



CITY OF GREAT BEND, KANSAS
 C/O BUILDING INSPECTIONS
 1205 WILLIAMS STREET
 GREAT BEND, KANSAS 67530
 PHONE: 620-793-4106

TO: Insurance Agents
 PLEASE READ CAREFULLY

SUBJECT: Certificate of Insurance
 and/or Surety Bond Requirements

Before a contractor may become licensed to work in Great Bend their certificate of insurance must meet the following requirements. If the insurance expires or does not meet license requirements at any time the contractor's license is suspended and work shall cease until these requirements are met.

Each requirement is identified by a number. This chart indicates the requirements applicable to each type of license.

| License Type | 1 | 2 | 3 | 4 | 5 |
|-------------------------|---|---|---|---|---|
| Class A, B, C, D, E & F | X | X | X | X | |
| Electrical Contractor | X | X | X | X | |
| Mechanical Contractor | X | X | X | X | |
| Plumbing Contractor | X | X | X | X | |
| Class G – Demolition | X | X | X | X | X |
| Class H – House Mover | X | X | X | X | X |

1. Certificate of Insurance.
 - a. Terms of the general liability on the certificate of insurance and surety bond shall have a common expiration date.
 - b. Form. ***Certificates of insurance shall be submitted on an “Acord” type form with “City of Great Bend” named as a certificate holder.*** Binders may be accepted for a maximum period of thirty (30) days after which time the required forms shall be submitted and shall meet all requirements. A second binder period is not granted by City ordinance. Form must be an original with original signature and not a copy or a fax copy.
 - c. Notice of Cancellation. Certificates of insurance shall provide a minimum of ten (10) days written notice of cancellation by the issuing company prior to any change or cancellation.

2. Signature. Certificates of insurance must possess an original signature, not a typed or copied signature. An original signature or an original signature stamp is acceptable.
3. Worker's Compensation Insurance. It is not necessary to show worker's compensation. It shall be the responsibility of the contractor to meet and maintain worker's compensation as required by the State of Kansas.
4. General Public Liability Insurance Per License.

General public liability insurance, which shall include contractor premises and operations and products are completed operations coverages, shall be maintained in full force and effect during the term for which the license is issued. ***The minimum amount of general public liability insurance shall not be less than five hundred thousand dollars (\$500,000.00) for each occurrence.*** A certificate of insurance showing evidence of such coverage shall be issued to the city and filed with the inspection department.

5. Surety Bonds. Individuals and/or contractors obtaining a permit for house moving or house wrecking shall be required to obtain a surety bond and a permit for each job performed prior to starting work. A surety bond shall be submitted to the City of Great Bend with a minimum of 10 days written notice prior to cancellation. Surety bonds shall be in the amount of \$5,000 issued by a surety authorized to do business in the State of Kansas and conditioned as specified in the form provided. Surety bonds shall possess an original signature of the principal and the issuing agent from the bonding company. Term to coincide with certificate of insurance except for house movers.

RETURN THE COMPLETED FORM(S) (ORIGINAL ONLY WITH ORIGINAL SIGNATURES, NOT TYPED) TO THE CITY OF GREAT BEND, BUILDING INSPECTION DEPARTMENT, 1205 WILLIAMS.

“Incomplete” or “late” surety bond and/or certificate of insurance will result in SUSPENSION of the license and immediate cessation of business activities in the City. Please be sure all required coverages have been provided and are stated on the certificate of insurance. Such forms must be filed in our office on or before the expiration date of current surety bond and/or certificate of insurance. Suspended licenses may be reinstated by bringing all license requirements up to date and paying \$15.00 reinstatement fee within the same license year. License year is from July 1st of one year to June 30th of the following year.

If you have any questions, please call the Inspection Department at 620-793-4106.