

Insurance Requirements

Insurance Submission

The Certificate of Insurance, required endorsements, waivers, and declarations should be sent directly to the City of Chico’s Risk Management Office.

The City of Chico’s preferred method for certificate submission is email. Emailed certificates should be sent to risk-management@chicoca.gov. Certificates that have been emailed should not also be sent in hard copy to the City.

Certificates may be sent to the City via fax: (530) 895-4733 or

USPS: City of Chico, Human Resources & Risk Management, P.O. Box 3420, Chico, CA 95927.

Minimum Requirements for all Agreements & Permits

- Certificate of Insurance Listing the City as Named Insured:** The City of Chico, its officers, boards and commissions, and members thereof, its employees and agents
- Policy Type:** An Occurrence policy is required
- Additional Insured Endorsement:** Non-ISO forms must be at least as broad as the specified ISO form listed in the requirements.
- Primary & Non-Contributory Endorsement:** Primary and non-contributory language must be endorsed or included in the policy form.
- Notice of Cancellation:** Thirty (30) day prior notice of cancellation or material change in coverage. Ten (10) day notice for non-payment of premium is acceptable.

Requirements by Agreement & Permit Type

Contractual Services	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Auto Liability: \$500,000 per occurrence <input type="checkbox"/> Additional Insured Endorsement: CG 20 10 or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement
Encroachment Permits	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 12 * or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement
Encroachment Permits - Requiring Excavating/Digging	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 12 * or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement <input type="checkbox"/> General Liability Declarations: Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s)
Lease Agreements	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 11 or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement
Outdoor Café Permits	<input type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input type="checkbox"/> Additional Insured Endorsement: CG 20 12 * or CG 20 26 <input type="checkbox"/> Primary & Non-Contributory Endorsement <input type="checkbox"/> General Liability Declarations: Must include the Policy Declarations, Coverage Part, and Schedule of Forms (Endorsement/Exclusions List) Page(s)
Park or Street Closure Permits	<input checked="" type="checkbox"/> General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate <input checked="" type="checkbox"/> Additional Insured Endorsement: CG 20 12 * or CG 20 26 <input checked="" type="checkbox"/> Primary & Non-Contributory Endorsement

****See next page for online insurance options****



PUBLIC WORKS DEPARTMENT
OPERATIONS & MAINTENANCE

965 Fir Street
P.O. Box 3420
Chico, CA 95927-3420

(530) 896-7800 or (530) 894-4200
Fax (530) 891-9781
<http://www.ChicoCA.gov>

Park and Street Closure Permit Insurance

The City of Chico has partnered with Gales Creek to provide affordable Special Events Insurance that meets the City's insurance requirements for Park and Street Closure Permits. Special Events Insurance is required for all Street Closure Permits, and all Park Permits that are open to the public, and/or have amplified sound, and/or have an expected attendance of 101 people or more.

If interested, click the link below to access the Gales Creek website. Once on the website, use the "Apply Online Now" button on the middle of the page to receive the discounted public agency rates.

Gales Creek Website: <http://www.galescreek.com/app/index.cfm?jointpowers=1>