

## CONTRACTOR INFORMATION CHECKLIST

\_\_\_\_\_ **ROC Contractor's License**

Contractor License Class A is required for right-of-way work. Other license classifications will need pre-approval by Sr. Civil Engineer.

\_\_\_\_\_ **City of Tempe Sales Privilege Tax Number**

Contact City of Tempe Tax and License Division at 480-350-2955

\_\_\_\_\_ **Certificate of Liability Insurance** (See Acord sample)

Remove any job or project references on Certificate of Insurance.

\_\_\_\_\_ General Liability: \$1,000,000.00

\_\_\_\_\_ Automobile Liability: \$1,000,000.00

\_\_\_\_\_ Worker's Compensation

\_\_\_\_\_ City of Tempe is additionally insured for Auto & General Liability

Certificate Holder: City of Tempe, 31 East 5th St., Tempe, AZ 85281

Cancellation Options:

- a. \_\_\_\_\_ 30-day notice of cancellation/10 day non-payment listed under "Description of Operations/Locations/Vehicles"
- b. \_\_\_\_\_ Separate endorsement for 30 day notice of cancellation
- c. \_\_\_\_\_ Separate letter on Letterhead from contractor

**\*\*To verify that all documentation complies with these requirements, email: [permitcenter@tempe.gov](mailto:permitcenter@tempe.gov) or Fax to 480-350-8560\*\***

**To submit or for questions related to the application or permit, please call:**

Engineering (Fees, Insurance, Permits)	480-350-8288
Neighborhood Services	480-350-8223 (After Hours Noise Abatement)
Tempe Tax & License (Sales Privilege Tax)	480-350-2955
Traffic Engineering - Ramon Mata	480-350-2924 (Haul Routes & Traffic Control)
	480-350-8025 Julian Dresang