



Spokane County Contractor Checklist

Please give this Checklist to your Bonding/Insurance Agent

- Spokane County Street Obstruction Bond.** The bond must be signed by the principle of the company, must have the agent's seal and the original must be on file with the County. The old bond forms that do not have the agent's address block will no longer be accepted. The new Spokane County Street Obstruction Bond Form can be downloaded from the County's website here: [Spokane County Street Obstruction Bond Form](#).

- Bond in the amount of \$10,000.**

NOTE: On the bond form where it states "for the period of _____ from the date of execution", please have agent enter "1 or 2 years or continuous", not the date.

- A Certificate of Insurance, in conjunction with the bond, is required.** The amount of liability that you carry for the state is acceptable if it is for one (1) million or more per occurrence. Your insurance agent will make out a certificate of insurance naming Spokane County as additional insured.

The Certificate Holder is Spokane County. Please mail certificate to:

Spokane County Public Works
Division of Engineering and Roads
Attn: Angela Roth, Permit Technician
1026 W. Broadway Avenue | Spokane, WA 99260-0170

- Under descriptions, please have agent add: **Spokane County is additional insured for work performed in County Right of Way.**
- Submit a set of plans showing the location, depth, length, etc., of installation or construction in the Right of Way.
- Submit a Traffic Control Plan by mail, email or fax showing the streets in the area, where the work will be performed, lane closures, how traffic will be diverted, location and types of warning signs and traffic cones. For information and forms, please visit:

Spokane County Traffic Control Plan

<http://www.spokanecounty.org/engineer/content.aspx?c=1502>

- Have insurance agent call Permit Coordinator at (509) 477-3600.
- Notify homeowner/s in affected areas prior to work commencing.

ALL PERMITS & TRAFFIC PLANS REQUIRE 2 BUSINESS DAYS NOTICE

Traffic Control Plans can be sent by email to: engpermits@spokanecounty.org

Spokane County Public Works
Division of Engineering & Roads
1026 W. Broadway Avenue | Spokane, WA 99260-0170
www.spokanecounty.org/engineer | Phone 509/477-3600 | Fax 509/477-4703