

City of Inglewood —Public Works Department

Requirements for Public Works Permit

1. Prepare standard plans and specifications (if any) for your proposed work in the city right of way and submit to Public Works (counter) for review and approval. Electronic submittal will not be accepted. Plans will be review in 5 to 10 business days. Plans check fee of \$132. Per hour will be applied.
2. Once the plan for the proposed work was approved, complete and submit a PW Permit Application Form. Describe proposed work in detail, attach the approved plan, and traffic control plan.
3. Traffic control plan should be notified as per WATCH (manual) or MUTCD standard. If not, traffic control plan must be prepare and stamp by Ca traffic engineer.
4. Other required items before issuing the permit are (Insurance):

A. COMMERCIAL GENERAL LIABILITY

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc. (ISO) form CG 00 01 11 85 or 11 88) in an amount not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate OR \$1,000,000 by occurrence and \$3,000,000 umbrella. Such insurance shall include products and completed operations liability, independent vendors liability, broad form contractual liability, and cross liability protection. The "City of Inglewood, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. (ISO) forms CG 20 10 11 85 of CG 20 26 1185 or equivalent.

B. REQUIRED INSURANCE DOCUMENTATION

- a. Certificate of Insurance

The Certificate Holder must be the "City of Inglewood."

- b. Endorsements

In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

1) Additional insured endorsements to the general liability and auto liability insurance policies. The "City of Inglewood, its officials, employees and agents" must be endorsed to the contractor's general liability policy as well as to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

2) Cancellation notice endorsements. Each policy must be endorsed to provide that the policy shall not be cancelled or nonrenewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

3) **Primary and noncontributory coverage endorsements.** The general liability and (if required) professional liability policies must be endorsed to provide that each policy shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

C. WAIVER OR MODIFICATION OF THE INSURANCE REQUIREMENTS

Any waiver or modification of the insurance requirements can only be made by the City Attorney's Office. All waiver or modification requests are reviewed on a case-by- case basis.

D. INDEMNIFICATION

Vendor shall indemnify and hold harmless the City and its officers, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or part by any negligent act or omission of the vendor, anyone directly or indirectly employed by any of them or anyone for whose acts may be liable, except where caused by the active, sole negligence, or willful misconduct of the City. If any action or proceeding is brought against Indemnities by reason of any act of the matters against which consultant has agreed to indemnify Indemnities as provided above, vendor, upon notice from City, shall defend Indemnities at vendor's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld.

5. Obtain calculation or permit fee from Public Works and Pay permit fee to Cashier.
6. Permit holder must notify all property owner's on the whole street block where work the work will be perform.
7. Request for city inspection by calling 310-412-5333, 3 working days before the required inspection.
8. Obtain Inspector approval signature once inspection is completed and approved. Approval signature form is either through Building Department or PW approved plan.