



Engineering Department  
100 South Myrtle Ave., Suite 220  
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## INSTRUCTIONS FOR RECORDING PUBLIC CONSTRUCTION BONDS

**Why?** Pursuant to § 255.05(1)(b), Florida Statutes, “Before commencing the work or before recommencing the work after a default or abandonment, **the contractor shall provide to the public entity a certified copy of the recorded bond.** Notwithstanding the terms of the contract or any other law governing prompt payment for construction services, the public entity may not make a payment to the contractor until the contractor has complied with this paragraph.”

**When?** The Public Construction Bond may be recorded once the contract date is entered on said original bond, by the City Clerk. Upon the Engineering Department (Attn: Cathy Tefft) receiving a certified copy of the recorded bond from Contractor, the City may issue the Notice to Proceed. The Notice to Proceed start date is usually established at the Preconstruction Conference.

**How?** Contractor should record the public construction bond with the Clerk of the Circuit Court of Pinellas County. Information below is subject to change by the Clerk of Court, for current information please visit the Clerk of Court’s website: <http://www.pinellasclerk.org>.

From the Clerk of Court website on March 10, 2015:

*RECORDING SERVICES/OFFICIAL RECORDS: The Clerk of the Circuit Court is the County Recorder and is responsible for recording all of the Official Records of Pinellas County, Florida. This process requires documents be submitted by express mail, courier service, personal visit or by using one of the following e-recording services: ACS Electronic Recordation Exchange, eRecording Partners Network, CSC, Simplifile and e-Docs Solutions. For more information, please visit the recording services webpage: <http://www.pinellasclerk.org/aspInclude2/ASPInclude.asp?pageName=ori.htm>.*

To record documents in person, please visit one of these offices:

Recording Services Department (Room 150)  
Clearwater Courthouse  
315 Court Street  
Clearwater, FL 33756  
(727) 464-7000

St. Petersburg Branch Office  
St. Petersburg Judicial Building  
545 First Avenue North  
St. Petersburg, FL 33701  
(727) 464-7000

**What?** Items to be recorded: at least the Cover Page/Front Page of the bond, pages 1 and 2 of Section V of the Contract Documents (entitled “Public Construction Bond”), and the Power of Attorney from the Surety.



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## WHAT IS A CERTIFIED COPY?

### What is a certified copy?

**Certified Copy** - A photocopy of a document, judgment, or record that is signed and attested to as an accurate and a complete reproduction of the original document by a public official in whose custody the original has been placed for safekeeping.  
(source: [www.thefreedictionary.com](http://www.thefreedictionary.com))

### 1<sup>st</sup> step

Contractor should record the public construction bond with the Clerk of the Circuit Court of Pinellas County

### 2<sup>nd</sup> step

At the time of recording, request a certified copy from the Clerk of the Circuit Court of Pinellas County.

### 3<sup>rd</sup> step

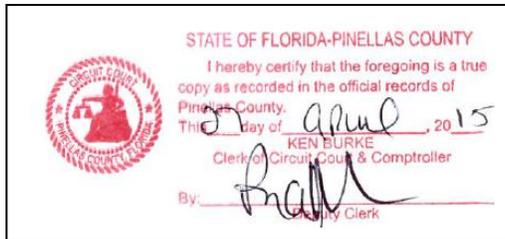
Provide certified copy to City as soon as possible.

### Attributes of a certified copy

Each page has a header, printed by the Clerk, and it mirrors the book & page numbers.

I#: 2015108031 BK: 18750 PG: 853, 04/20/2015 at 12:35 PM, RECORDING 9 PAGES  
\$78.00 KEN BURKE, CLERK OF COURT AND COMPTROLLER PINELLAS COUNTY, FL BY  
DEPUTY CLERK: CLKDMC4

Last page has the Clerk's certification



### NOT acceptable as a certified copy

A certified copy will **not** have the words "Unofficial Copy" as a watermark.



This label acts as a receipt, and is **not** affixed to a certified copy.

KEN BURKE, CLERK OF COURT  
AND COMPTROLLER PINELLAS COUNTY, FL  
INST# 2015082935 03/25/2015 at 04:09 PM  
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DocType:BOND RECORDING: \$35.50