



## **BUNKERING LICENSING INSTRUCTIONS**

*Please read these instructions in their entirety prior to completing the Other Licensing Application.*

### **GENERAL**

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

#### Insurance:

1. General liability insurance in the amount of five million dollars (\$5,000,000) 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).
6. Workers' Compensation Insurance

\*The carrier with no less than an A. M. Best Rating of "A" or better and

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 it.***

#### Other Requirements:

1. Application
2. Non-refundable Annual License Fee. (Please refer to the current Permitting Fee Schedule)
3. A copy of your firm's Fuel/Pollutant License
4. Copy of Discharge Prevention and Response Certificate issued by the Florida Department of Natural Resources
5. A confirmation statement, on your firm's letterhead, that you have clean-up equipment and capability

The completed Application, Certificate of Insurance, additional documentation and fee 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  
One East 11<sup>th</sup> Street, 6<sup>th</sup> Floor  
Riviera Beach, Florida 33404**

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

Updated June 29, 2020



## **INITIAL APPLICATIONS**

Following receipt by the Port of a completed Licensing Application supporting documentation, certificate of insurance, and non-refundable Initial Application Fee which is located on our website at [www.porofpalmbeach.com](http://www.porofpalmbeach.com), the Port of Palm Beach District's Executive Director shall consider and may approve the Application.

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