

## REQUIREMENTS FOR INSURANCE DOCUMENTATION

The City must receive a valid **Certificate of Insurance** accompanied by the policy's **Endorsement** at least 2 weeks prior to your activity's start date. Please ask your insurer to forward the documents containing the minimum requirements listed below. The documentation should be emailed to [BParks@burlingtonwa.gov](mailto:BParks@burlingtonwa.gov):

### **1. CERTIFICATE OF INSURANCE**

- a. Additional Insured/Certificate Holder\* must be listed as:  
City of Burlington  
833 S. Spruce Street  
Burlington, WA 98233  
*\*Do not list specific departments, facilities or persons as Additional Insureds/Certificate Holders*
- b. Description of Operations/Additional Remarks must include the statement:  
"Additional Insureds include the City of Burlington, it's elected officials, appointed officers, employees, volunteers and agents."
- c. Minimum Thresholds of Coverage:
  1. Commercial General Liability Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
  2. Automobile Liability insurance shall be written with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

### **2. ENDORSEMENT**

- a. An Endorsement using ISO Form CG 20 26 or coverage at least as broad must accompany the Certificate of Insurance.
- b. Additional Insured must be listed as:  
City of Burlington  
833 S. Spruce Street  
Burlington, WA 98233
- c. The insured's policy number must be referenced on the Endorsement.

Please direct questions to Shelley Johnstone at [shelleyj@burlingtonwa.gov](mailto:shelleyj@burlingtonwa.gov) or (360) 755-9649, x7803.