



FLAG INSTALLATION ENCROACHMENT PERMIT

City of Chico – General Services Department Insurance Requirements - Information Sheet

Following is a summary of the insurance requirements for the issuance of a Flag Installation Encroachment Permit pursuant City of Chico Administrative Procedure and Policy No. 60-19 and City Risk Management Office procedures:

An applicant for a Flag Installation Encroachment Permit shall obtain and provide to the City evidence that the applicant has a commercial general liability insurance policy from a U.S. domiciled insurance company licensed to do business in the State of California with an A.M. Best Company rating of "B" or better, or an unlicensed U.S. domiciled company with a rating of "A"; which provides coverage against all liabilities for bodily injury, personal injury or property damage.

The liability insurance obtained shall be in an amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$1,000. An Occurrence policy is required.

Applicants for a Flag Installation Encroachment Permit must submit evidence of coverage in the form of a **certificate of insurance with policy endorsements** executed by an authorized official of the insurer. The policy endorsements to be attached to the certificate shall provide that:

1. The City of Chico, its officers, boards and commission, and members thereof, its employees and agents are covered as **additional insureds** as respects to **any** liability arising out of the activities of the named insured. **A CG 2013 endorsement form or equivalent is required.**
2. The insurance coverages afforded by this policy shall be **primary** insurance as respects to the additional insureds. Any insurance or self-insurance available to the additional insureds shall be excess and non-contributing to any loss.

The above language can be included on the additional insured endorsement form or on a separate endorsement form. A photocopy of the language from the policy (typically found in the section which discusses "Other Insurance" and "Methods of Sharing") is also acceptable as evidence of primary coverage **provided that it is transmitted to the City with a note or letter on insurance agency or company letterhead certifying it is from the policy of the insured.**

In addition, the certificate of insurance or endorsement must provide to the City at least **thirty (30) days prior notice of cancellation** or material change in coverage.

Please provide this information sheet to your insurance agent or broker and request that he or she issue the certificate, with endorsements, to the City of Chico, Attention: Risk Management, P.O. Box 3420, Chico, CA 95927. The City will not issue the Permit until the evidence of insurance is approved. If your agent or broker has questions regarding these insurance requirements, he or she should call the Risk Management office at (530) 879-7910.

City of Chico – Human Resources & Risk Management
PO Box 3420 | Chico, CA 95927
Phone (530) 879-7910 | Fax (530) 895-4733
RiskManagement@ci.chico.ca.us