

**SPECIAL USE  
PERMIT REQUIREMENTS**

The following items are required for a permit to be issued:

1. Written request for permit, identifying such things as the applicant's name, address, phone, person authorized to sign.
2. Written description of permit needed, including location, time requested, type of installation, etc.
3. Detail drawing of materials and methods to be used in installation, including horizontal and vertical dimensions of anything within the County's roadway easement/right of way.
4. Certificate of insurance that meets the requirements set forth in the County policy.
5. Written agreement to remove anything within the County's roadway easement/right of way upon expiration of permit or termination of permit by County.

**INDEMNIFICATION AND INSURANCE**

The permittee agrees to indemnify and hold harmless the County from all claims, and suits for loss of or damage to property, including loss of use thereof, or injuries, including death, to persons, and from all judgments recovered therefore, and from all expense in defending said claims, or suits, including court costs, attorney fees and other expense, caused by any act or omission of the permittee and/or his respective agents, servants and employees, and not caused by the sole fault or negligence of the County and/or their respective agents, servants or employees.

Without limiting its liability under this permit, the permittee shall procure and maintain at his expense during the life of this permit, insurance of the types and in the minimum amounts stated as follows:

- a. Worker's Compensation Insurance in full compliance with the Worker's Compensation Act of the State of Missouri and Employers' Liability coverage in the amount of \$100,000.
- b. Comprehensive General Liability
  - Bodily Injury, Including Death \$1,000,000 each occurrence
  - Property Damage \$300,000 each occurrence  
\$300,000 aggregate

The comprehensive general liability policy shall provide coverage for injury to or destruction of wires, conduits, pipes, mains and sewers and other property under the surface of the ground.

The policy shall name the County as additional named insured and a duplicate copy of the policy shall be furnished to the County.

Said insurance shall be written by a company or companies licensed to do business in the State of Missouri and satisfactory to the County. Before commencing any work hereunder, certificates evidencing the maintenance of said insurance shall be furnished to the County and shall contain the following statement:

*The insurance evidenced by this Certificate will not be canceled or altered except after ten (10) days from receipt by the County of written notice thereof.*

Any subcontractor of the permittee shall be required to procure and maintain during the life of the subcontract the insurance required of permittee, hereunder and comply with the provisions of this article.

**JEFFERSON COUNTY PUBLIC WORKS  
SPECIAL USE PERMIT REVIEW FORM**

**Permit No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Name(s):** \_\_\_\_\_

**Name of Group (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City / State / Zip Code:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Phone No. ( )** \_\_\_\_\_ **HWC / Phone No. ( )** \_\_\_\_\_ **HWC** \_\_\_\_\_

**Reason for Permit:** \_\_\_\_\_

\_\_\_\_\_

**Area for Permit:** \_\_\_\_\_

**Date(s) for Permit:** \_\_\_\_\_

**Proof of Insurance:**  Yes  No

**Name of Insurance:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Permit Issued: Date of issue:** \_\_\_\_\_

**Permit Denied: Reason(s) for denial:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**More information needed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**County Representative:** \_\_\_\_\_