

The suggested content for your binder includes the following sections:

- i. **Entertainment**
  1. This section should include a copy of the current entertainment permit and its conditions.
- ii. **Fire**
  1. This section should include:
    - a. Documentation for approved occupancy, including a letter and document from the fire prevention team.
    - b. Documentation for any kitchen or hood approvals.
    - c. Any fire reports, including annual or five-year reports.
    - d. Any inspection tests and approvals, including sprinkler or backflow.
    - e. Documentation for any fire treatments applied to interior decorations or building improvements.
- iii. **ABC**
  1. This section should include:
    - a. A copy of the current ABC permit along with its conditions.
    - b. A list of current employees with their Responsible Beverage Service (RBS) training certifications. It is noteworthy that RBS, which was introduced in July 2022, remains valid for three years, and many original registrants may now require renewal.
- iv. **BOTC**
  1. This section should include a copy of the current Business Operations Tax Certificate.
- v. **CDTFA**
  1. This section should include a copy of the current California Department of Tax and Fee Administration Seller's Permit.
- vi. **Health**
  1. This section should include a copy of the current County of Sacramento Environmental Management Department permit.
- vii. **Security**
  1. This section should include current employees and a copy of their guard cards.
  2. It may also be beneficial to include login information for security camera systems.