

**Subject: CERTIFICATE OF LIABILITY REQUIREMENTS**

- **The following are all the certificate requirements: 1. You are required to list the City of Chicago as additional insured on a primary, non-contributory basis. THIS WORDING MUST BE ON THE CERTIFICATE. 2. The certificate of insurance must show a 30-day cancellation notice. 3. The full application company name must be listed as insured. 4. All active policy numbers and current effective dates must be listed on the certificate of insurance. 5. The insurer must have a credit rating of B+ or better by AM Best company. 6. Your Insurance coverage must meet the City's insurance requirements according to your license class:**

**Class A You must be insured for at least \$5 million in commercial general liability per each occurrence.**

**Class B You must be insured for at least \$3 million in commercial general liability per occurrence.**

**Class C You must be insured for at least \$2 million in commercial general liability per occurrence.**

**Class D You must be insured for at least \$2 million in commercial general liability per occurrence.**

**Class E You must be insured for at least \$1 million in commercial general liability per occurrence.**

**7. The certificate holder address must read as follows:**

**City of Chicago  
General Contractor License Program  
P. O. Box 388249  
Chicago, IL 60638**

**Respectfully,**

**Patty Garber  
City of Chicago  
General Contractor License Program  
P. O. Box 388249  
Chicago, IL 60638**