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| <p style="text-align: center;">OTTAWA COUNTY ROAD COMMISSION</p> <p style="text-align: center;">ADMINISTRATIVE POLICY</p> | <p style="text-align: center;">NUMBER: 13</p> <p style="text-align: center;">EFFECTIVE DATE: 08/19/14</p> <p style="text-align: center;">REVISION NUMBER:</p> |
| <p style="text-align: center;">SUBJECT: INSURANCE REQUIREMENTS FOR ISSUANCE OF A PERMIT</p> | |

1. Municipal construction projects within county road right-of-way.

Require: Project Specifications contain provisions requiring the contractor awarded the project to supply a Certificate of Insurance naming the Ottawa County Road Commission, County of Ottawa, Board of County Road Commissioners and their officers, agents, and employees as additional named insured.

2. Public Utility Permits

Provide an Insurance Certificate with Ottawa County Road Commission, County of Ottawa, Board of County Road Commissioners and their officers, agents, and employees as additional named insured.

3. Commercial Drive Permits

Require the Ottawa County Road Commission, County of Ottawa, Board of County Road Commissioners and their officers, agents, and employees as additional named insurance certificate from contractors constructing driveways, which require either modification of the existing road pavement, or the addition of extra traffic lanes.

4. All Other Miscellaneous Permits

Require a Certificate of Insurance as listed in Item 5 on reverse of the Permit form.
Minimum Limits - \$ 300,000 Property Damage, \$1,000,000 Public Liability

5. All Permits

When applicant signs the permit form, he has agreed to the Indemnification Condition (Item 6) on reverse of the Permit form.

Adopted by the Board of County Road Commissioners: August 19, 2014

This policy supersedes and rescinds the previous Insurance Requirements for Issuance of a Permit to Work in Right-of-Way Policy of June 2, 2011.