



City of Burbank  
Community Development Department  
150 North Third Street, P.O. Box 6459, Burbank, California, 91510-6459  
[www.burbankca.gov](http://www.burbankca.gov)

**BUSINESS LICENSE RENEWAL INSTRUCTIONS:  
RENTAL EQUIPMENT BUSINESSES**

Please return a copy of the bill with your payment on or before July 31 of this year AND:

- **PLEASE SUBMIT PROOF OF INSURANCE.** Burbank Municipal Code Section 3-4-104 requires Rental Equipment businesses to maintain \$1 million in General Liability insurance. Your Certificate of Insurance must show this coverage and an Additional Insured Endorsement (AIE) naming the “City of Burbank” as an additional insured with a minimum 10 days’ notice of cancellation **FOR EACH INSURANCE POLICY**. The AIE form can be either the City’s form or a standard ISO CG2012 form.

For assistance, please contact us at 818-238-5280.

Thank you,

**BUILDING & SAFETY DIVISION**  
Community Development Department

---