



# CONTRACTOR REQUIREMENTS FOR WORKING IN THE RIGHT OF WAY

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Subject: RIGHT-OF-WAY BOND AND INSURANCE REQUIREMENTS

The City of Olympia requires the following bond and insurance information before a permit can be issued for work in the City Right-of-Way (ROW)

- City License            Current City of Olympia business license
- State License            Current State contractors license
- ROW Bond                A ten thousand dollar (\$10,000.00) Street Excavation and Obstruction Bond.  
For your use, a copy of our bond form is attached.

Note: Prior to issuance of any permits to work within the public right-of-way, a performance of work surety, of a value of no less than 125 percent of the work proposed, will be submitted and approved by the Director of Community Planning and Development. This surety is in addition to any contractor licenses, contractor bonds, or insurance requirements.

The type and amount of security will be pursuant to code or, if not specified, be at a minimum of \$10,000 or 125 percent of the value of the work performed, whichever is greater, at the discretion of the City of Olympia. Types of securities include, but are not limited to, a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned savings account, or a set-aside letter as acceptable by the City Attorney.

- ROW Insurance            A copy of your Certificate of Insurance with the following minimums:  
  
100,000 Personal  
50,000 Property  
200,000 Per Occurrence

The certificate must list the City as: "**City of Olympia is added as additionally insured.**"