CONTRACTOR INFORMATION CHECKLIST

____ ROC Contractor’s License  
Contractor License Class A is required for right-of-way work. Other license classifications will need pre-approval by Sr. Civil Engineer.

____ City of Tempe Sales Privilege Tax Number  
Contact City of Tempe Tax and License Division at 480-350-2955

____ Certificate of Liability Insurance (See Acord sample)  
Remove any job or project references on Certificate of Insurance.

   ____ General Liability: $1,000,000.00
   ____ Automobile Liability: $1,000,000.00
   ____ Worker’s Compensation
   ____ City of Tempe is additionally insured for Auto & General Liability
   Certificate Holder: City of Tempe, 31 East 5th St., Tempe, AZ  85281

Cancellation Options:
   a. ____ 30-day notice of cancellation/10 day non-payment listed under “Description of Operations/Locations/Vehicles”
   b. ____ Separate endorsement for 30 day notice of cancellation
   c. ____ Separate letter on Letterhead from contractor

**To verify that all documentation complies with these requirements, email: permitcenter@tempe.gov or Fax to 480-350-8560**

To submit or for questions related to the application or permit, please call:

Engineering (Fees, Insurance, Permits) 480-350-8288
Neighborhood Services 480-350-8223 (After Hours Noise Abatement)
Tempe Tax & License (Sales Privilege Tax) 480-350-2955
Traffic Engineering - Ramon Mata 480-350-2924 (Haul Routes & Traffic Control)
480-350-8025 Julian Dresang

Revised 11/23/15