



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

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As part of process to secure a Sidewalk Vendor Business License 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.

**Certificate Holder: The City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, California 90046**

**Required Coverages & Endorsements:**

- Commercial General Liability insurance (including Products, Ongoing & Completed Operations coverage) in an amount of not less than \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- 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 THAT YOU SUBMIT POLICY ENDORSEMENTS either CG 20 26, CG 20 12, or for service providers both the CG 20 10 & CG 20 37**
- Named insured must state their insurance is primary and non-contributory by policy endorsement. **\*\*REQUIRES THAT YOU SUBMIT A COPY OF THE POLICY ENDORSEMENT\*\***
- Certificate should indicate a 30 day notice of cancellation or reduction in limits applies.

NOTE: Not providing the proper insurance documentation may delay the processing of your business license. Please refer to WHMC Title 5.122.030 and 5.08.120 for a list of all requirements.

**RETURN INSURANCE DOCUMENTS TO YOUR CITY REPRESENTATIVE**