

Vehicle for Hire Section
VEHICLE PERMIT APPLICATION CHECK LIST



1. **Completed application in compliance with 55.19, 20, 21, 22, 23.**
 - a. Must be signed by permit holder (Owner, check identification), **(OR)**
 - b. Authorization letter on file signed and dated by permit holder (Must be from the Owner, check Identification).
2. **Insurance certificate.**
 - a. Issued within the last seven (7) days (Top right-hand corner of insurance certificate).
 - b. City of Orlando and address named as additional insured (Bottom left-hand corner).
 - c. Thirty (30) day cancellation notice (Bottom right-hand corner).
 - d. Check prior Insurance Certificate for any lapse in coverage.
 - e. Only one master policy for all permitted vehicles.
 - f. Twenty (20) passenger vehicle or less - shall provide minimum limits of \$125,000/250,000/50,000 or \$300,000 combined single limits. (Mandated by F.S. 324.031).
 - g. Same exact DBA name as listed on Business Tax Receipt (Occupational license).
3. **Business Tax Receipt** (Occupational license).
 - a. Same exact DBA name as listed on insurance certificate.
 - b. Must be transportation related (Upper left-hand corner will identify type of business).
4. **Vehicle registration** (All vehicles)
5. **Inspection certificate.** (Original only with receipt of payment).
 - a. Verify communication device (cell phone, radio dispatched).
 - b. Verify 2"- 3" vehicle numbers, DBA tag, and shuttle company name lettered in 6"
6. **Rate schedule.**
 - a. \$20.00 / 1 Hr. Minimum or set Taxi Rate per mile.
7. **Business / Trade Name documents.** (Must present State of Florida Document).
 - a. Articles of Incorporation, **(OR)**
 - b. Fictitious Name filing.
8. **Filing Fee.** (\$250) The initial application fee will serve as the permit fee for one vehicle for Initial term of the permit. + \$200 for any additional vehicle) **NON-REFUNDABLE**

Chapter 55 can be viewed by visiting municode.com

Notice: There is a NON-REFUNDABLE application and permit fee due and payable at the time this application is filed. Accepted payment methods are business check, money order, debit or credit card. CASH IS NOT ACCEPTED.