

# Procedures to Obtain Permits for Barricading, Excavating and/or Construction in Public Right-of-way

As required by City Ordinance, anyone working within City right-of-way is required to obtain a permit. The documents below must be on file in our system prior to submitting an application:

1. Contractor must present evidence of at least **\$2,000,000 in general liability insurance coverage**, by providing the original of a Certificate of Insurance, which shows the certificate holder as follows:

*City of Albuquerque  
Department of Municipal Development  
Construction Coordination Section  
PO BOX 1293  
Albuquerque, NM, 87103*

2. To perform excavation work, Contractor must have and provide a copy of a **State License GF-09, GF-98, MM-98, EL-01, or EE-98**.
3. To perform concrete work, contractor must have and provide a copy of a **State License GA-01, GA-02, GA-03, or GA-98**.
4. If excavating any part of the right-of-way, contractor must post and provide the original of a **\$10,000 Contractor's Excavation Bond** using the City's approved form.
5. If performing concrete work, must post and provide the original of an additional **\$5,000 Contractor's Sidewalk, Curb, and Gutter Bond** using the City's approved form.
6. If performing a water tap, must provide a water tapping bond associated with the activity in question.

All documents may be emailed to [dmdccs@cabq.gov](mailto:dmdccs@cabq.gov), or sent to our office.

**CONTRACTOR'S EXCAVATION BOND**

**BOND NO.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

**THAT** \_\_\_\_\_, as Principal, hereinafter called the Principal, and \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws, of the State of \_\_\_\_\_ and authorized to do business in the State of New Mexico, as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Albuquerque, New Mexico, as Obligee, hereinafter called the City, in the sum of **TEN THOUSAND DOLLARS (\$10,000)** for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal is excavating or is about to commence excavating of a public place within the City of Albuquerque; and

**WHEREAS**, the City's Street Excavation & Barricading Ordinance, 6-5-2-3 (A)(2), (R.O. 2005) requires the Principal to furnish such a bond.

**NOW, THEREFORE**, the condition of this obligation is such that, if the said Principal shall excavate and restore the public place in such a way as to comply with all requirements of the City's Street Excavation & Barricading Ordinance, and shall make payment to the City of all costs incurred by the City in performing work for the Principal and shall indemnify and save harmless the City against all incomplete or defective materials and workmanship for a period of one (1) year from the date the work is accepted by the City, then this obligation to be null and void; otherwise to remain in full force and effect.

**SIGNED AND SEALED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

Title: \_\_\_\_\_

**(Attach Power of Attorney)**



**CONTRACTOR'S SIDEWALK, DRIVE-PAD, CURB & GUTTER BOND**

**BOND NO.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

**THAT** \_\_\_\_\_, as Principal, hereinafter called the Principal, and \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the State of \_\_\_\_\_ and authorized to do business in the State of New Mexico, as Surety, hereinafter called the Surety, are held and firmly bound unto the City of Albuquerque, New Mexico, as Obligee, hereinafter called the City, in the sum of **FIVE THOUSAND DOLLARS (\$5,000)** for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS**, the Principal is building, constructing or is about to commence the building and construction of a concrete sidewalk, drive-pad, and/or curb and gutter within the City of Albuquerque; and

**WHEREAS**, the City's Sidewalk Ordinance, 6-5-5-8 et seq, (R.O. 1994), requires the Principal to furnish such a bond.

**NOW THEREFORE**, the condition of this obligation is such that, if the said Principal shall build and construct all sidewalks, drive-pads, and/or curbs and gutters in such a way as to comply with all requirements of the City's Sidewalk Ordinance, and shall indemnify and save harmless the City against all defects in or improper construction of any sidewalks, drive-pads, and/or curbs and gutters so built or constructed for one (1) year from the date of completion thereof, then this obligation to be null and void; otherwise to remain in full force and effect.

**SIGNED AND SEALED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

Title: \_\_\_\_\_

**(Attach Power of Attorney)**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
[REDACTED]

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER [REDACTED]	CONTACT NAME: [REDACTED]	FAX (A/C. No): [REDACTED]
	PHONE (A/C. No. Ext): [REDACTED]	E-MAIL ADDRESS: [REDACTED]
Albuquerque NM [REDACTED]	INSURER(S) AFFORDING COVERAGE	
INSURED [REDACTED]	INSURER A: [REDACTED]	NAIC # [REDACTED]
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 15-16 Rewrite REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			[REDACTED]			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 CYBRL \$ 50,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			[REDACTED]			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI split limit \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			[REDACTED]			EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> dmdccs@cabq.gov  City of Albuquerque Construction Division 600 2nd St. NW Room 800 Albuquerque, NM 87103	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE [REDACTED]
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