



# Right of Way Permit Application Checklist & Insurance Requirements

## APPLICATION CHECKLIST

- ☐ Completed [application](#) ensure the following items are included:
- ☐ Type of work selected,
- ☐ Description of Work selected,
- ☐ Estimated start date and duration of project,
- ☐ Estimated cost of work in the right of way (if large project, provide a detailed estimate breakdown),
- ☐ Happy Valley Business License number,  
Need one? Visit <https://www.happyvalleyor.gov/business/business-licenses/> or call 503.783.3800
- ☐ Construction Contractors Board License (CCB) number,
- ☐ Signature of the Property Owner/Applicant **AND** Contractor.
- ☐ Certificate of Insurance naming the City of Happy Valley as additional ensured, Certificate Holder and which has the following limitations (See Insurance Matrix below).
- ☐ Insurance endorsement documentation (See Insurance Matrix below).
- ☐ Drawing showing location of activity and work to be completed.
- ☐ Traffic Control Plan.
- ☐ Payment (this is determined by your estimate and can be done after application is submitted and reviewed).

## INSURANCE REVIEW CHECKLIST *(Specific Insurance Requirements)*

- ☐ Insurance limits **are not less than** those listed in the insurance matrix below.
- ☐ Certificate of Insurance has an issuance date that is less than 3 months old.
- ☐ General liability policy is on occurrence form, not claims made.
- ☐ Policy terms are current for all policies.
- ☐ The producing agent signed the Certificate of Insurance.
- ☐ The City of Happy Valley is a certificate holder with the correct name and address listed as:  
(City of Happy Valley, 16000 SE Misty Drive Happy Valley, OR 97086).
- ☐ The City will receive 30-Days Notice of Cancellation.
- ☐ Additional Insured Endorsement form is listed in **green** on [this list](#). (Governmental entities may have other endorsement types).
- ☐ If there is space for a policy number or scheduled organization on the Additional Insured Endorsement it is filled out properly.
- ☐ If Applicant is a utility operator, a waiver of subrogation endorsement for general liability and worker's compensation must be included. See HVMC 12.05.150 for utility operator requirements (PGE has exemption due to franchise agreement until 2024).

## Right-of-Way Permit Insurance Requirement Matrix

Permit Type	General Liability*	Automobile Liability	Worker's Compensation	Additional Insured Endorsement	Other
Type 1	\$1M/\$2M	\$1M	\$1M	<a href="#">Acceptable Forms</a>	
Type 2 (Utility Providers)	\$3M/\$3M	\$3M	\$1M	<a href="#">Acceptable Forms</a>	Waiver of Subrogation GL/WC Limits per HVMC 12.05.150 except for PGE.
Type 3	\$2M/\$2M	\$1M	\$1M	<a href="#">Acceptable Forms</a>	
Type 4	\$2M/\$2M	\$1M	\$1M	<a href="#">Acceptable Forms</a>	

\*General Liability \$Occurrence/\$Aggregate

**SEND COMPLETED APPLICATION (including supporting documentation) TO: [permits-engineering@happyvalleyor.gov](mailto:permits-engineering@happyvalleyor.gov)**