



## FIRE PREVENTION DIVISION SPECIAL EVENTS



### SUBMITTAL CHECKLIST

#### HOW TO APPLY FOR PERMIT:

<https://ezop.sbcounty.gov/citizenaccess/>

#### REQUIREMENTS :

- Letter from property owner permission to use location
- Certificate of Insurance (see below for language requirements for document)
- Site Plan (Address/Parcel, details of layout of event)
- Description of operations (listed on application under description of work)
- Hours of Operation (Date(s) and time(s))
- Tents/Canopies (dimension and quantity, interior site plan if applicable)
- Flame Certification on structure if applicable

#### ADDITIONAL INFORMATION:

- SAN BERNARDINO COUNTY FIRE DEPARTMENT INSURANCE REQUIREMENTS:**
  - You must provide proof of liability insurance and a Letter of Endorsement (ISO form # CG-20-12-07-98 or AB-90-67-12-93 or equivalent) naming the County of San Bernardino as additionally insured for the amount of \$1 million. The Insurance Certificate must read in the "Certificate Holder" Box verbatim: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043. In the "Description of Operations" box the following must read verbatim: The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder. The Letter of Endorsement must read verbatim: County of San Bernardino, 385 N. Arrowhead Ave., Third Floor, San Bernardino, CA 92415-0043 and The County of San Bernardino and its officers, employees, agents and volunteers are named additional insureds with respect to liabilities arising out of the performance of services hereunder.