



**Snohomish County**

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**Finance, Risk Management**

## **INSURANCE**

### **Frequently Asked Questions**

#### **RIGHT OF WAY PERMITS**

##### **How long does it take to approve my Certificate of Insurance for a permit?**

Certificates are typically processed once a week – expedition can be requested.

##### **How do I know if there is an issue with my Certificate of Insurance?**

If there's a problem with the Insurance Certificate, Risk Management notifies your Insurance Agent by fax and follows up one additional time. Your Insurance Agent usually fixes the problem or contacts you to discuss and resolve the issue.

##### **Does Risk Management also process my bonds for a permit?**

No. You should submit your bonds to the Right Of Way Division. Questions should be directed to the Right of Way Division at 425-388-3311.

##### **Who should I call for information on permit questions?**

If your question is specific to the insurance requirements for your permit you should call Risk Management at 425-388-3760, however, all other permit questions should be directed to the permitting division at 425-388-3311.

#### **COUNTY INSURANCE QUESTIONS**

##### **How long does it take to obtain a Proof of Insurance Letter?**

Approximately one business day once all the necessary information is received by Risk Management.

##### **Where can I find information on whether a contractor is already on file with the County?**

G:\Finance\RISKMGMT\InsuranceCertificates.xls

If the Certificate is specific to a project (Column J contains an "S") the Certificate only applies to the listed project. A new Certificate is required for additional projects.

##### **Where can I obtain samples of insurance requirements?**

G:\Finance\RISKMGMT\InsuranceRequirements.doc

##### **Who do I contact when I have contract insurance questions?**

Direct your questions to Sandra Bowman, Risk Management Specialist. Sandra can be reached at (425) 388-3760, Monday through Friday, 8:00 AM – 4:30 PM.