



Salt Lake City Corporation Insurance Checklist

Certificates of Insurance must meet the required coverage & modifications. These special provisions are required by the Salt Lake City Attorney's Office. If these provisions are not included on the certificate, they will have to be returned for corrections & could delay contract execution. We are encouraging certificates of insurance be submitted electronically to airportinsurance@slc.gov

The following information must be included on the certificates and endorsements:

1. Coverage
 - Commercial General Liability insurance providing a \$5,000,000 per occurrence limit of liability, including coverage for products and completed operations.
 - Business Auto Coverage Form providing a \$5,000,000 per occurrence limit of liability.
 - Workers' Compensation insurance in compliance with Utah State laws.
2. Certificate Holder
 - **Salt Lake City Corporation** must be named as the Certificate Holder.
PO Box 145550
Salt Lake City, UT 84114-5550
3. Additional Insured
 - **Salt Lake City Corporation** must be named as additional insured per ISO endorsement for both general and automobile liability policies per ordinance.
4. Notice of Cancellation
 - Thirty days notice of cancellation is required for General, Automobile, and Umbrella Liability Policies.
5. Rating
 - Insurance companies must be listed on the Department of the Treasury's Fiscal Service List 570 or have an "A-" rating or better in **Best's Key Rating Guide**.

Please forward a copy of this information to your/company insurance agent. Please contact Real Estate & Commercial Development with any questions at 801-575-2489 or airportinsurance@slc.gov