



## CITY OF ATLANTA

KASIM REED  
MAYOR

55 TRINITY AVENUE, S.W.  
SUITE 4900, CITY HALL SOUTH  
ATLANTA, GEORGIA 30303-3531  
TEL. (404) 330-6501  
FAX. (404) 658-7085  
Email: [publicworks@atlantaga.gov](mailto:publicworks@atlantaga.gov)

DEPARTMENT OF PUBLIC WORKS  
RICHARD MENDOZA  
Commissioner

Dear Applicant:

Along with your Qualified Contractor's application, please provide the following:

- ✓ Copy of your business license
- ✓ Provide a Certificate of Liability Insurance with the \*\*\*\*\*City of Atlanta\*\*\*\*\* as the certificate holder and a \$3,000,000 aggregate (\$1,000,000 per occurrence and \$2,000,000 aggregate).
- ✓ A performance bond is required in the amount of the "value of the proposed work or to restore the public right-of-way to its condition prior to the commencement of work".
- ✓ Save Affidavit with a copy of identification
- ✓ Two (2) copies of a drawing showing dimension of the work area (e.g.) driveway aprons, should show the length, width and depth of the apron and driveway. Plans must be sealed by a professional engineer or architect, or signed off by the City of Atlanta planning review Traffic Engineer. Plans must be to scale.

If you have any questions or concerns, please feel free to contact us at (404) 330-6501.

Sincerely

Department of Public Works  
Office of Transportation

