



**City of Scottsdale**

*Planning and Development Department*

*One Civic Center*

*7447 E. Indian School Road, Suite 100*

*Scottsdale, Arizona 85251*

*Phone: 480-312-2500; FAX: 480-312-7088*

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**NOTICE – CERTIFICATE OF INSURANCE  
FOR WORK PERFORMED OR STRUCTURES CONSTRUCTED  
IN THE PUBLIC RIGHT-OF-WAY**

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Under Chapter 47 of the Scottsdale Revised Code, work performed within any City right-of-way (ROW) may occur only after issuance of a ROW permit.

Effective immediately, no applicant shall be issued a ROW permit until the City receives a Certificate of Commercial General Liability Insurance in the amount of one million dollars (\$1M), or as required. The City of Scottsdale must be named as an “Additional Insured”, with respect to all work performed in ROW while the work is in progress, and/or any permanent structure remains in the ROW. The Certificate of Insurance must be provided by an insurance carrier authorized to do business in Arizona with an AM Best, Inc. rating of B++ 6 or above.

For a permit to be issued for work or a structure in the ROW, the applicant must provide:

- Name, license number, address, and telephone number of the contractor performing the work
- Arizona Department of Revenue transaction privilege tax (TPT) license number
- Job supervisor’s name, and office & mobile telephone number, or pager number
- Plan check number or a copy of the plans with the plan check number clearly visible on them

The applicant must maintain valid Insurance as long as the work is in progress or the structure remains in the ROW. Certificates of Insurance may be faxed to the above fax number. Should you have any questions or comments regarding this letter and the requirements, please feel free to contact the City of Scottsdale at 480-312-2500.