APPENDIX C5 – SAMPLE ACORD FORM WITH INSTRUCTIONS

The following page is the sample ACORD form with instruction. It has been included on its own sheet for ease of printing.
General liability insurance shall be occurrence based. The amount of coverage should be $250,000 per person and $1,000,000 per occurrence, as seen at right. If additional amounts are required it should be so indicated.

ACORD forms for utility facilities may be submitted with either the permittee or the contractor for the facility as the insured.

Describe in detail the work you intend to do being sure to include: District, application number, state routes, and operation (i.e. construct driveway and related improvements within PennDOT right of way at SR, seg, offset). The Commonwealth of Pennsylvania, Department of Transportation is named as an additional insured. If the form is for blanket insurance, it should be so indicated here.

Complete all contact information for producer and insured including NAIC number(s).

Certificate holder is the Commonwealth of Pennsylvania, Department of Transportation.

The Department requires 30 days advance written notice of cancellation.