

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Dan Saltzman Commissioner Leah Treat Director

Utilities, Construction & Inspection – Insurance & Bonding

Insurance requirements for street and sidewalk use permits: The City of Portland requires the following two documents for Street and Sidewalk Use Permits. The certificate and endorsement must be approved by the City Attorney before a permit can be issued. Please allow six (6) business days for processing.

1. A Standard Certificate of Liability Insurance: The insurance certificate is intended to protect the public from any liability it may incur as a result of granting the requested permit. Certificate shall contain the following:

- City of Portland – Utilities, Construction & Inspection (UCI) named as the Certificate Holder as follows:
 - City of Portland - UCI
 - 1120 SW 5th Ave – Room 825
 - Portland OR 97204
- Minimum Coverage Requirements for Liability Insurance:
 - Per Occurrence coverage not less than \$1,000,000 (one million dollars) per occurrence.
 - General Aggregate coverage not less than \$2,000,000 (two million dollars).
- Notification of Cancellation:
 - The City of Portland requires 30 (thirty) days written notice from the insurance company prior to cancellation of the policy.
- In the “DESCRIPTION OF OPERATIONS...” section of the certificate:
 - Indicate the type of permit requested (Street/Lane/Sidewalk Closure, Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party).
 - If the insured seeks a permit for a location/locations that are different than the Insured’s address on the certificate, the location(s) must be listed.
 - If the insured continuously seeks permits for varying locations and dates, you may indicate “All Operations”. Do not list each permitted location/date. If you do, a new certificate and endorsement will be required for each.
 - Include the following language: “The City of Portland is an additional insured per attached [*insert name of endorsement*] endorsement”. (See section # 2 for endorsement requirements.)

2. An additional insured endorsement form: The City of Portland accepts endorsements referring to permits and state or political subdivisions:

- The City of Portland **must** be listed in the schedule section of any endorsement where one is included.
- The policy number on the certificate and on the endorsement must be an exact match.
- The following endorsements are accepted:
 - CG 20 12 07 98; “Additional Insured - State or Political Subdivisions –Permits” **or**
 - BP 04 52 07 02; “Additional Insured - State or Political Subdivisions –Permits” **or**
 - An endorsement equivalent to the CG 20 12 07 98 or BP 04 52 07 02 endorsements.

Questions and Submissions:

Phone: 503-823-7142

E-Mail: insurance@portlandoregon.gov

Fax: 503-865-3427

Mail: Please mail to the Certificate Holder Address above.



The Portland Bureau of Transportation fully complies 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, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR POLITICAL
SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE*

<p>State Or Political Subdivision:</p>
<p>*Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.</p>

The following is added to Paragraph **C. Who Is An Insured** in **Section II – Liability**:

- 4. Any state or political subdivision shown in the Schedule is also an insured, subject to the following provisions:
 - a. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

b. This insurance does not apply to:

- (1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- (2) "Bodily injury" or "property damage" included within the "products-completed operations hazard".