

Insurance Certificate Checklist - Required wording

Business Licence Category:

Adult Entertainment, All Night Dance Event, Amusement Place, Body Rub Parlour, Exhibition, Exotic Animal Rescue Establishment, Flea Markets, **Boarding Kennel**, Private Parking Enforcement Agency, Payday Loan Establishment, Pet Shop, Rickshaw, Rooming Houses

Each insurance certificate must include:

- Business License type: example: Boarding Kennel
- 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: \$2 million
- Broker Name: Contact name and number
- *If applicable to the licenced activity, such insurance shall be endorsed to include Liquor Licence Act Liability or Host Liquor Liability insurance
- 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

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By-law & Regulatory Services • Services des règlements municipaux



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