



INFORMATIONAL BULLETIN
Planning & Development Services (P&DS)
Building Inspections Division
TOPIC: Certificate of Insurance (COI)
Requirements for Contractor Registrations
January 25, 2024

This informational bulletin by Planning & Development Services (P&DS), provides general information about Certificate of Insurance (COI) requirements for contractors who apply for building construction permits, and certain contractors working in the City's right-of-way (ROW). No work shall start nor performed in the City's ROW until the COI is submitted to the City for review and acceptance. Providing a COI is not a guarantee that work can be performed in the City's ROW. All necessary permits must be submitted to the City for review and approval and a contractor must have an active registration with the city. The Certificate of Insurance must be an ACORD 25 industry standard insurance form. For any questions about building permits, contractor registrations, and COI, please visit our website at Arlingtontx.gov, **Planning & Development Services Department** or the **One Start Center (817-459-6502)** located on the second floor of City Hall.

Master Electrician/Electrical Contractor and Master Sign Electrician/Electrical Sign Contractor, required COI:

Insurance requirements:

- \$300,000 per occurrence (combined for property damage and bodily injury)
- \$600,000 aggregate (total for property damage and bodily injury coverage)
- \$300,000 aggregate (products and completed operations)

The Certificate of Liability is required to list the City of Arlington's Planning and Development Services as the Certificate Holder:

City of Arlington
Planning and Development Services Department
101 W. Abram Street, MS 01-0241
Arlington, TX 76010-3231

Concrete Contractor, General Contractor (working in the ROW), House Move Contractor, Irrigation Contractor, LP Gas Contractor, New Home Builder / Remodeler, Public Service Provider (AT&T, Verizon, T-Mobile,) ROW contractors (contractors working for the Public Service Provider), and Small Cell Contractor required COI:

Commercial General Liability Insurance requirements: Every Registrant doing work in any City rights-of-way shall carry Commercial General Liability Insurance with a combined single limit of not less than One Million and No/100 Dollars (\$1,000,000.00) per occurrence, with an aggregate of not less than Two Million and No/100 Dollars (\$2,000,000.00). The Registrant shall make the City of Arlington a Certificate Holder and present proof of insurance at the time of registration and all subsequent renewals. Notice of policy cancellations or failure to renew coverage shall be cause for revocation of registration, denial of inspections or cancellation of permits.

The Certificate of Liability is required to list the City of Arlington's Planning and Development Services as the Certificate Holder:

City of Arlington
Planning and Development Services Department
101 W. Abram Street, MS 01-0241
Arlington, TX 76010-3231

Additionally, the city has adopted a Right-of-Way (ROW) Management ordinance that outlines requirements for working in the City's ROW, which can be found on the city's website. Click [HERE](#) for the ROW ordinance.