

**REQUEST FOR INSURANCE DOCUMENTATION**

**TEMPORARY OUTDOOR ENCROACHMENT PERMIT (TOEP)**

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As part of your process to secure Temporary Outdoor Encroachment Permit (Outdoor Dining Permit) with the City of West Hollywood you are required to provide evidence of insurance coverage as outlined below. Kindly return your completed insurance documents to your City representative at the time of your application.

**PLEASE PROVIDE THIS TO YOUR INSURANCE AGENT FOR PROPER PROCESSING**

***Certificate Holder***: The City of West Hollywood

 8300 Santa Monica Blvd.

 West Hollywood, California 90069

***Required Insurance Coverages & Policy Endorsements:***

* Commercial General Lability (CGL) insurance in an amount of not less than one million dollars ($1,000,000) per occurrence.
* PROPERTY OWNER(S) and The CITY OF WEST HOLLYWOOD, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the Commercial General Liability (CGL) insurance.

***\*Requires a policy endorsement***

* Named insured must state their insurance is primary and non-contributory by policy endorsement or proof of appropriate “Other Insurance” clause in the CGL policy form.

***\*Requires a policy endorsement***

* Provide a Waiver of Subrogation in favor of CITY OF WEST HOLLYWOOD, et a.

***\*Requires a policy endorsement***

* Workers’ Compensation Insurance as required by law.

**Please note: not providing the proper insurance documentation may delay the processing of your Encroachment Permit.**