



This document outlines the insurance requirements for work within the City of Phoenix (City) public right-of-way (ROW). There may be other indemnity provisions imposed upon the permittee by laws or regulations that are not included in this notice. For questions or additional information, contact the Planning and Development Department Civil Permits Counter at 602-262-6551 – Option 1 – Option 1 (voice) or 7-1-1 TTY.

The City has established requirements for projects that require work within the public ROW in Phoenix City Code (PCC) Chapter 31, Article III, Section 31-40. The insurance requirements and procedures for obtaining a permit are summarized below:

1. Prior to the issuance of a permit, the contractor must obtain and deliver to the City an ACORD Certificate of Insurance evidencing Comprehensive General Liability coverages including but not limited to, bodily injury, property damage, products liability and completed operations, personal and advertising injury, containing no exclusions for; explosion, collapse and/or underground operations. This is mandatory for all permits.
2. Limits of liability shall be not less than:
 - a. A \$1,000,000 combined single limit when construction cost exceeds \$50,000.
 - b. Any ROW construction that is less than \$50,000 will require a liability limit of \$500,000.
3. The Contractor's Certificate of Insurance must have the statement "The City of Phoenix is named as Additional Insured."
4. Notice shall be mailed, emailed, or hand-delivered to:

City of Phoenix
Planning and Development Department
Civil Permits – Insurance Certificates
200 West Washington Street, Second Floor
Phoenix, AZ 85003
Email address: Pdd.cws.permits@phoenix.gov
5. Notice of policy cancellation, suspension or void must be provided by the Contractor to the City, within two (2) business days of receipt.