



OPEN HOUSE SIGNS PACKAGE

INSURANCE REQUIREMENT FOR PUBLIC WORKS PERMITS

CITY OF BURBANK REAL ESTATE OPEN HOUSE SIGNS ORDINANCE

TEMPORARY RESIDENTIAL REAL ESTATE HOUSE SIGNS



City of Burbank
PUBLIC WORKS DEPARTMENT
150 North Third Street
Burbank, California 91510-6459
Tel: 818 238 3950 Fax: 818 238 3999

Insurance Requirements for Public Works Permits

For purposes of issuing right-of-way Permits (Excavation, Street Use, Transportation, Encroachment, Real Estate Open House signs, Special Events, and others) the Public Works Department, City of Burbank requires applicants to furnish the City evidence of public liability insurance, in the form of (A) Certificate of Insurance and (B) Additional Insured Endorsement, prepared by their insurance company/agency, with information as indicated below:

1. Companies Affording Coverage
2. Named Insured
3. Policy Number
4. Effective and Expiration Dates
5. Signature of insurance agent or representative of the company affording coverage
6. The City of Burbank, its officers, and representatives named as Additional Insured
7. Cancellation to read "Should any of the above described policies be cancelled or modified before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder"

(A) – CERTIFICATE OF INSURANCE preferably in the Accord form (see sample) shall contain, among other information, the following:

- a. Minimum coverage limits of:
\$1,000,000 aggregate General Liability (Applicable to all Permits)
or
\$1,000,000 combined Automobile Liability (Transportation Permit only)
- b. The CERTIFICATE HOLDER must be listed as:
City of Burbank
Public Works Department
P.O. Box 6459
Burbank, CA 91510-6459

(B) – ADDITIONAL INSURED ENDORSEMENT naming the City of Burbank as additional insured, in **either** the Form prepared by the City Attorney **or** the industry Form CG 20 12 or CG 20 26, applicable for the issuance of Permits (see forms samples attached herewith)

Both items **(A)** and **(B)** must be submitted. If either item is lacking or is not in the appropriate form, your liability insurance will not be on file with the City of Burbank, Public Works Department, and the Permit applied for will not be issued.

Public Works Department
ENGINEERING DIVISION

Please Note: Items (A) and (B) are to be sent to Public Works Department by the Applicant's insurance company. Applicant cannot complete both forms; rather, Applicant must request insurance company to submit the forms (A) and (B).

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY):

PRODUCER Insurance Company X 111 Alameda Ave. Burbank, CA 91502	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Company Y 112 Alameda Ave Burbank, CA 91502	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L TR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

SAMPLE ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Burbank, its officers, and representatives are named as additional insured.

CERTIFICATE HOLDER City of Burbank Public Works Department ATTN: Permits P.O. Box 6459 Burbank, CA 91510-6459	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	--

**ACCEPTABLE FORM #
CG 20 05 09**

COMMERCIAL LIABILITY
CGL-ENDORSEMENTS

1ST REPRINT
JUNE 1991

POLICY NUMBER: **123456789**

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
STATE OR POLITICAL SUBDIVISIONS-PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

State of Political Subdivision:

**City of Burbank
Its Officers, Employees
Representatives are included
As Additional Insured(s)**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury", "property damage", "personal injury", or "advertising injury" arising out of operations performed for the state or municipality: or
 - b. "Bodily injury", or "property damage" included within the "products-completed operations hazard".

SAMPLE ONLY

Copyright Insurance Services Office, Inc., 1984

V1.H.210

CG 20 12 05 09

POLICY NUMBER: 123456789

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

ADDITIONAL INSUREDS:

CITY OF BURBANK, ITS OFFICERS, EMPLOYEES AND REPRESENTATIVES

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

SAMPLE ONLY

**ADDITIONAL INSURED ENDORSEMENT
(PERMITS)**

Insurance Company: _____

This endorsement amends and modifies such insurance as is afforded by the provisions of **Policy No.** _____ relating to the following:

1. The City of Burbank, 150 North Third Street, Burbank, CA 91510 (the "City") are named as additional insureds ("additional insureds") with regard to liability and defense of suits with respect to operations performed by the insured or on their behalf for which the City has issued a permit. This insurance does not apply to (a) "bodily injury", "property damage", "personal injury" or "advertising injury" arising out of operations performed for the City; or (b) "bodily injury" or "property damage" included within the "products-completed operations hazard."
2. With respect to claims arising out of the operations and uses performed by or on behalf of the named insured for which the City has issued a permit, such insurance as is afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of the additional insureds.
3. This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. With respect to the additional insureds, this insurance shall not be cancelled, or materially reduced in coverage or limits except after thirty (30) days written notice has been given to the City of Burbank, Public Works Department 150 N. Third St., Burbank, CA 91510.

(Completion of the following, including countersignature, is required to make this endorsement effective.)

Effective _____, **this endorsement forms a part of**

Policy No. _____

Issued to: _____
Named Insured

COUNTERSIGNED BY: _____

Printed Name: _____ **Title:** _____

Insurance Company Name: _____

City of Burbank Real Estate Open House Sign Ordinance

Signs will be picked up and recycled if not in compliance with the location set forth on the other side of this sheet as well as meet the following conditions (BMC: 10-1-1010 thru 10-1-1012 and 5-3-402.2):

1. Size: total face area no more than 24" x 24" (inches)
2. Height: vertical distance from ground to highest point not to exceed 3 ft.
3. Can only advertise a residence in the City of Burbank.
4. No more than 4 signs per property on public right-of-way.
5. Must be on a stake or A-Frame support.
6. Signs must be in good condition and of professional signage material.
7. No balloons or flags can be affixed to the sign, or any other object that would call attention to it.
8. Signs shall only be displayed during the "open house," Saturdays, Sundays, federal, and state holidays. Signs must be displayed later than 8am, and they must be removed earlier than dusk or 6pm, whichever is earlier. On Thursdays, signs must be displayed later than 8am and must be removed before 2pm.
9. Applicant must have a valid PERMIT as evidenced by valid DECALS on each side of the sign. These must be renewed every fiscal year.
10. Identification required. Applicant must have his/her name, address, and telephone number affixed to the sign in an area less than 2" x 3" (Business card taped to the sign would be ideal).
11. Signs must **NOT** be:
 - i. Placed within 18" from the face of the curve.
 - ii. On streets undergoing construction.
 - iii. On streets with special events.
 - iv. On the Chandler Bike Path or any other median or island.
12. Signs may **NOT** be within five (5) feet of
 - i. The curb returns (the curved portion of a street curb at street intersections, or the curved portion of a curb in the end slopes of a drive way approach) of any two intersections, whether the intersections have marked or unmarked crosswalks.
 - ii. Driveway.
 - iii. Traffic Signal or Traffic Sign.
 - iv. Designated Bus Stop Sign; bus bench or any other bench on the sidewalk.

It is recommended that you read the entire ordinance for other provisions not set forth on this information sheet.

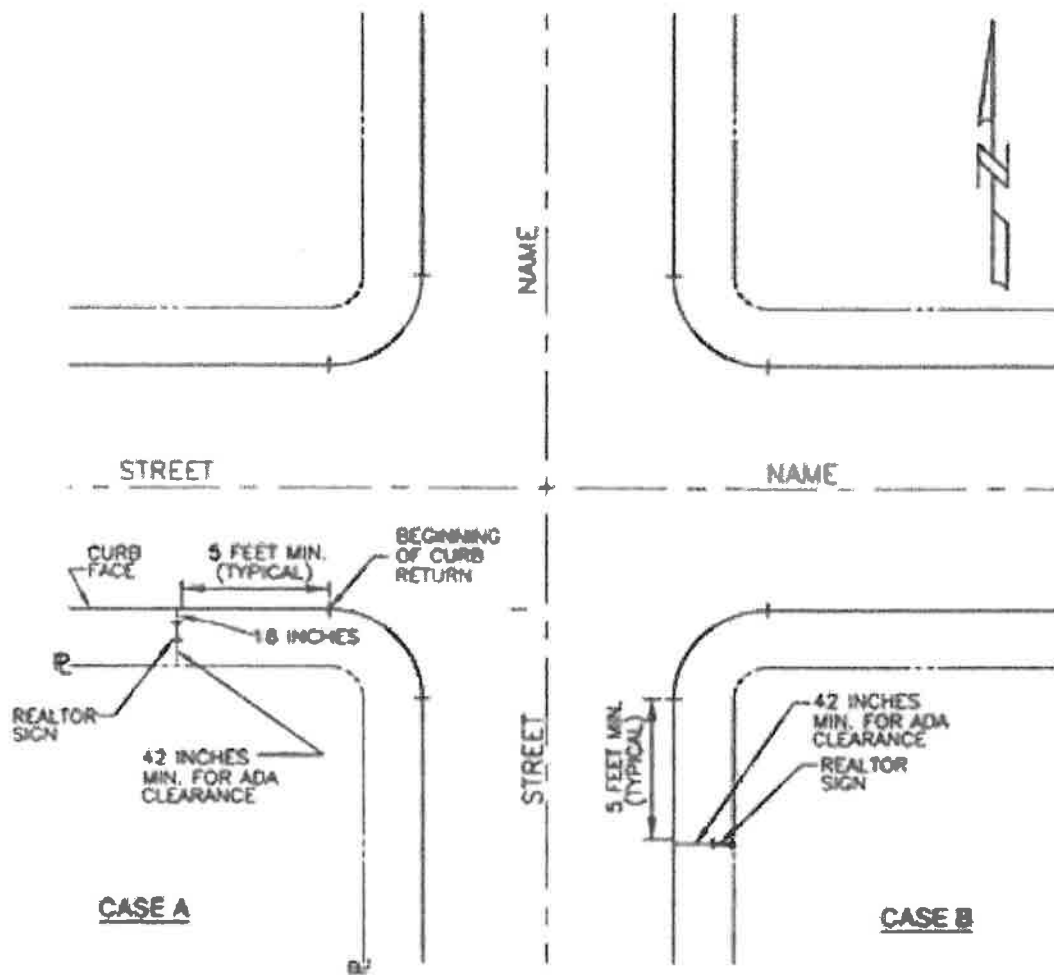


FIGURE 1

Note: Up to four (4) Pennants for each lot may be erected during the “Open House” on residential properties.

- Must be only on Saturdays, Sundays, and on Federal or State holidays from 12 noon until dusk or 6:00pm, whichever is earlier, and also on Thursdays from 8:00 until 2:00pm.
- Pennants shall not exceed four (4) square feet in size.
- Must **NOT** be erected higher than seven (7) feet from grade.
- All pennants must be a minimum of ten (10) feet from the front yard property line.
- All pennants at any one property shall be of a consistent size and shall be affixed to the ground by a pole (no hanging pennants are allowed)

It is recommended that you read the entire ordinance for other provisions not set forth on this information sheet.

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT

APPLICATION/PERMIT

TEMPORARY RESIDENTIAL REAL ESTATE OPEN HOUSE SIGNS

Permit No _____
Decal Nos. _____
Permit Expires _____
Cost/Fee _____
Insurance Expires _____
Number of signs permitted _____

**Signs must be placed in
Right-of-Way pursuant to
Burbank Municipal Code
Section 5-3-402.2**

The undersigned Permittee (the "Permittee") understands and agrees that, as the responsible person/entity of certain signs, it desires to obtain a permit to place Temporary Residential Real Estate Open House Sign(s) on public right-of-way in accordance with Section 5-3-402.2 of the Burbank Municipal Code. Permittee agrees to comply with all requirements of Section 5-3-402.2; including but not limited to displaying the issued decals on each sign at all times pursuant to rules adopted by the Public Works Director; and displaying Permittees' name, address, and telephone number on each sign in an area not to exceed 2" X 3" (business card size).

PERMITTEE'S NAME _____ (AGENT)

Is the Permit for use by: (circle one) OWNER/ AGENT/ BROKER/OTHER

Is Permittee acting on behalf of a company or business entity? _____

If yes, specify COMPANY/ BUSINESS ENTITY NAME and ADDRESS below:

Insurance must be in the name of the entity, and proof that Permittee can bind entity by signing the indemnity must be provided.

CO. NAME _____ (BROKER)

CO. ADDRESS _____

PHONE NO. _____

NUMBER OF SIGNS _____

This permit can authorize multiple signs; however, should the permit ever be revoked, **all signs authorized hereunder may become illegal and/or subject to confiscation** pursuant to Section 5-3-402.2 of the Burbank Municipal Code.

The Permittee hereby indemnifies and holds the City, its officers, employees, and representatives, harmless from all liability for damage or claims for damage for personal injury, including death, and claims for property damage, which may arise from the direct or indirect operations of the Permittee(s), agent(s), employee(s), or other persons acting on the Permittees' behalf, for all damages and claims for damages suffered or alleged to have been suffered by reason of the obligations referred to in the Permit, regardless of whether or not the City approved plans or specifications or inspected any of the signs erected pursuant to this Permit.

Permittee agrees to abide by Section 5-3-402.2 and all the rules and regulations adopted by the Public Works Director. Permittee has the right to provide decals to individual real estate agents/employees /others acting on Permittee's behalf; however, the Permittee remains the responsible person/entity to assure compliance with this Permit.

The undersigned understands and agrees that any permit issued hereon shall be issued pursuant to the provisions of Section 5-3-402 of the Burbank Municipal Code, and that any or all signs authorized herein may be summarily removed by the City in accordance with Section 5-3-402.2 in the event of any violation of this section.

I certify or declare under penalty of perjury that the foregoing statement is true and correct.

Date

Signature of Permittee (**AGENT**)

Name (Please Print)

Title or Agency

The Indemnification Form must be signed by the authorized person is other than Permittee.

Signature of Authorized Person (**BROKER**)

Name (Please Print)

Title or Agency

(FOR OFFICE USE ONLY)

PUBLIC WORKS DIRECTOR

Date

By: _____

Name and Title

HOLD HARMLESS SIGNED BY _____
Proof that Permittee can bind business entity _____

GENERAL LIABILITY \$1,000,000 and ADDITIONAL INSURED naming the City of Burbank (Must be attached) INSURANCE DATES _____ TO _____
(If business entity—insurance must be in that entity's name)