

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

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**Chloe Eudaly** Commissioner **Chris Warner** Director

## Utilities, Construction & Inspection (UCI) – Insurance & Bonding

**Insurance requirements for street and sidewalk use permits:** The City of Portland requires a certificate of liability insurance **and** an additional insured endorsement 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 5-7 business days for processing. **Documents that contain missing or incorrect information will require a longer processing period.**

- **Certificate of Liability Insurance:** The insurance certificate is intended to protect the city from any liability it may incur as a result of granting the requested permit. The certificate shall contain the following:
  - City of Portland – Utilities, Construction & Inspection (UCI) named as the **Certificate Holder** as follows:
    - City of Portland
    - Portland Bureau of Transportation
    - Attn: UCI
    - 1120 SW Fifth Ave, Suite 1331
    - Portland OR 97204
  - Minimum Coverage Requirements: **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: List the type of permit requested (Street/Lane/Sidewalk Closure (TSUP), Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party, etc.). For sidewalk Cafes and Vending Carts, list the premise location(s). **If the insured requests permits for multiple locations and dates, indicate “All Operations”. Do not list each permitted location/date, or else a new certificate and endorsement will be required for each permit.**
- **Additional insured endorsement:** The City of Portland accepts endorsements referring to permits and state or political subdivisions including CG 20 12 and BP 04 52 **or equivalent**. All fields on endorsements must be filled out. All pages of an endorsement must be submitted for review.
  - **Policy Number:** If the form has a designated space for the policy number, the policy number must be listed OR a schedule of forms and endorsements must be provided. | If there is no space for the policy number on the endorsement, then the endorsement must be listed in the description section of the certificate OR a schedule of forms and endorsements must be provided.
  - **Schedules:** “The City of Portland and its officers, directors, employees, and agents” should be listed in any schedules provided. Alternately, the schedule may read, “Any state or governmental agency or subdivision or political subdivision that issues permits or authorizations to the insured”.
  - **Please note:** We do not accept endorsements limiting coverage to work the insured performs for the additional insured. The insured is not performing work FOR the City. They are requesting a permit FROM the City to utilize the public right-of-way. Premise-based endorsements are also not accepted. We issue permits for the public right-of-way, not for premises

**Questions and Submissions:** Phone: 503-823-7142 | Email: [insurance@portlandoregon.gov](mailto:insurance@portlandoregon.gov)

Website: <http://www.portlandoregon.gov/transportation/insurance>



*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.*