



# 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@slcgov.com](mailto:airportinsurance@slcgov.com)

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

1. Coverage

- Commercial General Liability and Umbrella Liability insurance providing a \$2,000,000 per occurrence limit of liability, including coverage for products and completed operations.
- Business Auto Coverage Form providing a \$2,000,000 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 Endorsements

- **Salt Lake City Corporation** must be named as additional insured per ISO endorsement for General, Automobile, and Umbrella (if applicable) Liability Policies.
  - **Per written contract or agreement will not be accepted.**

4. Notice of Cancellation Endorsements

- Thirty days notice of cancellation is required for General, Automobile, and Umbrella (if applicable) 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 the Administration & Commercial Services Division with any questions at 801-575-2322 or [airportinsurance@slcgov.com](mailto:airportinsurance@slcgov.com)