April 2014

Dear Contractor;

Enclosed please find the updated Excavation Permit application for the City of Kingston Department of Public Works. Anytime a City of Kingston street or public right of way is to be excavated for any reason or a sidewalk/street parking blocked, this application must be filled out and submitted to the City of Kingston Department of Public Works for approval and a permit issued. Applications are available at our main office.

Along with the application you will need to provide:
- Surety Bond
- Proof of Liability & Disability Insurance
- Proof of Workman’s Compensation Insurance
- Proof of contact with Dig Safely
- Description/Plan of Work
- Proper Fees

Absolutely no work may be performed without the proper permits and insurance on file in our office. A minimum of a 48 hour turnaround is needed. For any questions regarding the permitting process please call us for clarification.

Sincerely,

Michael Schupp
Superintendent of Public Works

Enc.
INSURANCE REQUIREMENTS FOR EXCAVATION PERMIT
Must be submitted to DPW administration office at time of application

- **Bond of Indemnity with surety** $10,000.00 (ten thousand dollars)

- **Worker's Compensation Coverage**
  
  ________
  Contractor needing coverage with outside carrier
  Form C-105.2 – Certificate of Worker’s Compensation

  ________
  Contractor needing coverage and self-insured
  Form SI-12 – Certificate of Worker’s Compensation Self-Insurance

  ________
  Contractor not required to carry coverage
  Form CE-200 – Certificate of Attestation of Exemption from NYS Worker’s Compensation and/or Disability Benefits Insurance Coverage

- **Disability Benefits Requirements**
  
  ________
  Contractor needing coverage with outside carrier
  Form DB-120.1 – Certificate of Disability Benefits Insurance

  ________
  Contractor needing coverage and self-insured
  Form DB-155 – Certificate of Disability Self-Insurance

  ________
  Contractor not required to carry coverage
  Form CE-200 – Certificate of Attestation of Exemption from NYS Worker’s Compensation and/or Disability Benefits Insurance Coverage

- **Commercial General Liability Insurance**

  **Written on Commercial General Liability Form**
  
  **Including:**
  Contractual Liability
  Independent Contractors
  Products and Completed Operations

  Certificate Holder Must Name City of Kingston – 420 Broadway Kingston NY 12401 and Include:

  *Name and Address of Insured*  
  *Type of Coverage in Effect*

  *Issue Date of Certificate*  
  *Policy Number*

  *Insurance Company Name*  
  *Inception and Expiration Dates*

  *Limits of Liability for all policies included on the certificate*

  Bodily Injury Liability Insurance not less than $1,000,000.00 (one million dollars) for each occurrence
  Not less than $2,000,000 (two million dollars) general aggregate

  Property Damage Liability Insurance not less than $1,000,000.00 (one million dollars) for each occurrence
  Not less than $2,000,000 (two million dollars) general aggregate