

BOTHELL RIGHT OF WAY PERMITS

Certificate of Liability Insurance required prior to permit issuance.

Permit Applicant: Give this memo to your insurance broker or agent.

The City of Bothell requires a Certificate of Liability Insurance for most types of work within the Public Right-of-Way. This process will involve 2 documents, the certificate of insurance coverage and the endorsement naming the City of Bothell as an additional insured. **This is a very specific requirement and you will want to work closely with your insurance broker to obtain acceptable documents.**

Minimum Liability Insurance Requirement:

Commercial General Liability of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products, completed operation aggregate limit.

Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.

Wording on the Certificate of Insurance must be as follows:

"1. The City of Bothell is an additional insured under the commercial general liability insurance as respect to any Public Utility or Right-of-Way permit issued by the City of Bothell (see details under Important Notice to Insurance Broker/Agent).

2. The Commercial General Liability insurance policy or policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City of Bothell. Any insurance, or insurance pool coverage maintained by the City of Bothell shall be excess of the applicant's insurance and shall not contribute with it."

Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover liability arising from operations, products-completed operations, and stop-gap liability. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Permittee's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivisions-Permits CG 20 12 or a substitute endorsement providing at least as broad coverage.

The City of Bothell shall be given, by the permittee/applicant, not less than thirty (30) days notice of cancellation of the policy, except in the case of non-payment, then not less than ten (10) days prior notice is required. Failure on the part of the Permittee to maintain the insurance as required shall constitute a material breach of the Permit, upon which the Public Entity may, after giving five business days' notice to the Permittee to correct the breach, immediately terminate the Permit or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand. Commercial General Liability insurance must cover the duration of the permit and shall include:

- Premises Operations
- Products and Completed Operations
- Personal Injury
- City of Bothell included as an additional insured for the primary limits of liability
- The Certificate holder should be identified as: **City of Bothell**

IMPORTANT NOTICE TO INSURANCE BROKER/AGENT:

The City of Bothell must be an additional insured with a CG 20 12 additional insured endorsement or an appropriate blanket additional insured endorsement at least as broad as ISO CG 20 12. If the Permittee maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Permittee, irrespective of whether such limits maintained by the Permittee are greater than those required by this Permit or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Permittee.

The additional insured endorsement must reflect the City's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the City. It also excludes blanket additional insured wordings that refer to written agreements or contracts, because permits are not agreements or contracts.

The additional insured endorsement or blanket policy wordings must be attached to the certificate or the insurance will not be approved.

For Right-of-Way or Utility Permits:

Certificates of Liability Insurance are required and must be submitted directly to your assigned Permit Technician.

Additional Requirements for Shoring Permits:

Need verification that there are No exclusions for "XCU" or "Subsidence" hazards. There shall be no exclusions for liability arising from explosion collapse or underground property damage.

Contact City of Bothell Permit Services for details and forms at telephone number (425) 806-6101 or by email at permitsvc@bothellwa.gov.

Send certificates of insurance with attached additional insured endorsement or blanket policy wording appropriate for governmental permitting to:

Bothell Permit Services
18415 101st Ave NE
Bothell, WA 98011

IMPORTANT NOTICE TO APPLICANT:

The permit application will not be approved without having the required insurance in place.

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BOTHELL INSURANCE TRANSMITTAL COVERSHEET

INSTRUCTIONS FOR LIABILITY INSURANCE REQUIREMENTS

Email this form to your insurance agent / broker to comply with instructions below.

INSTRUCTIONS AND CHECKLIST FOR INSURANCE AGENT/BROKER

1. Review **CHECKLIST OF CITY OF BOTHELL REQUIRED INSURANCE** below.
2. For insurance questions call Permit Services at (425) 806-6400.
3. Prepare certificate and copy of Additional Insured endorsement/blanket wording.
4. COMPLETE THE INFORMATION AT THE BOTTOM OF THIS FORM.
5. Attach certificate and additional insured endorsement/blanket policy wording to this Transmittal Coversheet and fax or email only (DO NOT MAIL ORIGINAL HARD COPY) to:

SEND TO: As an Attachment in an Email to: permitsvcs@bothellwa.gov or Fax to: (425) 806-6130

CHECKLIST OF CITY OF BOTHELL REQUIRED INSURANCE

ATTACH Certificate of insurance with minimum **\$1,000,000** CGL each occurrence, **\$2,000,000** general aggregate and a **\$2,000,000** products, completed operation aggregate limit; and, **\$1,000,000** Automobile Liability limits.

IMPORTANT - Under "Description of Operations" or confirmation by Email:

1. City of Bothell is an Additional Named Insured* per attached CG 20 12 (or See Below)
2. Primary limits apply ("sole negligence" wording is unacceptable).
3. "XCU" and "Subsidence" hazards are NOT excluded from policy coverage.
4. Indicate "All City Permitting" (for automatic BLANKET authority)
5. Please reference ON THE CERTIFICATE that this applies to work in "ROW".

MUST ATTACH Copy of an Additional Insured endorsement CG 20 12 or other endorsement at least as broad as CG 20 12 or blanket additional insured policy wording attached to the certificate. Any additional insured endorsement shall cover governmental permitting.

NOTE: IF YOU STATE THAT THE CITY OF BOTHELL IS AN ADDITIONAL INSURED AS RESPECTS "ALL CITY PERMITTING," THIS GIVES THE CONTRACTOR AUTOMATIC BLANKET AUTHORITY. ISSUANCE OF ADDITIONAL CERTIFICATION WOULD NOT BE NECESSARY FOR OTHER DEVELOPMENT PROJECTS AND CITY PERMITS.

Certificate Holder and Additional Insured: City of Bothell
18415 101st Ave NE
Bothell, WA 98011

INSURANCE AGENT/BROKER: Please complete the following in case we need to contact you.

Name of Individual Agent/Broker completing this form:

Email Address:

Telephone:

THIS FORM MUST BE COMPLETED AND ATTACHED FOR INSURANCE CERTIFICATION TO BE PROCESSED

Note: Insurance coverage and limits of liability as specified herein are minimum coverage and limit of liability requirements only. They shall not be construed to limit the liability of permittee or any insurer for any claim that is required to be covered hereunder. Moreover, the City shall be an additional Insured, where additional insured status is required, for the full available limits of liability maintained by permittee, whether those limits are primary, excess, contingent or otherwise.