



# PERMIT INSTRUCTIONS

Submitted with these instructions is a Permit Application that needs to be executed and completed by the Applicant. *Please read these instructions in their entirety prior to completing the Permit Application.*

## GENERAL

Upon completion of the Permit Application, please sign and date the Application where indicated. If the Applicant is a corporation, the President or Vice President must sign the Application, and the signature must be notarized. Included with the completed application, a certificate of insurance must be provided with the following requirements:

1. General liability insurance in the amount of one million dollars (\$1,000,000) minimum for personal injury or death per person;
2. Auto liability insurance;
3. One million dollars (\$1,000,000) minimum for personal injury or death per incident;
4. One hundred thousand dollars (\$100,000) minimum for property damage each incident, five hundred thousand dollars (\$500,000) minimum aggregate;
5. Third Party Pollution liability for spillage (if applicant handles, stores or transports chemicals, fuels, or petrochemicals on Port property).

Said insurance shall be obtained by a carrier with an A.M. Best Rating of "A" or better. The Licensee shall furnish proof of said insurance by an appropriate certificate from the insurance carrier prior to commencing operations under this License with the requirement that such insurance carrier give to the Port at least thirty (30) days advance written notice before such policy is cancelled. All policies of insurance to be maintained by the Licensee shall contain a separate endorsement naming the Port as an additional insured, and the Certificate of Insurance must reflect same.

The completed Application, Certificate of Insurance, and fee is to be returned to the Port of Palm Beach District (Port) at the following address:

**Department of Finance and Administration  
Port of Palm Beach District  
P.O. Box 9935 (33419)  
One East 11<sup>th</sup> Street, 4<sup>th</sup> Floor (33404)  
Riviera Beach, Florida**

In the event additional space is necessary to complete the Application, or supporting documentation is submitted, attach additional pages as necessary.

## INITIAL APPLICATIONS

Following receipt by the Port of a completed Initial Application, supporting documentation, certificate of insurance, and non-refundable Initial Application Fee (see attached fee schedule) the Port of Palm Beach District's Executive Director shall consider and may approve the Application.

No services or miscellaneous activities subject to permitting may be performed at the Port of Palm Beach District unless a current Permit authorizing such activity is in affect.