

**PRE-INSPECTION CHECKLIST**

Prior to inspection, the following items must be completed and returned to each county:

- \_\_\_\_\_ 1. **Application** for Ambulance Service License. Applicant and Medical Director signatures must be notarized.
- \_\_\_\_\_ 2. **Name & address** of each stockholder or partner owning 10% or more of the outstanding stock of the company, or having more than 10% ownership interest (if applicable).
- \_\_\_\_\_ 3. **Certificate of Motor Vehicle Condition Form** (completed for each vehicle)
- \_\_\_\_\_ 4. **Certificate of Insurance** showing the required liability coverage:

<b>Statutory Worker’s Compensation Insurance</b>	
<b>Public Liability, Property Damage, Bodily Injury</b>	
Each person	\$ 1,000,000
Each accident	\$ 2,000,000
<b>Property Damage</b>	
Each accident	\$ 1,000,000
<b>Professional Liability</b>	
Each person	\$ 1,000,000
Each accident	\$ 2,000,000

(Do not send the Evidence of Insurance card that is normally kept in the glove box)

- \_\_\_\_\_ 5. **Drug list** approved by the Medical Director/sponsor for use in the field (signed and dated by Medical Director)
- \_\_\_\_\_ 6. **List of personnel** providing ambulance service (please list all levels of state certified EMT’s and respective expiration dates)
- \_\_\_\_\_ 7. **List of current ambulances** including year, make, type, patient capacity for each vehicle
- \_\_\_\_\_ 8. **List of locations** (central & sub-station), where ambulances will be located. Attach zoning authorization if appropriate.
- \_\_\_\_\_ 9. **Map of service area**
- \_\_\_\_\_ 10. **Check(s) or money order(s)** for the fees to the appropriate county.

When all of the paperwork and fees are received by the appropriate counties, the Ambulance Inspector will be contacted. He will contact the ambulance company to schedule the inspection.

**PLEASE MAKE CERTAIN THAT YOUR AGENCY PROFILE IS CURRENT AND HAS BEEN SUBMITTED TO CDPHE**

<b>Adams</b> 720.322.1401 Per unit cost \$115	<b>Arapahoe</b> 720.874.4186 Per unit cost \$115	<b>Broomfield</b> 720.887.2220 Per unit cost \$115	<b>Douglas</b> 303.660.7589 Per unit cost \$100	<b>Elbert</b> 303.805.6131 Per unit cost \$115	<b>Jefferson</b> 303.271.5716 Per unit cost \$115
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