



# Public Works Permitting

## Liability Insurance Requirements



503-823-1987



[pwp@portlandoregon.gov](mailto:pwp@portlandoregon.gov)

Your project is required to have a certificate of liability insurance with an endorsement on file with Public Works Permitting. The certificate and endorsement must meet the requirements detailed in this document. The certificate and endorsement must be on file and approved prior to issuance of your permit(s), must be replaced prior to expiring, and must remain in effect for the duration of the permitted work. A lapse in coverage or failure to renew coverage can result in stoppage of permitted work or revocation of your permit(s).

This document should be provided directly to your insurance agent to aid them in issuing a certificate of liability insurance and endorsement that complies with the City of Portland's insurance requirements for Public Works Permits.

**CERTIFICATE AND ENDORSEMENT REQUIREMENTS** – Submit a certificate of liability insurance and an endorsement meeting the following requirements:

### Certificate of Liability Insurance

- General Liability coverage of a minimum of \$2,000,000 (two million dollars) in aggregate
- General Liability coverage of a minimum of \$1,000,000 (one million dollars) per occurrence
- City of Portland Public Works Permitting named as the certificate holder using the address:

**City of Portland  
Public Works Permitting  
1900 SW 4<sup>th</sup> Avenue Suite 5000  
Portland OR 97201**

- The Description of Operations section of the certificate must include the following project-specific information **(NOTE: remember to insert the Public Works Permit project-specific name and project number(s))** – which can be found in the header of any e-mail sent to you about your public works permit):

**All operations of the named insured, including all operations by subcontractors, performed under a public works permits authorized by the City of Portland for Bureau of Transportation Permit Number T##### and Bureau of Environmental Services Permit Number EP### – ProjectName.**

### Endorsement

- CG 20 12 endorsement or approved equivalent endorsement, for **work performed under a PERMIT issued by a city or municipality.**
- Names the **"City of Portland and its officers, directors, employees, and agents"** if the form names the additional insured entity

**SUBMIT insurance documents directly to Public Works Permitting by email:** [pwp@portlandoregon.gov](mailto:pwp@portlandoregon.gov)

### CONTACT US

Public Works Permitting can be reached by email at [PWP@portlandoregon.gov](mailto:PWP@portlandoregon.gov) or by telephone at 503-823-1987.

### ACCESSIBILITY

To ensure equal access, the City of Portland will make accommodations in full compliance with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations and additional information, and complaints, contact the Title II and Title VI Coordinator at Room 1204, 1120 SW 5<sup>th</sup> Avenue, Portland OR 97204, or by telephone 503-823-5185, City TTY 503-823-6868, or use Oregon Relay Service: 711.