

# SONOMA COUNTY WATER AGENCY

## *CUSTOMER INSTRUCTION SHEET FOR REVOCABLE LICENSE APPLICATION And TYPICAL INSURANCE REQUIREMENTS*

A Revocable License is required for both short-term and long-term access to Sonoma County Water Agency's (Water Agency) properties. Examples of short-term use are: construction of storm drain outlets into flood control channels; perpendicular utility crossings both overhead and underground; short-term surface use and access; and landscaping and channel beautification projects. Examples of long-term use are pedestrian, bike paths, long-term maintenance, and roadways.

### **STEPS:**

1. Your application cannot be processed without complete information. Provide all information that pertains to your work or activity within Water Agency's properties. Processing of this application does not begin until all required information as defined in these instructions and the application is accepted as complete by the Water Agency.
2. Fill out the application completely. Give a clear location referenced by address and Assessor Parcel Number. Also include references for the cross-street, closest landmark, project name or any other identifier sufficient to locate the work/access requested. If you have questions or need assistance completing the application, please call the Water Agency at (707) 526-5370. **Faxed applications will be accepted, however, the original signed application must be on file before the license can be issued.**
3. Attach two sets of **final** drawings of the proposed work that affects Water Agency's properties. The scope of work under your final approval will not be extended to cover items of work not already described.
4. When submitting an application please allow approximately fifteen (15) working days to process a complete application.
5. Applications for long-term use of Water Agency's properties must be accompanied by a preliminary title report for the subject properties. The preliminary title report shall not be older than 90 days.
6. A Revocable License has insurance requirements. Typical requirements are general liability, auto, workers compensation, and a Policy Endorsement form for general liability; or evidence of self insurance. The Revocable License can not be issued until the insurance requirements are in place. Applicant shall provide the required insurance certificates within 15 working days from date of application.
7. A Revocable License is issued to the contractor or person who will be performing the work or activity. Subcontractors will be authorized to work under your permit provided: a) you submit a list

of subcontractors with the application; b) the subcontractor is listed on the Revocable License; and c) the list includes a contact person and phone number for each subcontractor.

8. You will be notified by phone when the Revocable License is complete and ready for signature. Revocable Licenses will **not** be faxed for signature. ***Only original signatures will be accepted.***
9. In some cases the applicant may need to enter through an Water Agency's gate to access a work site. In those cases the Licensee shall supply the Water Agency with a key or combination lock to ensure other users are not locked out. The lock shall be supplied to the Water Agency at the time the Revocable License is issued. Water Agency will remove the lock when the Revocable License has expired. The lock will be returned if the Licensee provides a properly stamped, self-addressed box; otherwise the lock will be discarded.

**The following items are typical insurance requirements that must be in place prior to issuance of a Revocable License. The applicant has 15 working days from date of application to submit these requirements.**

- A. **Workers Compensation Insurance** with statutory limits as are required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

*The policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the Sonoma County Water Agency.*

- B. **Commercial General Liability Insurance** covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000.00 combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

1. *The Sonoma County Water Agency, its officers and employees, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this contract.*
2. *The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.*
3. *The insurance provided herein is primary coverage to the Sonoma County Water Agency with respect to any insurance or self-insurance programs maintained by the Sonoma County Water Agency.*
4. *This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the Sonoma County Water Agency.*

- C. **Automobile Liability Insurance** covering bodily injury and property damage in an amount no less than \$1,000,000.00 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

*This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the Sonoma County Water Agency.*

**Insurance Documentation**

The following documentation shall be provided to the Water Agency:

- A. Properly executed Certificates of Insurance clearly evidencing all coverage, limits, and endorsements required above. Said Certificates shall be provided prior to execution of the license by the Water Agency.
- B. Signed copies of the specified endorsements for each policy.
- C. Upon Water Agency's request, certified copies of insurance policies. Said policy copies shall be provided within fifteen (15) days of Water Agency's request.

**Insurance Policy Obligations**

Licensee's indemnity and other obligations shall not be limited by the foregoing insurance requirements.