





### CITY OF ROHNERT PARK ENCROACHMENT PERMIT

Development Services  
130 Avram Avenue, Rohnert Park, CA 94928  
Ph: (707) 588-2232 FAX: (707) 794-9242  
[www.rpcity.org](http://www.rpcity.org)

{This section for City Use Only}

Permit No: EC \_\_\_\_\_ - \_\_\_\_\_

Original Permit to Permittee: \_\_\_\_\_  
Date/Initials

Permit Expires: \_\_\_\_\_

Permit Finaled: \_\_\_\_\_  
Date/Initials

**Print clearly and legibly. Fill in all applicable sections. Only complete submittals will be accepted.**

Permittee: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permittee Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ State License No.: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of work: \_\_\_\_\_

This permit is to be strictly construed and no work or activity other than that specifically mentioned above is authorized hereby. Subject to all the terms, conditions, and restrictions written hereon or attached hereto, permission is hereby granted Permittee for the work above.

- INSURANCE CERTIFICATES AND ENDORSEMENTS REQUIRED (Refer to second page of permit for specific requirements. **City-approved** certificate and endorsements forms are available on City website or at Rohnert Park Development Services.)
- PROOF OF BUSINESS LICENSE REQUIRED
- INSPECTION REQUIRED (**Call Public Works Inspector at 588-2237 at least 24 hours prior to commencement of work and/or requesting an inspection.**)
- FEE REQUIRED: Minor Encroachment Permit/Inspection: **\$401\***; Major Encroachment Permit/Inspection: **\$1,661\***  
\* Minimum charge per permit or actual cost at City Staff hourly rate, whichever is greater.
- PLANS/DRAWING/SKETCH FOR THE PROPOSED WORK – 8.5X11 OR 11X17

Work shall not proceed until the permit is approved by the City. If work commences without an approved permit, an additional **Investigative Fee** will be charged equal to the applicable permit fee. This permit shall expire 90 days from the approved date. Failure to complete the work within that time frame will require a new permit application and fees to be submitted and approved prior to the start of work. **Permittee shall call Underground Service Alert at 1-800-227-2600 a minimum of 48 hours before any excavation to locate existing underground utilities.**

To the full extent permitted by law, Permittee and Contractor (if applicable) shall indemnify, hold harmless, release and defend the City of Rohnert Park, its officers, elected officials, employees, agents and volunteers from and against any and all actions, claims, demands, damages, disability, losses, expenses including attorney's fees and other defense costs and liabilities of any nature that may be asserted by any person or entity including Permittee, in whole or in part, arising out of Permittee's activities hereunder, including the activities of other persons employed or utilized by Permittee in the performance of this Written Agreement (including design defects and regardless of City's approval, use or acceptance of the work or work product hereunder) excepting liabilities due to the sole negligence or willful misconduct of City. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Permittee under Worker's Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Permittee and shall continue to bind the parties after termination/completion of this Permit.

THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE CITY OF ROHNERT PARK STANDARDS AND SUBJECT TO THE PERMIT'S TERMS AND CONDITIONS, INCLUDING INSURANCE REQUIREMENTS ON PAGE 2 OF THIS PERMIT, AND SUBJECT TO INSPECTION AND APPROVAL.

No construction work shall be performed under this permit unless signed & stamped APPROVED by the City of Rohnert Park.

{This section for City Use Only}

Permittee Signature

Date

Contractor Signature

Date

APPROVED: City of Rohnert Park

Date

## ROHNERT PARK INSURANCE REQUIREMENTS

Without limiting Permittee's indemnification provided herein, Permittee shall procure and maintain, throughout the period of this Permit, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII against injury to persons or damage to property which may arise from or in connection with the activities hereunder of Permittee, its agents, employees or subcontractors:

A. Commercial General Liability Insurance at least as broad as ISO Commercial General Liability coverage (occurrence form CG 0001) with a minimum coverage of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage. Excess or umbrella liability insurance may be used to meet limit requirements. Coverage must be at least as broad as specified for the underlying coverages and shall meet all permit requirements.

B. Automobile Liability Insurance with coverage at least as broad as ISO Form numbers CA 0001 06 92, Code 1 ("any auto") with minimum coverage of not less than \$2,000,000 per accident for bodily injury and property damage for vehicles used in the performance of this Permit. If Permittee owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Permittee or Permittee's employee(s) will use personal autos in any way in conjunction with this permit, Permittee shall provide evidence of personal auto liability coverage for each such person.

The general liability and automotive liability policies are to contain, or be endorsed to contain, the following provisions:

(1) The City, its officers, elected officials, employees, agents and volunteers, are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Permittee; and with respect to liability arising out of the work or operations performed by or on behalf of Permittee including materials, parts or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, elected officials, employees, agents and volunteers. General liability coverage can be provided in the form of an endorsement to the Permittee's insurance, or as a separate owner's policy.

(2) For any claims related to this Permit, the Permittee's insurance shall be primary insurance as respects to the City, its officers, elected officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, elected officials, employees, agents and volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

C. Worker's Compensation as required by the State of California with coverage in the statutory amounts and Employer's liability insurance with minimum coverage of not less than \$1,000,000 per accident for bodily injury or disease. The Worker's Compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against City, its officers, employees, agents and volunteers for losses paid under the terms of this policy which arises from the work performed by the Permittee. **If Permittee has no employees, Permittee may sign and file the following certification in lieu of insurance:**

*"I am aware of the provisions of California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with the provisions of that code before commencing with and during the performance of the work of this contract."*

Permittee signature: \_\_\_\_\_ Date: \_\_\_\_\_

D. Permittee shall furnish City with certificates and original endorsements effecting the required coverage prior to execution of this Agreement by City. **The endorsements shall be on forms provided by City.** Any deductible or self-insured retention shall be disclosed to and approved by City. Each insurance policy shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice to City by certified mail, return receipt requested, has been given to the City.



# Insurance Requirements

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**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

<b>Contractual Services</b>	<input type="checkbox"/> <b>General Liability:</b> \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> <b>Auto Liability:</b> \$1,000,000 combined single limit <input type="checkbox"/> <b>Additional Insured Endorsement:</b> CG 20 10 or CG 20 26 <input type="checkbox"/> <b>Primary &amp; Non-Contributory Endorsement:</b> CG 20 01 <input type="checkbox"/> <b>Professional Liability/ Errors and Omissions (If applicable):</b> \$1,000,000 minimum <input type="checkbox"/> <b>Workers' Compensation (If applicable):</b> Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
<b>Encroachment Permits - Minor</b>	<input type="checkbox"/> <b>General Liability:</b> \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> <b>Auto Liability:</b> \$1,000,000 combined single limit <input type="checkbox"/> <b>Additional Insured Endorsement:</b> Prefer to see CG 20 12 or CG 20 26, G 20 10, <b>AND</b> 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"/> <b>Primary &amp; Non-Contributory Endorsement:</b> CG 20 01 <input type="checkbox"/> <b>General Liability Declarations (If Digging/Excavating):</b> Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> <b>Workers' Compensation (If applicable):</b> Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
<b>Encroachment Permits - Major</b>	<input type="checkbox"/> <b>General Liability:</b> \$2,000,000 per occurrence and \$4,000,000 in the aggregate <input type="checkbox"/> <b>Auto Liability:</b> \$1,000,000 combined single limit <input type="checkbox"/> <b>Additional Insured Endorsement:</b> Prefer to see CG 20 12 or CG 20 26, G 20 10, <b>AND</b> 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"/> <b>Primary &amp; Non-Contributory Endorsement:</b> CG 20 01 <input type="checkbox"/> <b>General Liability Declarations (If Digging/Excavating):</b> Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s) <input type="checkbox"/> <b>Workers' Compensation (If applicable):</b> Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
<b>Lease Agreements</b>	<input type="checkbox"/> <b>General Liability:</b> \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> <b>Additional Insured Endorsement:</b> CG 20 11 or CG 20 26 <input type="checkbox"/> <b>Primary &amp; Non-Contributory Endorsement:</b> CG 20 01 <input type="checkbox"/> <b>Professional Liability/ Errors and Omissions (If applicable):</b> \$1,000,000 minimum <input type="checkbox"/> <b>Workers' Compensation (If applicable):</b> Statutory limits and Employer's Liability (E.L.) of \$1,000,000.
<b>Park or Street Closure Permits/Use of City Facilities</b>	<input type="checkbox"/> <b>General Liability:</b> \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> <b>Additional Insured Endorsement:</b> CG 20 12 or CG 20 26 <input type="checkbox"/> <b>Primary &amp; Non-Contributory Endorsement:</b> CG 20 01

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

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

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