

**Instruction Sheet
for
Tow Truck License**

Phone: (216) 664-2264

Hours of Operation:
8:00 a.m. to 4:30 p.m. Weekdays

dallicenses@clevelandohio.gov

Before completing and submitting your application to our office, please read all materials and information included. If you have any questions, please call our office at (216) 664-2264 BEFORE YOU APPLY.

A Tow Truck license is required for every truck or any other vehicle adapted or used for the purpose of towing, winching, or otherwise removing disabled motor vehicles.

This license **is not** required when the property being towed is/has:

- owned by the person doing the towing;
- being transported for recreation, sport or show;
- been picked up outside the City of Cleveland and is either
 - in the process of being delivered to a location in the City or
 - is being towed through the City to be delivered elsewhere.

This is a bi-annual license that expires on September 30th in odd numbered years.

Every person operating a tow truck must be licensed as a Tow Truck Driver. This is an annual license that expires on March 1st

As the vehicle owner, you are expected to be completely familiar with the requirements of City of Cleveland Codified Ordinance Chapter §677A, Tow Trucks.

City of Cleveland employees may not provide legal advice to the public. The information provided is for informational purposes only and is not legal advice. For questions regarding the application of a city ordinance or regulation, you should consult an attorney regarding your specific situation.

You may apply for this license in person, on-line or by mail.

In Person:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Complete the application in its entirety and sign (print legibly using blue or black ink).
3. Visit our office located at the address in the top right-hand corner between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
4. Bring the fee listed below. Acceptable forms of payment are money orders, checks, debit/credit cards and cash.

On-Line:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Go to <https://ca.permitcleveland.org/public/Default.aspx>, and follow the instructions on Attachment A.
3. Be prepared to submit the license fee listed below plus applicable convenience fees. Acceptable forms of payment are electronic check and debit/credit cards

By Mail:

1. Gather all supporting documentation that must be submitted along with the application (see *What to bring or submit to the Division of Assessments & Licenses Section* below).
2. Make copies of all documentation.
3. Complete the enclosed application in its entirety and sign (print legibly using blue or black ink).
4. Mail the completed application, supporting documentation and fee listed below to the Division of Assessments and Licenses at the address listed above in the top right-hand corner. Acceptable forms of payment for mailed applications are Money Orders and Checks (DO NOT SEND CASH OR CREDIT CARD INFORMATION IN THE MAIL).



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What to bring or submit to the Division of Assessments and Licenses:

Requirements apply to Both New and Renewal Applicants:

- 1) Completed and signed application.
- 2) Copy of Certificate of Insurance listing the City of Cleveland as Certificate Holder and showing required coverage amounts of \$300,000 in General Liability Coverage.

AND

If storing vehicles, \$100,000 in Garagekeepers Liability Coverage.

OR

If not storing vehicles, a notarized Garagekeepers Legal Liability Affidavit.

See attached Sample Certificate

- 3) Copy of a current and valid vehicle registration for **each** vehicle. **Please note a copy of the vehicle title will not be accepted.**
- 4) Two (2) **current year** color pictures of **each tow truck** – **one picture of each side of tow truck** – displaying the name, address, and phone number of the Company painted on the vehicle. The name shall be printed in letters at least three (3) inches high and not less than three-eighths ($\frac{3}{8}$) of an inch wide, while the address and phone number shall be in letters two (2) inches high and not less than three-eighths ($\frac{3}{8}$) of an inch wide. Lettering shall be in color that will contrast sharply with the background on which it is painted and shall be placed in such position as to be easily seen by anyone wishing to identify the vehicle. Markings shall be kept clear and distinct at all times. **Magnetic Signs and Peel-off Letters and Numbers will not be accepted.** All pictures must be labeled with the last four digits of the VIN and the specific side of the truck (i.e. 1234_R; 1234_L)
- 5) **Fees of \$125.00 for the first truck and \$30.00 for each additional truck payable at the time of application submission.** All fees are non-refundable. Make checks payable to the City of Cleveland.



Tow Truck License Application

CITY OF CLEVELAND
Division of Assessments and Licenses
601 Lakeside Avenue, Room 122
Cleveland, Ohio 44114

Phone: (216) 664-2264

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8:00 a.m. to 4:30 p.m. Weekdays

dallicenses@clevelandohio.gov

Date:	License Number <small>(internally assigned)</small> :
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SECTION A – FEE CALCULATION					
	Vehicle Fees		# of Vehicles		Total
1 st Vehicle	\$125.00	X	1	=	\$ 125.00
Each Additional	\$30.00	X	_____	=	\$ _____
Replacement	\$30.00	X	_____	=	\$ _____
Total Amount Due					\$ _____

SECTION B - BUSINESS INFORMATION			
BUSINESS TYPE			
<input type="checkbox"/>	Person (Sole Proprietorship)	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership (General or Limited)
<input type="checkbox"/>	Other: (specify)		
Legal Name:			
DBA / Alias:		State Incorporated:	
Address:			
City:		State:	Zip:
Telephone # <small>(including area code)</small> :		Email:	
Federal ID or Social Security Number:			
Police District: <small>(Cleveland Businesses Only) :</small>		Ward #: <small>(Cleveland Businesses Only)</small>	

SECTION C - APPLICANT INFORMATION		
Name:	Title:	
Address (Residential):		
City:	State:	Zip:
Telephone #:	Email:	

SECTION D - OWNERSHIP INFORMATION – provide the full name, title, SSN or FEIN (if an FEIN is not required for your business entity, the SSN of the owner is required), and complete address and telephone number of each corporate officer, owner, general partner, stockholder and/or director with a controlling interest. Make copies of this page if additional space is needed.

NAME/TITLE	SSN/FEIN	RESIDENCE ADDRESS / TELEPHONE

