

The general contractor shall provide a Certificate of Insurance, naming the “County of DuPage” as additional insured and “County of DuPage c/o Division of Transportation” as Certificate Holder, based upon the requirements of Art. 107.27 of IDOT’s “Standard Specifications for Road and Bridge Construction” (latest edition) per the attached information and sample certificate. The description of the certificate should include the note; “The Certificate Holder is named as additional insured with respect to general and automobile liability for all work performed within DuPage County rights-of-way”. In addition, the following items are required:

1. General and Automobile liability endorsements naming the “DuPage County, and Any and All Officers, Directors and Employees” as additional insureds to the policy; and
2. Cancellation/non-renewal endorsements for general and automobile liability stating the “County of DuPage c/o Division of Transportation” will be notified if such policy is cancelled. If the cancellation riders cannot be provided, the insured can provide a cancellation notice guarantee to the County per the attached sample (on the insured’s letterhead); and
3. Aggregate amounts of the policy shall be: “Per Occurrence” and shall follow the totals specified in the [Division of Transportation Highway Permit Insurance Schedule](#). Combined “General Aggregate” needs to meet the required total amount OR a combination of the General Aggregate and Excess/Umbrella liability needs to meet that aggregate amount; and aggregate amounts for auto must follow the same schedule.
4. Waiver of Subrogation on Workers Compensation and General liability and Auto liability endorsements.
5. Primary and Non-contributory endorsements.
6. Proof of Workers Compensation coverage on Certificate of Insurance only; and
7. Policy numbers must be identified on all pages of the policy/endorsements and coincide with the Certificate of Insurance.

Please mail or email the completed documents to the Division of Transportation Department e-mail at: hwypermits@dupageco.org.

If you have any questions, contact the Department at 630/407-6900 (M-F 8 am to 4:30 pm, excluding holidays).

DOT Permit Requirements:

Construction and Utilities insurance requirements are the same.

Certificates of Insurance and Endorsements shall IDENTIFY the project by either address, Project name or #, naming both the property owner (if applicable) and “DuPage County, and Any and All Officers, Directors and Employees as Additional Insured’s”.

Contractor is responsible for same insurance requirements of any sub-contractors they hire.

All endorsements must have the appropriate policy number (usually upper right corner).

Type of Insurance required is the same however limits vary by the total amount of the project.

Type of Insurance	Project <\$25K	Project >\$25K-150K	Project >\$150K-1M	Project >\$1M
Worker Comp.	Statutory	Statutory	Statutory	Statutory
Employers Liability	\$500,000	\$1M	\$1M	\$1M
General Liability	\$500,000	\$1M	\$1M	\$2M
Auto	\$500,000	\$1M	\$1M	\$1M
Umbrella Excess	\$0	\$0	\$1M	\$4M