

Insurance Certificate Checklist

Business Licence Category:

Food Premise, Public Garage, Salvage Yard, Temporary Sign Lessor

Each insurance certificate must include:

- Business License type: example: food premise
- Trade Name / Name of Business:
- Insurance Company:
- Name of Insured:
- Address of Insured:
- Address of Insured Property: (if applicable)
- Class of Insurance: Commercial General Liability
- Policy Number:
- Effective Date:
- Expiry Date:
- Coverage Limit: \$1 million
- Broker Name: Contact name and number
- City of Ottawa has been added as an additional insured for all operations, but only with respect to its interest in the operations of the named insured(s).
- This is to certify that the Policy of Insurance as described above has been issued by the undersigned to the insured named above and is in force at this time.
- Clause: If cancelled, the City of Ottawa shall be given thirty (30) days written notice by registered mail by the insurer(s) to the:
City of Ottawa
Bylaw & Regulatory Services Branch
735 Industrial Avenue, 2nd floor, Ottawa, ON K1G 5J1
Telephone: 613-580-2424 Ext. 12735 Fax: 613-580-2818