



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@hpca.gov](mailto:planning@hpca.gov)

# TEMPORARY USE PERMIT APPLICATION

## FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ File No.: \_\_\_\_\_ Fee/Receipt No.: **\$307.00** Initials: \_\_\_\_\_

**BUSINESS ADDRESS OR GENERAL LOCATION:** \_\_\_\_\_

### APPLICANT'S INFORMATION

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY OWNER'S INFORMATION

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

### DESCRIPTION OF TEMPORARY USE

1. Describe in detail the type of business activity to be temporarily conducted (include any equipment or product to be used in the commercial activity): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How long do you plan to operate the temporary use? \_\_\_\_\_

### SUBMITTAL REQUIREMENTS:

- ***Completed Temporary Use Permit Application***
- ***Certificate of Liability Insurance***
- ***Two (2) sets of plot plans and/or floor plans identifying the location of all event activity, pedestrian and vehicle circulation and/or parking as necessary.***

***A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of the temporary use. The applicant is responsible for routing the application to outside agencies.***

***If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.***

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: \_\_\_\_\_

Received By: \_\_\_\_\_

Filing Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Property Owner Approval Provided? ☐ Yes ☐ No

Site Plan Provided? ☐ Yes ☐ No

Certificate of Liability Insurance Provided? ☐ Yes ☐ No

**Departmental/Division Approvals Required:**

☐ Building and Safety

☐ City Clerk

☐ Engineering

☐ Parks & Recreation

☐ Planning

☐ Police Department

☐ Public Works

☐ Revenue Collections

**Outside Agency Approvals Required:**

☐ L.A. County Fire Dept.

☐ L.A. County Health Dept.

☐ Dept. of Alcoholic Beverage Control (ABC)



## DEPARTMENTS / AGENCIES REVIEW CHECKLIST

### TEMPORARY USE PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

***(The applicant is responsible for routing the application to outside agencies\*)***

- ☐ Los Angeles County Fire Department\*  
**Fire Prevention Division**  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- ☐ Los Angeles County Health Department\*  
**Environmental Health Specialist**  
5850 S Main Street, Room 2257  
Los Angeles, CA 90003  
(323) 235-7009

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- ☐ State Dept. of Alcoholic Beverage Control\*  
**Duty Investigator**  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

- ☐ Huntington Park Police Department  
**Watch Commander**  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
_____		
Signature: X _____ Date: _____		

# TEMPORARY USE PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Huntington Park City Manager's Office  
**City Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6223

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6297

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6392

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Finance Department  
**Finance Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6201

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

# TEMPORARY USE PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

- ☐ Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6271

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6253

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Huntington Park Code Enforcement  
**Code Enforcement Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6213

☐ Approved      ☐ Not Approved      ☐ No Approval  
Necessary  
☐ Approved w/ Conditions - Comments: \_\_\_\_\_  
\_\_\_\_\_  
Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_



## INSURANCE REQUIREMENTS

The City of Huntington Park requires that applicants must submit to the Office of the City Clerk proof of Liability Insurance in the following amounts.

Coverage shall be at least as broad as:

- **General Liability** – Minimum Limits of: *(Pending Event)*
  - **\$1,000,000** per occurrence and **\$2,000,000** general aggregate;
  - **\$2,000,000** per occurrence and **\$4,000,000** general aggregate; or
  - Other: \_\_\_\_\_

for bodily injury, personal injury and property damage, including operations, products and completed operations

- **Automobile Liability** – if vendor has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than **\$1,000,000** per accident for bodily injury and property damage. (Note – required only if auto is used in performance of work)
- **Workers Compensation** – required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. (Note – required only if vendor has employees)

*\*Special Events serving/selling alcohol must also include **Liquor Liability** (limits will vary depending on event type)*

The General Liability policy is to contain, or to be endorsed to contain the following:

- The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds.

Special Event Holder or Permittee shall hold harmless, defend and indemnify Entity and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Entity.

Certificate Holder:

- City of Huntington Park, 6550 Miles Avenue, Huntington Park, CA 90255

Acceptability of Insurers:

- Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Entity.

A typed legible name of the Authorized representative must accompany the signature on the certificate of insurance and/or the true and certified copy of the policy

**THE ENDORSEMENT PAGE MUST ACCOMPANY THE ACORD FORM  
CERTIFICATE OF LIABILITY.**

SUBJECT TO CHANGE ACCORDING TO EVENT



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Agent or Broker Name & Address	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #
INSURED	Insured Name & Address	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC OTHER:		Policy Number	Current Policy Period		EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMPROP AGG
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY HIRER AUTOS ONLY		Policy Number	Current Policy Period		COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	OCCUR CLAIMS-MADE				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER INCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	Policy Number	Current Policy Period		E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds."

CERTIFICATE HOLDER	CANCELLATION
City of Huntington Park 6550 Miles Avenue Huntington Park, CA 90255	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <b>SIGNATURE</b>

ACORD 25 (2016/03)

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Must be in ACCORD 25 (2016/03) or ACCORD 25 (2014/01) any other form will **NOT** be acceptable

DATE

Must have a Contact Name & Phone number or email address

Insurance Company Name(s)

**General Liab.**  
Each Occurrence: \$2,000,000  
Damage to Rented Premises: \$1,000,000  
Med Exp: \$5,000  
Personal & Adv Injury: \$1,000,000  
General Aggregate: \$4,000,000  
Products: \$1,000,000

Combined Single Limit: \$1,000,000

Each Accident: \$1,000,000

Must mark either a "Y" or "X"



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

"The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds."

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision 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 governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.