



BONDING & INSURANCE REQUIREMENTS FOR CONTRACTORS WHO WORK IN ACHD ROW

The following information must be on file with the ACHD Development Service Department (DVS Permitting) to obtain Right-Of-Way Permits for all work that you do within the Ada County Highway District Right-Of-Way. After this information is on file, a permit must be signed and paid for before any work may be started. Said Permit must be kept on the job site. Any work done in ACHD Right-Of-Way without a permit is subject to the assessment of enhanced fees. The only exception to this is an **Emergency Repair** which must be reported and the Permit acquired within 48 business hours of the Start Date.

1. **CONTRACTORS INFORMATION SHEET** ** needs to be filled out completely, with special attention being paid to personnel authorized to sign for permits.
2. **CERTIFICATE OF INSURANCE** ** in the amount of **FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) or more** combined single limit for general liability and property damage, with Ada County Highway District shown as the Certificate Holder. ***The Contractor is responsible for keeping said certificate up to date.***
3. **Temporary Highway Use Permit Bond** ** – A minimum **TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)** – [see page 9 of 13]
Permit Bond issued on the attached Bond form to be executed by your insurance or Bonding agent.
4. **CERTIFIED RESPONSIBLE PERSON** – In order to apply and receive an approved permit to work in the Ada County Highway District Right-Of-Way, a Contractor must have a Certified Responsible Person on staff and their certificate number must be on file with the Ada County Highway District DVS Permitting office. See page 10 for more information.
5. **SECTION 6000 AND 8300 OF THE ACHD POLICY MANUAL**
This will be needed by your insurance &/or surety agent to know the insurance requirement and what the bond governs. You will need to familiarize yourself with these documents, as it sets guidelines for construction. <https://www.achdidaho.org/projects/policy-manual>
6. **IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION (ISPWC) MANUAL & CURRENT ACHD SUPPLEMENTAL SPECIFICATIONS** – Purchase of an ISPWC is required and can be obtained through The Local Highway Technical Assistance Council (LHTAC) office at 3330 Grace St., Boise, Id. The cost is \$250.00 plus tax, all forms of payment accepted. Please direct questions to 208-344-0565.

Special Note: ** You'll need to ensure that you submit the forms to the proper department as they have specific guidelines or requirements for the type of work that the contractor will be doing in the ACHD Right-of-Way:

Zone Permit: Phone: (208) 387-6280

Email: permits@achdidaho.org

Fiber Permit: Phone: (208) 387-6296

Email: fiber@achdidaho.org

ADA COUNTY HIGHWAY DISTRICT

Attn: Development Service (either Zone Permit or Fiber Permit)

5800 N Meeker Ave

Boise, ID 83713



ADA COUNTY HIGHWAY DISTRICT
CONTRACTOR'S INFORMATION SHEET – Return Form

Today's Date: _____

Company/Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Email: _____

Website: _____

Responsible Person: _____

Certificate#: CON _____ Expires: _____

Cell: _____ Email Address: _____

Insurance Company Name: _____

Agents Name: _____ Phone#: _____

Mailing Address: _____

City/State/Zip: _____

Bonding Company Name: _____

Agents Name: _____ Phone#: _____

Mailing Address: _____

City/State/Zip: _____

TO BE ON THE HAZARDOUS SIDEWALK REFERRAL LIST, PLEASE CHECK HERE



ADA COUNTY HIGHWAY DISTRICT
CERTIFICATION OF PERMITEE IDENTIFYING SUBCONTRACTORS AUTHORIZED TO OBTAIN
TEMPORARY HIGHWAY AND PUBLIC RIGHT-OF-WAY USE PERMITS

Only return form if you have subcontractors that will be applying for permits under your contract
If you have more than 4 subcontractors please contact the appropriate permit tech (Zone or Fiber)
Must be notarized for acceptance

For Office Use Only: AEC # _____

Owning Entity/ Permittee/ Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____

Main Contact: _____

Email: _____

I, _____ ("Owning Entity / Permittee"), hereby certifies the
following page(s) of listed Subcontractors are authorized by Permittee to obtain Temporary Highway and
Right-of-Way Use Permits ("Permit") from the Ada County Highway District ("ACHD") for and on
behalf of Permittee, pursuant to ACHD Code Section 6007.

Permittee acknowledges and agrees that any Permit obtained on its behalf by any Authorized
Subcontractor listed on the following page shall be issued in Permittee's name, shall be binding upon
Permittee as if taken out by Permittee and issued to Permittee directly, and shall be subject to the
requirements, terms, and conditions of ACHD Code Section 6007 and all applicable sections of ACHD
Code Section 6000 et. seq. and as amended from time to time.

This Certification shall be effective from the date signed below and shall remain in effect until the 31st of
December of the year signed. Revocations or revisions by Permittee must be in written format and
provided to ACHD 14 days prior to revocation or revision date request. The Permittee understands and
agrees that this Certification is merely for its convenience and that ACHD reserves the right to refuse to
issue a Permit to any of the Authorized Subcontractors making application for a Permit on Permittee's
behalf and in such case, ACHD may require that the Permittee make application directly to ACHD for the
requested Permit.



Person(s) authorized to Obtain Permits:

Subcontractor 1

For Office Use Only: AEC # _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Main Contact: _____

Contact Cell: _____

Contact Email Address: _____

For Office Use Only: AEC # _____

Responsible Person: _____

Responsible Person Certificate: _____ Expires: _____

Responsible Person Cell: _____

Responsible Person Email Address: _____



Person(s) authorized to Obtain Permits:

Subcontractor 2

For Office Use Only: AEC # _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Main Contact: _____

Contact Cell: _____

Contact Email Address: _____

For Office Use Only: AEC # _____

Responsible Person: _____

Responsible Person Certificate: _____ Expires: _____

Responsible Person Cell: _____

Responsible Person Email Address: _____



Person(s) authorized to Obtain Permits:

Subcontractor 3

For Office Use Only: AEC # _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Main Contact: _____

Contact Cell: _____

Contact Email Address: _____

For Office Use Only: AEC # _____

Responsible Person: _____

Responsible Person Certificate: _____ Expires: _____

Responsible Person Cell: _____

Responsible Person Email Address: _____



Person(s) authorized to Obtain Permits:

Subcontractor 4

For Office Use Only: AEC # _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Main Contact: _____

Contact Cell: _____

Contact Email Address: _____

For Office Use Only: AEC # _____

Responsible Person: _____

Responsible Person Certificate: _____ Expires: _____

Responsible Person Cell: _____

Responsible Person Email Address: _____



Ada County Highway District
Temporary Highway Use Permit Bond
Return Form

BOND NO. _____

Effective Date: _____

Expiration Date: _____

(Type None if No expiration date)

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Insert name of Contractor/Principal)

as Principal, (hereinafter called Principal), and

(Insert name of Surety Company)

as Surety, (hereinafter called Surety), are held and firmly bound unto Ada County Highway District, 5800 N Meeker Ave, Boise, ID 83713, as Oblige, in the amount of:

TWENTY-FIVE THOUSAND (\$25,000.00)

for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

Table with 2 columns and 4 rows: Firm Representing Surety, Address, City, State and Zip, Phone Number.

WHEREAS, Principal has procured Temporary Highway Use Permit[s] for construction activities on Ada County Highway District's highway or public right-of-way located in Ada County, Idaho.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION are such that, if Principal shall promptly and faithfully perform the terms and conditions of the Temporary Highway Use Permit[s] and this Bond, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

- 1. Principal shall promptly and faithfully perform the conditions of the Temporary Use Permit[s], and shall comply with applicable laws, SECTION 6000 and SECTION 8300 of the Ada County Highway District Policy Manual and other applicable provision of the policy manual, and good engineering practices in performance of the construction work. https://www.achdidaho.org/projects/policy-manual
2. Principal shall timely and diligently perform work on the project and shall promptly make payment to all contractors and subcontractors performing labor or supplying materials for the project[s].
3. Principal shall indemnify and hold Ada County Highway District and its respective officers, board, commission, employees, and agents harmless from all claims, demands, mechanics and other liens arising from Principal's nonpayment to any individual or person performing labor or professional services, furnishing materials and equipment for use on the project[s].



4. Principal guarantees the satisfactory completion of any and all work contemplated to be authorized under the Temporary Highway Use Permit, including compliance with all conditions accompanying the Permit and this Bond shall remain in full force and effect for a period of two years after the date of completion and acceptance of the work and acceptance of the condition of the Highway by Ada County Highway District.

Signed and sealed this _____ day of _____, 20____ in the presence of:

Surety Company Name [Printed]

Contractor/ Principal Name [Printed]

Signature

Signature

Title of Signature

Title of Signature

Surety Company Address

Contractor/Principal Mailing Address

Surety Company City/ State/Zip

Contractor/Principal City/ State/Zip

Surety Company Phone Number

Contractor/Principal Phone Number

Seal Below

Notary Seal



Notary Name: _____

My Commission expires: _____



Information ONLY

Obtaining a Responsible Person Certificate/License

To apply for and receive an approved permit to work in the Ada County Highway District (ACHD) Right-Of-Way, Contractors must have a Certified Responsible Person (CRP) on staff. The CRP's certificate number must be on file with the ACHD DVS Permitting office prior to permit application.

To acquire a Responsible Person Certificate/License, reach out to the **City of Boise Planning & Development Services Permit Desk**. A one-time 3-month Interim Responsible Person Certificate/License or a 3-year Responsible Person Certificate/License (4-hour course is required) can be issued by the City of Boise. Use the link provided below for information regarding scheduling the course, fees, and training providers, or reach out to the City of Boise Permit Desk with any questions.

After you get the Responsible Person Certificate/License, you will have the information that is needed to fill out the “Application for Annual Plans and Annual Dewater Permits”.

[ESC Certification and Training | City of Boise](#)

City of Boise Permit Desk

Phone: 208-608-7070

Email: Permits@cityofboise.org

SPECIFIC CONSTRUCTION SITE DISCHARGE CONTROL PLAN REQUIREMENTS

A Construction Site Discharge Control (CSDC) Plan is required for all sites affecting the ACHD right-of-way. Annual CSDC Plans are available for jobs that are smaller than 50 ft of lineal trench or disturb less than 600 SF. Please contact the Permit Desk at (208) 387-6280 to apply for an Annual Plan. For sites that are greater than 50 ft of lineal trench or disturb an area of 600 SF or more, a Specific CSDC Plan will be required prior to the issuance of the Temporary Highway Use Permit. In most cases, if a Plan Designer prepares a plan which meets the requirements of the EPA Storm Water Pollution Prevention Plan (SWPPP), the plan will also meet ACHD Specific CSDC Plan requirements.

Refer to ACHD Policy for a complete list of requirements: <https://www.achdidaho.org/projects/policy-manual>

- GENERAL LOCATION MAP**
- SITE SPECIFIC PLAN VIEW MAP SHOWING:**
 - ◆ **North Arrow, Scale, and Date**
 - ◆ **Excavation, Grade, Paved Areas, Pond Elevations, Structures, and Utilities**
 - ◆ **Property Boundaries and Lot Lines**
 - ◆ **All Drainage Features**
 - ◆ **Location and Type of Best Management Practices**
 - ◆ **Key of Symbols**
- TYPED NARRATIVE DISCUSSING ALL ITEMS BELOW:**
 - ◆ **General Information:**
 - Location of project and total area
 - Type of work and description of activities
 - Duration of work
 - Receiving waters
 - ◆ **Sensitive Areas; a geotechnical report may be required**
 - ◆ **Construction Activities:**
 - Description
 - Sequence
 - Potential pollutants
 - ◆ **Best Management Practices (BMPs):**
 - Location
 - Inspection schedule
 - Maintenance schedule
 - ◆ **Dewatering Plan**
 - ◆ **Materials and Waste Management/ Spill Prevention & Control:**
 - Type and location of materials stored on site
 - How the material will be stored (fuels, solvent, paints, and masonry products):
 - Secondary containment
 - Reportable quantities
 - Spill response including type of spill products on site
 - Reporting procedures
 - How the material will be disposed:
 - Solid (good housekeeping)
 - Hazardous waste (including concrete wash water)
 - Sanitary (porta-pots)
 - ◆ **End of Project:**
 - Final site stabilization
 - BMP removal schedule
 - ◆ **List Responsible Person and Certification Number**
 - ◆ **Printed Name, Signature, and Certification Number of Plan Designer**

Please contact the Environmental Department at (208) 387-6250 for questions about the CSDC Program.



Information Only HOW TO GET FORMS FOR PERMITS

Go to the ACHD home website www.achdidaho.org
Follow the path Projects/Development Resources/Popular Forms

The screenshot shows the ACHD website navigation menu. At the top right, there are links for "Employment", "Sign Up", and "Tell Us". The main navigation bar includes "MY COMMUTE", "PROJECTS", "ABOUT ACHD", and "COMMUNITY RESOURCES". A search icon is also present. The "PROJECTS" menu is expanded, showing sub-categories: "ACHD Projects", "ACHD Plans", "Bids & Procurement", "Propose a Project", "Development Resources", and "Permits & Approvals". Under "Development Resources", "Popular Forms" is highlighted in yellow. Under "Permits & Approvals", the following items are listed: eTRAKIT, Permitting, Traffic Impact Study Queue, Plan Review Queue, and Design Review.