

ENGINEERING SERVICES DEPARTMENT

Capital Improvement Projects
District Support Services
Field Operations
Subdivision Engineering
Traffic Engineering

REQUIREMENTS FOR PROOF OF INSURANCE

Applicable to Public Improvement Permits, Sewer Construction Permits, Construction Permits, Permanent Encroachment Permits, and Temporary Encroachment Permits. (Utility Construction Permits and Transportation permits are regulated separately.)

PRIOR TO ISSUANCE OF A PERMIT TO WORK IN THE PUBLIC RIGHT-OF-WAY OR ANY PUBLIC EASEMENT, THE FOLLOWING REQUIREMENTS FOR PROOF OF INSURANCE AS SHOWN ON A VALID CERTIFICATE OF INSURANCE SHALL BE MET:

- 1.) Submittal of an original document.
- 2.) Name, address and telephone number of insurance agency.
- 3.) Name, address and telephone number of insured who shall at all times be the contractor properly licensed to accomplish the work and identified as such on the permit to be issued. In cases of engineering investigations the Engineer of Work is considered the contractor for insurance purposes. Similarly, where permits are issued for temporary traffic control and a licensed professional need not do the work, the applicant is also the insured.
- 4.) Company (ies) affording coverage.
- 5.) Statement clearly certifying validity of document as proof of insurance coverage.
- 6.) Provision and identification of the type of insurance as General Liability with a minimum limit of \$1,000,000.00 for each occurrence and aggregate for combined bodily injury and property damage. The policy number, policy effective date and policy expiration date shall be provided. Coverage must be current, in force and the policy expiration date must not precede the permit expiration date.
- 7.) Provision and identification of the City of Encinitas as Additional Insured.
- 8.) Provision and identification of the City of Encinitas as Certificate Holder using the following address:

City of Encinitas
Attn: Engineering Services
505 South Vulcan Avenue
Encinitas, CA 92024
- 9.) Notification regarding Cancellation Procedure limited to the following:

“Should any of the above described policies be canceled before the expiration date thereof the issuing company will mail 30 days written notice to the Certificate Holder named.”

Any exceptions to the above declaration are unacceptable and shall be deleted or crossed out.
- 10.) Original signature of authorized representative of insurance carrier.

Facsimile copies of Certificate of Insurance are acceptable provided the original document has been mailed and is forthcoming. Should the City of Encinitas fail to receive the original document the permit shall be declared invalid retroactive to the date of issuance and thereby revoked. Use (760) 633-2818 please.

Should you have any questions regarding these requirements please contact the Engineering Services Department at (760) 633-2780/2779.