



City of Rohnert Park
Development Services

TRANSPORTATION PERMIT INFORMATION PACKET

PERMIT:

Attached is the transportation permit packet for the City of Rohnert Park which includes the permit and required City insurance forms. The submittal of these forms does not constitute a valid permit; **all documents must be reviewed and accepted by the City prior to the issuance of any permit.**

City Ordinance requires that a permit request be submitted a minimum of 72 hours prior to the date required. **Due to limited staff in Development Services, the permit processing time is generally longer than 72 hours. Please plan accordingly.**

INSURANCE:

Along with the transportation permit application, proof of general liability insurance in the amount of \$2 million dollars and auto liability in the amount of \$2 million dollars, or a satisfactory plan of self-insurance is required. Such insurance must cover all bodily injury and property liability incurred during the moving period, and must have an endorsement naming the City of Rohnert Park as additional insured and providing primary coverage. The endorsements must include the following language: *"The City of Rohnert Park, its officials, officers, employees and volunteers are named as additional insured."*

Enclosed are the City's required insurance forms for your use. **Please note that if insurance documents are not submitted on City forms, the review process could take several weeks.**

FEES:

The current fees for a transportation permit issued by the City of Rohnert Park are as follows:

Single Permit:	\$16.00	Annual Permit:	\$90.00
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All checks should be made payable to the City of Rohnert Park. A copy of the check must be submitted with the permit application. Please do not mail a check until your permit has been approved. All checks received prior to the issuance of any permit will be returned.

PLEASE ENSURE THAT THE FOLLOWING ARE SUBMITTED TOGETHER:

- Completed Transportation Permit form;**
- Completed Insurance Certificate on City form;**
- General Liability Insurance endorsement on City form (CG 20 12 07 98);**
- Automobile Insurance endorsement on City form;**
- Proof of Workers Compensation Insurance with Waiver of Subrogation;**
- Copy of check or money order for permit fee.**

After permit approval, please send final approved insurance certificate and endorsements with wet signatures and check or money order to:

City of Rohnert Park
ATTN: Development Services
130 Avram Avenue
Rohnert Park, CA 94928

Thank you.

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Insurance Requirements

NOTICE: Contractors/Homeowners shall not perform any work, or allow any work to be performed, on behalf of the City or in the City right-of-way, until insurance documents described below have been accepted and approved by the City.

Insurance Submission

The Certificate of Insurance, required endorsements, waivers, and declarations should be sent directly to the City's contract/permit point of contact: _____ . The City's preferred method for certificate submission is email. Certificates that have been emailed should not also be sent in hard copy to the City.

Minimum Requirements for all Agreements and Permits:

- Certificate of Insurance Listing the City as Certificate Holder:** The City of Rohnert Park, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations”
- Policy Type:** An Occurrence Policy is required.
- Additional Insured Endorsement:** Non-ISO forms must be at least as broad as the specified ISO form listed in the requirements. Acceptable forms for ongoing operations include CG 20 10, CG 20 12 (Good for permits only), CG 20 26 (must name the city), CG 20 33, CG 20 38 or insurance company's equivalent. For completed operations CG 20 37 (also good for permits), CG 20 39, and CG 20 40 or insurance company's equivalent.
- Primary and Non-Contributory Endorsement:** Primary and non-contributory language must be endorsed and/or included in the policy form. CG 20 01.
- Notice of Cancellation Endorsement:** Thirty (30) days prior notice of cancellation or material change in coverage. Ten (10) days notice for non-payment of premium is acceptable. If endorsement cannot be provided, please include language on certificate of insurance “description of operations” section.
- Waiver of Subrogation:** This applies to all categories listed in the Certificate of Insurance Forms (e.g.: general liability, auto liability, workers' compensation, professional liability, etc.). Check off “Subrogation Waived” box on Certificate of Insurance and provide endorsement. If endorsement cannot be provided, please include language on certificate of insurance “description of operations” section.
- Additional Requirements:** Depends on Agreement and Permit Type. Please see below. Note – specialized insurance liability coverages will be evaluated on a case-by-case basis.

Contract/Permit Name: _____

Risk Manager (or designee) Approval: _____

Please see the next three pages for Insurance Requirements by Agreement Type

Requirement by Agreement & Permit Type

Contractual Services	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10 or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Encroachment Permits - Minor	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: Prefer to see CG 20 12 or CG 20 26, G 20 10, AND CG 20 37 (<i>NOTE: CG 20 33, CG 20 38, CG 20 39, and CG 20 40 not acceptable as the work is not for the City</i>) <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Encroachment Permits - Major	<input type="checkbox"/> General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: Prefer to see CG 20 12 or CG 20 26, G 20 10, AND CG 20 37 (<i>NOTE: CG 20 33, CG 20 38, CG 20 39, and CG 20 40 not acceptable as the work is not for the City</i>) <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Lease Agreements	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 11 or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Park or Street Closure Permits/Use of City Facilities	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 12 or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01

	<input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000. <input type="checkbox"/> Alcohol Liability (if applicable): \$2,000,000
Professional Services Agreement – Design or Environmental Services	<input type="checkbox"/> General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$2,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Contractors – Construction (Low Risk)	<input type="checkbox"/> General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Builders Risk : Value <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
Contractors – Construction (Intermediate Risk)	<input type="checkbox"/> General Liability: \$3,000,000 per occurrence and \$6,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Builders Risk : Value <input type="checkbox"/> Workers' Compensation (If applicable): Statutory limits and Employer's Liability (E.L.) of \$1,000,000.

<p>Contractors – Construction (High/Major Risk)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> General Liability: \$5,000,000 per occurrence and \$10,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10, CG 20 26, CG 20 33 (not allowed for sub-contractors), or CG 20 38 AND CG 20 37, CG 20 39, or CG 20 40 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations (If Digging/Excavating): Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Professional Liability/ Errors and Omissions (If applicable): \$1,000,000 minimum plus Declarations, Coverage Part, and schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Builders Risk : Value <input type="checkbox"/> Workers’ Compensation (If applicable): Statutory limits and Employer’s Liability (E.L.) of \$1,000,000.
<p>Transportation Permits</p>	<ul style="list-style-type: none"> <input type="checkbox"/> General Liability: \$2,000,000 per occurrence and \$4,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$1,000,000 combined single limit <input type="checkbox"/> Additional Insured Endorsement: CG 20 10, CG 20 12, CG 20 26, or CG 20 33 (not allowed for sub-contractors), or CG 20 38 <input type="checkbox"/> Primary & Non-Contributory Endorsement: CG 20 01 <input type="checkbox"/> General Liability Declarations: Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> Workers’ Compensation (If applicable): Statutory limits and Employer’s Liability (E.L.) of \$1,000,000.

For any questions – please contact the City’s Risk Manager at (707) 588-2221 or jcannon@rpcity.org.