



City of Mission Viejo
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

INSURANCE REQUIREMENTS

OFFICE 949-470-3040

FAX 949-581-5394

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1. Proof of general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injury, personal injury, and property damage written by insurers with a minimum "Best's" insurance rating of "A:VII+" or equivalent subject to approval by Risk Management.
 2. Proof of automobile liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence.
 3. Proof of workers' compensation insurance coverage per statutory limits and employer's liability insurance in an amount not less than one million dollars (\$1,000,000).
 4. The City, its officers, officials, employees, agents, and volunteers shall be named as additional insured on separate additional insured endorsement form(s) covering both ongoing and completed operations.
 5. The following wording in the cancellation clause must be struck out or deleted as shown and initialed by the insurance representative:

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will ~~endeavor to~~ mail 30 days written notice to the certificate holder named to the left ~~but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.~~

6. All insurance forms are subject to Risk Management approval.
7. The City will accept a faxed copy of the certificate of insurance. The original certificate must be mailed to:

City of Mission Viejo
Public Works Department
Attn: Public Works Permits
200 Civic Center
Mission Viejo, CA 92691