



**Sonoma  
Water**

***INSTRUCTION SHEET FOR  
REVOCABLE LICENSE APPLICATION  
And  
TYPICAL INSURANCE REQUIREMENTS***

A Revocable License is required for access to Sonoma County Water Agency's (Sonoma Water) properties.

Your application cannot be processed without complete information. Provide all information that pertains to your work or activity within Sonoma Water's properties. Processing of this application does not begin until all required information as defined in these instructions and Sonoma Water accepts the application as complete.

**STEPS:**

1. Fill out the application completely. Give a clear location referenced by address and Assessor Parcel Number. Also, include references for the cross street, closest landmark, project name or any other identifier sufficient to locate the work access requested. If you have questions or need assistance completing the application, please call Sonoma Water at (707) 526-5370. **Electronic applications will be accepted; however, the original signed application must be on file before the license can be issued.**
2. Attach two sets of **final** drawings of the proposed work that affects Sonoma Water's properties. The scope of work under your final approval will not be extended to cover items of work not already described.
3. When submitting an application please allow approximately fifteen (15) working days to process a complete application.
4. A Revocable License has insurance requirements. Typical requirements are general liability, auto, workers compensation, and a Policy Endorsement form for general liability or evidence of self-insurance. The Revocable License cannot be issued until the insurance requirements are in place. Applicant shall provide the required insurance certificates within 15 working days from date of application.
5. A Revocable License is issued to the contractor or person who will be performing the work or activity. Subcontractors will be authorized to work under your permit provided: a) you submit a list of subcontractors with the application; b) the subcontractor is listed on the Revocable License; and c) the list includes a contact person and phone number for each subcontractor.

6. You will be notified by phone when the Revocable License is complete and ready for signature. ***Only original signatures will be accepted.***
7. In some cases, the applicant may need to enter through one of Sonoma Water's gates to access a work site. In those cases, the Licensee shall supply Sonoma Water with a key or combination lock to ensure other users are not locked out. The lock shall be supplied to Sonoma Water at the time the Revocable License is issued. Sonoma Water will remove the lock when the Revocable License has expired. The lock will be returned if the Licensee provides a properly stamped, self-addressed box, otherwise the lock will be discarded.

**The following items are typical insurance requirements that must be in place prior to issuance of a Revocable License. The applicant has 15 working days from date of application to submit these requirements.**

- A. **Workers Compensation Insurance** with statutory limits as are required by the Labor Code of the State of California. Said policy shall be endorsed with the following specific language:

*The policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to Sonoma Water.*

- B. **Commercial General Liability Insurance** covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000.00 combined single limit for each occurrence. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:

1. *Sonoma Water, its officers and employees, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this contract.*
2. *The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.*
3. *The insurance provided herein is primary coverage to Sonoma Water with respect to any insurance or self-insurance programs maintained by Sonoma Water.*
4. *This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to Sonoma Water.*

- C. **Automobile Liability Insurance** covering bodily injury and property damage in an amount no less than \$1,000,000.00 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles. Said policy shall be endorsed with the following language:

*This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to Sonoma Water.*

**Insurance Documentation**

The following documentation shall be provided to Sonoma Water:

- A. Properly executed Certificates of Insurance clearly evidencing all coverage, limits, and endorsements required above. Said Certificates shall be provided prior to execution of the license by Sonoma Water.
- B. Signed copies of the specified endorsements for each policy.
- C. Upon Agency's request, certified copies of insurance policies. Said policy copies shall be provided within fifteen (15) days of Agency's request.

**Insurance Policy Obligations**

Licensee's indemnity and other obligations shall not be limited by the foregoing insurance requirements.



**Sonoma  
Water**

Revocable License Number \_\_\_\_\_

## **APPLICATION FOR REVOCABLE LICENSE**

**PLEASE PRINT**

NOTE: Your application cannot be processed without complete information. Provide all information that pertains to your work or activity within Sonoma County Water Agency (Sonoma Water) properties. Processing of this application will not begin until all required information as defined in these instructions and Sonoma Water accepts application as complete. **ELECTRONIC APPLICATIONS WILL BE ACCEPTED; HOWEVER, THE ORIGINAL SIGNED APPLICATION MUST BE ON FILE BEFORE THE LICENSE CAN BE ISSUED.**

APPLICATION DATE \_\_\_\_\_

JOB ADDRESS / LOCATION (Be specific - reference cross street, project name, or landmarks.)

\_\_\_\_\_  
\_\_\_\_\_

Assessor Parcel Number(s) \_\_\_\_\_

Additional Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT NAME** \_\_\_\_\_

Contact Person \_\_\_\_\_ Contractor License No. \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Cellular \_\_\_\_\_

email \_\_\_\_\_

Subcontractor \_\_\_\_\_ Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Application for Revocable License - Continued**

PURPOSE OF LICENSE (Fully describe proposed activity on Sonoma Water properties. Attach two sets of final drawings.)

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REQUESTED START DATE \_\_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_\_  
*(Start date and completion date for work being performed under this application only.)*

\_\_\_\_\_  
SIGNATURE (Print Name and Title)

***This is only an application and does not authorize any work on Sonoma County Water Agency properties until a Revocable License is issued and signed by both Licensee and Agency.***

For Agency Use Only

Date:

By:

- Signed application received
- Two sets final drawings
- Insurance documents complete
- Preliminary Title Report

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Application Accepted as Complete by \_\_\_\_\_ Date \_\_\_\_\_