

**CITY OF OCEANSIDE  
RIGHT-OF-WAY PERMIT  
CHECKLIST FOR INSURANCE CERTIFICATE SUBMITTAL**

The City Of Oceanside requires that the applicant (1) provide proof of liability insurance and (2) name the City of Oceanside as additional insured on the policy.

Proof of insurance is in the form of a certificate of insurance.

The insurance companies require an endorsement to the policy when naming the City as additional insured. The endorsement is an additional sheet to the policy.

The checklist below is provided to help you comply with these 2 requirements.\*

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**CERTIFICATE OF INSURANCE**

- ☐ \$1 million (or amount determined by City) single limit general liability insurance
- ☐ Date(s) of the permitted work falls within the “policy effective” and “policy expiration” dates
- ☐ Named insured must be consistent with permittee information on the permit application
- ☐ Certificate holder address:

City of Oceanside  
Engineering Department  
300 North Coast Highway  
Oceanside, CA 92054

**ENDORSEMENT**

- ☐ “The City of Oceanside, its officers, employees and volunteers are named as additional insured.” NO RESTRICTIVE WORDING is acceptable, other than to restrict the coverage to liability arising out of the operations of the insured.

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**\* THE INSURANCE MUST BE IN A FORM ACCEPTABLE TO THE CITY AND THIS CHECKLIST IS NOT AN ALL INCLUSIVE LIST OF THE CITY’S REQUIREMENTS.**