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.