



# Attachment 1A

## **For Encroachment Permit Applicants:**

The County is trying to minimize the time it spends processing the insurance documents submitted for encroachment permit applications. Please assist us in our efforts by requiring your insurance company to identify or include the information below on the insurance documents. Please note that we will not issue the permit until an acceptable insurance document is provided to us.

1. The encroachment permit number must be identified in the section labeled "Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions".
2. The name and telephone number of a contact person for both the insured entity and the insurance company must be included in the appropriate sections.
3. Below are the types of insurance required and the minimum limits
  - a. Comprehensive or Commercial General Liability Insurance, including coverage for blanket contractual, owners' and contractors' protective and broad form property damage liability, with a minimum combined single limit coverage of one million dollars for all damages because of bodily injury, sickness, disease, or death to any person and damages to property including the loss thereof arising out of each accident or occurrence.
  - b. Comprehensive Automobile Liability including coverage for automobiles, owned, non-owned, leased or hired by or on behalf of the contractor with a minimum combined single limit of one million dollars for all damage because of bodily injury or death to any person and damages to property including the loss of use thereof arising out of each accident or occurrence.
  - c. Worker's Compensation Insurance pursuant to State Law, including Employer's Liability.
4. The name for the certificate holder is "Contra Costa County". Address is 255 Glacier Drive, Martinez, CA 94553
5. Contra Costa County, its employees, officials and agents should be named as additional insureds in the Commercial General and Automobile Liability insurance policies for the purpose and duration of the permit.
6. Please delete the clause "But failure to mail such notice shall impose no obligation or liability of any kind upon the insurance company, its agents or representatives" from the recital in the Cancellation Section.

Please advise your insurance company that the yearly renewal of the certificate should also include the above information.

The certificate of insurance should be submitted to Robert Hendry, Contra Costa County Application and Permit Center located at 30 Muir Road, Martinez, CA 94553-4601. Please contact Robert Hendry at (925) 674-7744 for questions related to the insurance requirements.