

CONTRACTOR PROVIDED COI CANCELLATION LETTER

Risk management has established guidelines for a letter from contractors to the City of Tempe guaranteeing timely notice of insurance cancellation needed for working in the right-of-way.

This letter obligates the contractor to notify the City of Tempe of any changes to the required insurance coverage and not just cancellation. Any changes deemed unacceptable by the City of Tempe may cause any and all Engineering permits to be suspended or revoked until the insurance is deemed to be in compliance with City of Tempe Engineering requirements.

The letter may state that it is for permits, but may not reference job site or permit numbers. The letter shall reference the General Liability and Auto Liability policy numbers. Please include Umbrella or Excess policy numbers if such policies were used to reach the required coverage limits. The letter will be signed by the business owner or company officer of high standing, and not by an administrative assistant or secretary. It also must be on the company letterhead.

Here is the language that will be considered acceptable:

(Company name) will provide the City of Tempe with a 30 day advance written notice, in writing, if any of their insurance policies (insert appropriate policy numbers here) have been cancelled, terminated, non-renewed or materially changed and do not meet the requirements of the permit, and a 10 day notice for cancellation due to non-payment of premium. Notice will be sent by certified letter via the U.S Postal Service to:

City of Tempe Attn:
Community Development
P.O. Box 5002
Tempe AZ, 85280

If you have any questions, please contact the City of Tempe Community Development at (480) 350-8341 or email permitcenter@tempe.gov