



**RISK MANAGEMENT DIVISION
INSURANCE REQUIREMENTS FOR ENCROACHMENT PERMITS**

Proof of insurance must be provided on an ORIGINAL CERTIFICATE OF INSURANCE. This document must be signed, a stamped signature will suffice.

Type of Insurance Required: General Liability

Limits of Coverage: Bodily Injury:
\$1,000,000 per occurrence
\$2,000,000 aggregate
Property Damage:
\$1,000,000 per occurrence
Personal Injury:
\$1,000,000 per occurrence

Certificate Holder: The Certificate Holder is “The City of Roseville, Attn: Risk Management, 311 Vernon St., Roseville, CA 95678”.

****Additional Insured**:** The “City of Roseville, its officers, agents, volunteers and employees” must be specifically named as an additional insured on the policy.
A separate endorsement document must accompany the Certificate of Insurance. A statement on the Certificate will not suffice.

Description of Operations: This section should read “Encroachment Permit. If the Certificate is being issued to cover more than one permit the description can be generalized to reflect this.

Cancellation Notice: The City requires a 30-day cancellation notice.

Questions: If you have questions regarding insurance requirements you may call the Risk Management Division at (916) 774-5202.

****Please note that a permit will not be issued if the policy expiration date is within 30 days of application.**