



### Permit Insurance Requirements

A certificate of liability insurance is intended to protect the City from any liability that may arise because of issuing the requested permit. The City of Happy Valley requires both a certificate of liability insurance and an additional insured endorsement to be submitted, approved, and on file before a permit is issued. The certificate shall include the following:

- **Additional Insured Endorsement:** The City of Happy Valley accepts endorsements referring to permits and state or political subdivisions, see those listed on the first page in **GREEN** on [this list](#). Schedules should list, “The City of Happy Valley and its officers, directors, employees, and agents” or, “Any state or governmental agency or subdivision or political subdivision that issues permits or authorizations to the insured.”
- **Certificate Holder:** City of Happy Valley is to be listed as a Certificate Holder addressed to:  
City of Happy Valley, 16000 SE Misty Drive Happy Valley, OR 97086.
- **Minimum Insurance:** The City of Happy Valley requires at minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for liability insurance. Utility providers must have higher limits described in [12.05.150](#) of the municipal code.

Permit Type	General Liability*	Automobile Liability	Worker’s Compensation	Additional Insured Endorsements	Other
Right of Way Types 1,3 & 4	\$1M/\$2M			<a href="#">Acceptable Forms</a>	
Right of way Type 2 (Utility Providers)	\$3M/\$3M	\$3M	\$1M	<a href="#">Acceptable Forms</a>	Waiver of Subrogation for GL/WC. Limits per HVMC <a href="#">12.05.150</a>
Right of Way Encroachment	\$1M/\$2M			<a href="#">Acceptable Forms</a>	
Site Development	\$1M/\$2M			<a href="#">Acceptable Forms</a>	
Erosion Control (Stand Alone)	\$1M/\$2M			<a href="#">Acceptable Forms</a>	

**\*General Liability \$Occurrence/\$Aggregate**

- Notice of Cancellation:** The City of Happy Valley requires thirty days written notice of cancellation from the insurance company prior to cancellation of the policy.
- Issuances Date:** The certificate of insurance must have an issuance date that is less than three months.
- Other -** The producing agent must sign the certificate of insurance, and all blank spaces must be filled out properly with the policy number and scheduled organization.
- Waiver of Subrogation:** Utility operators must supply a waiver of subrogation for general liability and workers’ compensation, see HVMC 12.05.150 for requirements.