriate authorization is obtained. We require a letter from the company, on company letterhead, stating who and where the bond should be released. This should accompany the Bond Release Request form.
- Once this form is received, it can take 3 to 4 weeks before you receive a check.