



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

[www.cityofsitka.com](http://www.cityofsitka.com)

[planning@cityofsitka.org](mailto:planning@cityofsitka.org)

907-747-1814

## COMMERCIAL LAND USE PERMIT

### CERTIFICATE OF INSURANCE FACT SHEET

This fact sheet is intended to provide guidance for commercial land use permit applicants obtaining a certificate of insurance from their insurance provider(s) as required for the permit application. Requirements for insurance coverage for commercial land use permits are established in Sitka General Code (SGC) 14.10.050. The City and Borough of Sitka (CBS) requires the following:

1. The insurance policy must be current.
2. The "Certificate Holder" must be listed as:
  - City and Borough of Sitka
  - 100 Lincoln Street
  - Sitka, AK 99835
3. The entity named as the "Insured" party must match the business name on the permit application. If you are doing business under another name, please list the entity insured followed by "dba" (doing business as) the business name applying for the permit.
4. Commercial General Liability
  - a. Permittees are required to have at all times during the period of operations under the permit to maintain a commercial general liability insurance policy of not less than \$1,000,000 combined single limit (i.e. for each occurrence).
  - b. CBS must be named as additionally insured for this policy. Please ensure that the "ADDL INSD" (Additionally Insured) box next policy is checked, or that CBS is explicitly named as additionally insured elsewhere on the COI.
5. Automobile Liability
  - a. Permittees who are using a vehicle(s) to transport persons or materials to, from, or within the permit area are required to have a liability insurance policy for each vehicle to be used.
  - b. The limits of coverage provided under this policy shall not be less than \$1,000,000 for each occurrence (combined single limit for bodily injury and property damage).
  - c. Under the "Description of Operations/Locations/Vehicles", please ensure that all vehicles identified for use on the permit application are listed.
6. Under the "Cancellation" section, please include, "Written notification will be given to the Certificate Holder not less than 30 days before the policy is cancelled, modified, or terminated for any reason."

Please contact the Planning Department for any additional information regarding insurance requirements for commercial land use permit applications.