

## Checklist for TROE

- ☐ Does the name of the Applicant on page 1 match the name on the signature page?
- ☐ Does the name of the Permittee on page 1 match the name on the signature page?
- ☐ Do the name of the Contractor and Permittee on page 1 match the name on the COIs?
- ☐ Did a person with authority sign on behalf of the Contractor? Cross check with Sunbiz.
- ☐ Did a person with authority sign on behalf of the Permittee? Cross check with Sunbiz.
- ☐ Is the Location narrowly described and clear and unambiguous?
- ☐ Is the purpose of the TROE limited and does it relate to or further CFX's mission (Manual 5-9.02)?
- ☐ Does the TROE create a hazard to the public, unreasonable hinder CFX's operations or the operation of the Expressway System, adversely affect the aesthetics of the Expressway System, or damage property owned by CFX (Manual 5-9.02)?
- ☐ Does the proposed work area breach any I/a lines? If so, is that specifically addressed and approved in the TROE?
- ☐ No permanent structures or improvements are allowed?
- ☐ Are all the attachments present and labeled?
- ☐ Are all the blanks filled in?
- ☐ Are the COIs current through the sought-after duration of the permit?
- ☐ Is CFX the Certificate Holder on all COIs?
- ☐ Are the additional insured endorsements attached?
  - ☐ CGL   ☐ Excess/Umbrella   ☐ Auto
- ☐ Are all the waiver of subrogation endorsements attached?
  - ☐ CGL   ☐ Excess/Umbrella   ☐ Auto   ☐ Worker's Comp
- ☐ Are the limits of insurance adequate?
  - ☐ CGL@1M/occ   ☐ Auto@1M/occ
- ☐ Worker's Comp: 100k/accident, \$100k/employee for BI by disease, \$500k policy limit by disease