



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES
33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
949.248.3554 (www.danapoint.org)

INSURANCE CERTIFICATION REMINDERS WHEN PERFORMING WORK WITHIN PUBLIC RIGHT-OF WAY

****Please forward this document to your insurance company/agent with a request they provide documents directly to the City. You can contact Public Works Administration at 949-248-3554 if you have any questions regarding this process.**

The following are Insurance reminders in order to gain approval for an Encroachment Permit within the City of Dana Point.

PLEASE INCLUDE ALL APPLICABLE CHECK LIST ITEMS IN YOUR INSURANCE CERTIFICATE DOCUMENTS

APPLIES TO ALL WORK WITHIN PUBLIC RIGHT-OF-WAY: SUBMIT ALL ITEMS

- Please provide this document directly to your Insurance Agent and ask them to email certificate directly to a) Public Works Staff they are working with and b) PUBLCWORKScoord@danapoint.org

➔ Be sure to include Job Address or Company Name of the Insured in the Email Subject Line (i.e.; “Insurance Cert – Acme Landscaping” or “33801 Golden Lantern”)

- The named insured must be the same as permit applicant.
- The insurer providing coverage must have A.M.s best credit rating of A- OR BETTER
- General Liability minimum policy coverage level is \$1,000,000 each occurrence and \$2,000,000 aggregate.
- Date of certificate must be recent issued (within 30 days).
- Insurance must not be expired.
- The Certificate of Liability Insurance must list City of Dana Point as Certificate Holder
- Additional Insured endorsement page must name “The City of Dana Point, its employees, officials, and agents” as additional insured or have sufficient wording within a Blanket Endorsement referring to Certificate Holder. If applicant is not performing work FOR the City, the Additional Insured Endorsement must be for “State or Governmental Agency or Subdivision or Political Subdivision – Permits or Authorizations”
- Endorsement Page(s) must include wording that your company’s insurance is “primary and non-contributory” with the City’s insurance.

ONLY SUBMIT WHEN CONSTRUCTION IMPACTS PUBLIC IMPROVEMENTS

- Endorsement Page(s) to include clause for “Completed Operations” when proposed work impacts street, sidewalk or curb & gutter.