



**TO: All Subcontractors**

**RE: Insurance Requirements**

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Listed below are insurance requirements. All subcontractors are required to submit insurance certificates meeting all requirements before work may begin and before payments will be released.

1. **Certificate Holder:**  
Your insurance certificate must identify Jason Boutwell Construction, LLC as the certificate holder and additional insured. (See sample certificate)
2. **The General Liability coverage requirements are as follows:**  
General Aggregate: \$2,000,000  
Products and Completed Aggregate: \$2,000,000  
Each Occurrence: \$1,000,000
3. **Additional insured requirement on General liability.** You are required to name Jason Boutwell Construction, LLC as an additional insured for General Liability and Excess Liability, if any. The certificate must state that Jason Boutwell Construction, LLC is added as an additional insured including products and completed operations using the described forms in the contract.
4. **Endorsements are required.** We require you to attach to the certificate the additional insured endorsement. **The actual endorsement form is required.**
5. **Workers' Compensation** coverage must be shown on the certificate.
6. **Cancellation statement** is to provide at least 30 days written notice.
7. **Auto Liability coverage** is required with a minimum combined single limit of \$500,000. If auto is on a personal policy, Hired and Non-owned Liability Coverage must be added to your general liability and declared on your certificate.

Please forward this memo to your insurance agent for review before submitting your certificate. If you have any questions, please call us. Thank you for your cooperation and assistance.