



## REQUIREMENTS FOR RIGHT-OF-WAY PERMITS (Effective 12/1/02)

A permit for work in the City of Tempe public right-of-way shall not be issued until both a valid **Certificate of Insurance** and a copy of the contractor's valid **State of Arizona Contractor's License** are both on file with the City of Tempe Engineering Division as follows:

1. If not already on file, a copy of the contractor's valid State of Arizona Contractor's License shall be submitted to the City of Tempe, Engineering Division, at P.O. Box 5002, Tempe, AZ 85280, or via fax at (480) 350-8591.
2. A valid Certificate of Insurance meeting the following requirements shall be submitted to the City of Tempe, Engineering Division, at the address or fax number listed above.

**Any Certificate of Insurance that is not in compliance with the requirements below will be returned to the insured for revision until the requirements are met.**

- ❖ Certificate Holder shall be: City of Tempe  
Attn: Engineering Division  
P.O. Box 5002  
Tempe, AZ 85280
- ❖ **City of Tempe** shall be named as Additional Insured for **General Liability, Automobile Liability, and Excess Liability** if used to reach required limits. The following language is not acceptable in additional insured statement: "...if/as required by written contract..."
- ❖ **Commercial General Liability** combined single limit shall be at least **\$1,000,000**.
- ❖ **Automobile Liability** combined single limit shall be at least **\$1,000,000**.
- ❖ The Cancellation Clause shall provide no less than (30) days advance written notice of **cancellation** or termination, with the allowance of a ten (10) day notice for non-payment of premium. The Cancellation Clause **shall not include** the phrases "**endeavor to**" or "**but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives**".
- ❖ "**Binders**" are **not acceptable**. A Certificate of Insurance is only acceptable when a policy number is noted.

If you have any questions regarding these requirements, please contact the Engineering Division at (480) 350-8200.