



## Certificate and Limited Taxicab Permit Application

**Staff Use Only**

Company Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Order Number: \_\_\_\_\_

Permits Assigned: \_\_\_\_\_

Applicants who meet the minimum requirements established in the Ordinance for Regulation of Vehicles for Hire, shall submit a Vehicle for Hire Certificate and Limited Taxicab Permit Application form. **Applications must be received by noon on the due date.**

Available again this year, you can upload your application! Your upload time will be considered your "post mark". Otherwise, applications should be mailed, or hand-delivered to:

Hillsborough County Tax Collector  
2814 East Hillsborough Ave  
**Attention: Limited Taxicab Permit Application**  
Tampa, FL 33610

Incomplete or late applications shall be subject to denial. **Invoices for certificates and Taxicab Permits will be sent to the email address provided in the application. Please ensure your email address is legible.**

The Hillsborough County Tax Collector shall provide written notification to all applicants of the ranking and award of permits.

**Contest of Ranking, Award and Denial:** Any applicant for taxicab permits who was either denied permits or who is to be awarded less permits than requested, may contest the decision of the County pursuant to the provisions of the Ordinance. Submit a written request to Regulatory Compliance, Department of Code Enforcement, 2709 E. Hanna Ave, Tampa, FL 33610 or to [RegComp@HCFLGov.net](mailto:RegComp@HCFLGov.net), within ten (10) days of the delivery date of the notice of ranking and award. Failure to submit a timely request shall be deemed a waiver of his or her right to contest the ranking, award and/or denial.

**Awarded Permits Must Be Utilized with Specified Time Period or Forfeited:** Eighty percent (80%) of permits assigned to an applicant during the initial application period, must be applied to a vehicle to be used for taxicab services within ninety (90) days. A certificate holder may hold up to twenty percent (20%) of initially assigned permits in reserve.

**Invoices for certificates and Taxicab Permits** will be sent to the email address provided on the application. The date on the invoice is the official assignment date. Payments for Business Certificates and permits are due upon receipt.

At the conclusion of the application process, all available uncontested permits shall become available for purchase on a first come – first served basis. Any permits purchased after the initial application period must be assigned to a vehicle at the time of sale.

## **Application Requirements:**

- Completed application form must be received by noon on August 06, 2024
- Signed Acknowledgment of Ordinance and Compliance Affidavit
- Completed List of Vehicles Form
- Completed List of Drivers Form
- Copy of current Business Tax Receipt
- Articles of Organization, Florida Profit Corporation, or Limited Partnership
- Fictitious Name Registration (if applicable)

Once your application is approved; Required Documentation for Vehicle Permit Issuance (in addition to documents listed above):

- Proof of Liability insurance for each vehicle (Accord Form).
- If providing services on Tampa Port Authority property, proof the Port is named as an additional insured / Certificate Holder
- Current Vehicle Registration for each vehicle
- ASE Certification Form for each vehicle

**NOTE: If the ASE Certificate Number is not in correct format, you will be required to submit a copy of the ASE Certificate**

## Important dates:

Application with directions sent/available: 7/01/2024

Application submission before: Noon on 8/06/2024

Publish assignment of permits notification: 8/07/2024

Contest due dates: 8/20/2024

Invoices emailed (Permit Assignment Date): 8/21/2024

2023 Permit Sales begin: 9/01/2024

2022 Permits Expire: 9/30/2024

Late Fee for Certificates and Permits: 11/01/2024

Assigned Permit Forfeiture Date: 11/29/2024, End of Day

**New** this year, you can upload your application! Your upload time will be considered your “post mark”. Otherwise, applications should be mailed, or hand-delivered by the due date.



<https://securefiles.hillstax.org/filedrop/VehiclesForHire>

## Certificate and Limited Taxicab Permit Application

Indicate the type of service and the number of vehicle permits to perform this service.

Business Name: \_\_\_\_\_

\_\_\_\_\_ Number of Standard Taxicab permits requested

\_\_\_\_\_ Number of Luxury Taxicab permits requested

\_\_\_\_\_ Initial here if this application is to include a Port Tampa Bay decal.

**Note:** All vehicles for hire, providing for hire transportation services on property belonging to the Tampa Port Authority, must name the Tampa Port Authority as an additional insured/Certificate Holder on its motor vehicle liability insurance policy (Accord Form).

## Certificate and Limited Taxicab Permit Application

Name of Business: \_\_\_\_\_

Physical address where business is operated: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business Mailing Address (complete only if different from above):

\_\_\_\_\_  
\_\_\_\_\_

Owner's Full Name: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ \*Required, notices will be sent to this email address

Manager's Full Name: \_\_\_\_\_

Manager's Local Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_







## Mechanical Inspection Certification

Company Certificate Holders Name: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Date of Manufacture: \_\_\_\_\_

Mileage (at the time of inspection): \_\_\_\_\_

VIN: \_\_\_\_\_

### **Inspection Items:**

\_\_\_\_\_ Brakes: Foot brakes and parking brake.

\_\_\_\_\_ Tires: Condition of tires, including tread depth

\_\_\_\_\_ Windshield and windshield wipers.

\_\_\_\_\_ Lights: head lights, tail lights, brake lights, turn indicator lights

\_\_\_\_\_ Interior: door & lock operation, horn, speedometer, safety belts, front seat adjustment mechanism

\_\_\_\_\_ Interior and exterior rear view and side view mirrors

\_\_\_\_\_ Heating and A/C (heated air at floor and defrost, A/C temp at ducts)

\_\_\_\_\_ Suspension system and steering (worn-out shocks and struts)

\_\_\_\_\_ Bumper, Muffler and Exhaust System (converters in place, excessive noise, leaks, smoke)

\_\_\_\_\_ Leaks (oil, engine coolant, transmission, fuel, hydraulic brake fluid)

\_\_\_\_\_ Additional inspection required for vehicle exceeding ten (10) model years on December 31st of any year. Interior restraint and safety equipment is functional and in good working order.

I, \_\_\_\_\_, certify that I have inspected the vehicle  
(Automotive Service Excellence "ASE" Certified Mechanic Printed Name)

identified on this form and using the above listed items as my criteria, certify this vehicle as safe and roadworthy as of the date of this inspection.

\_\_\_\_\_  
Signature of ASE Certified Mechanic

\_\_\_\_\_  
Inspection Date

\_\_\_\_\_  
ASE Certificate Number

**NOTE: If the ASE Certificate Number is not in correct format, you will be required to submit a copy of the ASE Certificate**

### **Office use only**

Permit No: \_\_\_\_\_

Date Received: \_\_\_\_\_

CSR: \_\_\_\_\_



## Certificate and Limited Taxicab Permit Application

### Acknowledgement of Ordinance For Regulation of Vehicles for Hire

The Ordinance details important information about the rules and regulation of Vehicles for Hire, including Taxicabs.

I understand that it is my responsibility to read, understand and comply with the Ordinance, Resolution, and any revisions made. I have read and understand the Ordinance, its requirements and the penalties imposed as defined.

### Vehicle for Hire Permit Application Compliance Affidavit

\_\_\_\_\_  
(Individual or Representative)

of \_\_\_\_\_  
(Company or Corporation)

do hereby swear/affirm that the listed applicant company is in compliance with all applicable county and municipal ordinances and codes; state laws, regulations and codes; and federal laws and codes.

Under penalties of perjury, I declare that I have read the foregoing document and the facts stated in it are true.

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date:

Applicant's Initials \_\_\_\_\_

HCTC Rev 06/24