

ENCROACHMENT PERMIT INSURANCE CHECKLIST

Permit Application Applicant Initials_____

Questionnaire required If Special Event Applicant Initials_____

***Please note: Insurance is required from the contractor performing the actual services**

CERTIFICATE OF INSURANCE

Certificate of Insurance *(See ADOT Permit Insurance Requirements next page -Special Event Permit Requirements, purple highlight.)* Applicant Initials_____

***Certificate Holder should read: The State of Arizona or ADOT, 1324 N. 22nd Ave., Phoenix, AZ 85009 (Permit Office address is acceptable)**

COMMERCIAL GENERAL LIABILITY

Additional Insured Endorsement Form for Ongoing Operations Applicant Initials_____

Additional Insured Endorsement Form for Completed Operations **(Construction Only)** Applicant Initials_____

Waiver of Subrogation Endorsement Form Applicant Initials_____

Primary and Non-Contributory Endorsement Form Applicant Initials_____

AUTO LIABILITY

Additional Insured Endorsement Form *-When autos for hire.* Applicant Initials_____

Waiver of Subrogation Endorsement Form *-When autos for hire.* Applicant Initials_____

WORKER'S COMPENSATION

Waiver of Subrogation Endorsement Form *-When workers are compensated.* Applicant Initials_____

***ANY OF THE ABOVE ITEMS NOT RECEIVED MAY DELAY APPROVAL OF INSURANCE CERTIFICATE**

Applicant Signature: _____ Date: _____

Permit Tech Signature: *Susan Rojas* Date: _____

ADOT Permit Insurance Matrix

Encroachment Insurance Requirements

Commercial General Liability	Commercial Auto Liability	Work Comp/Employers' Liability	Aviation Liability*
\$1,000,000 Occurrence	\$1,000,000 Combined Single Limit	\$1,000,000 Each Accident	\$1,000,000 Occurrence
\$2,000,000 Annual Aggregate		\$1,000,000 Each Disease-Employee	\$2,000,000 Annual Aggregate
		\$1,000,000 Each Disease-Policy Limit	
Required Endorsements	Required Endorsements	Required Endorsement	Required Endorsements
Additional Insured	Additional Insured	Waiver of Subrogation	Additional Insured
Waiver of Subrogation	Waiver of Subrogation		Waiver of Subrogation
Primary & Non-contributory			Primary & Non-contributory
Other Endorsements ⁺			
Completed Operations ¹			
Explosion/Collapse/Underground			

Film & Parade Insurance Requirements

Commercial General Liability	Commercial Auto Liability	Work Comp/Employers' Liability	Aviation Liability*
\$1,000,000 Occurrence	\$1,000,000 Combined Single Limit	\$1,000,000 Each Accident	\$1,000,000 Occurrence
\$2,000,000 Annual Aggregate		\$1,000,000 Each Disease-Employee	\$2,000,000 Annual Aggregate
		\$1,000,000 Each Disease-Policy Limit	
Required Endorsements	Required Endorsements	Required Endorsement	Required Endorsements
Additional Insured	Additional Insured	Waiver of Subrogation	Additional Insured
Waiver of Subrogation	Waiver of Subrogation		Waiver of Subrogation
Primary & Non-contributory			Primary & Non-contributory

Special Event Insurance Requirements

Commercial General Liability	Commercial Auto Liability	Work Comp/Employers' Liability	Aviation Liability*
\$5,000,000 Occurrence	\$1,000,000 Combined Single Limit	\$1,000,000 Each Accident	\$1,000,000 Occurrence
\$5,000,000 Annual Aggregate		\$1,000,000 Each Disease-Employee	\$2,000,000 Annual Aggregate
		\$1,000,000 Each Disease-Policy Limit	
Required Endorsements	Required Endorsements	Required Endorsement	Required Endorsements
Additional Insured	Additional Insured	Waiver of Subrogation	Additional Insured
Waiver of Subrogation	Waiver of Subrogation		Waiver of Subrogation
Primary & Non-contributory			Primary & Non-contributory

***Aviation Liability** insurance is required when aircraft of any kind, including drones or other unmanned aircraft, will be in our right of way.

+**Completed Operations**¹ is required for any/all construction, boring, alteration, etc. or as determined by Risk Management. **XCU**² is required for any boring, digging, use of explosives, as the type of work warrants or as determined by Risk Management.

