

**FUNERAL ESCORT PERMIT: CUSTOMER INSTRUCTIONS**

1. Applicants must complete the Special Business Permit Application (IND1) and provide:
  - a. Proof of insurance in accordance with Sacramento City Code Chapter 10.28.080:
    - i. In an amount no less than five hundred thousand dollars (\$500,000.00) single limit per occurrence; and
    - ii. Issued by an admitted insurer or insurers as defined by the California [Insurance Code](#); and
    - iii. Providing that the city, its officers, employees and agents are to be named as insureds under the policy; and
    - iv. Covering all losses and damages as specified in Section [10.28.070](#) of Sacramento City Code; and
    - v. Stipulating that the policy will operate as primary insurance and that no other insurance effected by the city or other named insured will be called on to contribute to a loss covered thereunder; and
  - b. Proof of satisfactory completion of a traffic safety program of instruction.
  - c. Copy of a valid California vehicle operator's license, properly endorsed for the type of vehicle the applicant intends to use while directing vehicular funeral processions.
  - d. A current (i.e., dated within 30 days) DMV driving record (online print out accepted).
  - e. Two passport-sized photos.
2. All Funeral Escort Permits expire on September 30 of the year following date of issuance.
  - a. Renewal applications must be submitted between September 1 and September 30 each year.
3. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division  
Attn: Permits & Taxes  
915 I St., Room 1201  
Sacramento, CA 95814