



## TOWING & IMMOBILIZATION CERTIFICATE APPLICATION

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

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

**Number of Light Recovery (up to 10,000 lbs. GTW - Class A)**

**Number of Light Car-Carrier (up to 10,000 lbs. GTW - Class A)**

**Number of Medium Recovery (10,001 to 16,000 lbs. GTW - Class B)**

**Number of Medium Car-Carrier (10,001 to 16,000 lbs. GTW - Class B)**

**Number of Heavy Recovery (16,001 lbs. and up GTW - Class C)**

**Number of Heavy Car-Carrier (16,001 lbs. and up GTW - Class C)**

**Note:** Law Enforcement Agencies do not confer with the Hillsborough County Tax Collector's Office when determining which businesses are granted a position on its rotation list. The determination of which businesses are granted a rotation position rests solely with the Law Enforcement Agencies to which you apply.

Initial here to acknowledge that you have read and understand the above information.

## **Towing & Immobilization Application Checklist**

**Step 1:** The business must identify & list all tow trucks utilized by the business. The list shall include the year, make, model, class, and Vehicle Identification Number (VIN) on the prescribed form.

**Step 2:** Three Proofs of Insurance: Commercial motor vehicle liability insurance (Accord) for each tow truck, garage liability insurance and garagekeeper's legal liability insurance.

**Step 3:** Vehicle Registration for each vehicle.

**Step 4:** An ASE Certification (Towing-Mechanical Inspection) form for each vehicle. Each vehicle must be inspected and certified safe by an ASE (Automotive Service Excellence) certified mechanic or commercial auto repair facility licensed by the State of Florida.

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

**Step 5:** The business must identify & list all drivers utilized by the business. The list shall include the name, address, date of birth and phone number for each driver on the prescribed form.

*Note: All drivers must be issued a Driver Identification Badge to operate any Vehicle for Hire.*

**Step 6:** Copy of current Business Tax Receipt.

**Step 7:** Articles of Organization, FL Profit Corporation, or Limited Partnership, registered with the Division of Corporations at Sunbiz.org. Include fictitious name registration when applicable.

**Step 8:** Acknowledgment of Ordinance and Compliance Affidavit

## TOWING & IMMOBILIZATION CERTIFICATE 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: \_\_\_\_\_

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

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

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

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

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

## List of Tow Trucks

Identify and list all tow trucks used by the business. The list shall include the year, make, model, class and Vehicle Identification Number (VIN). All vehicles must obtain a permit.

Chapter 10, Article XVI of the Hillsborough County Code of Ordinances and Laws, Ordinance 17-34, Section 7. B (8)

\* Class A up to 10,000 lbs. GTW, Class B up to 16,000 lbs. GTW, Class C 16,001 lbs. and up GTW



## Towing Mechanical Inspection Certification

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

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

Date of Manufacture: \_\_\_\_\_ Mileage (at time of inspection): \_\_\_\_\_

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

### Inspection Items – Mechanic initial each:

- 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
- 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)
- Interior: (door & lock operation, horn, speedometer, safety belts, front seat adjustment mechanism)
- Mirrors, interior and exterior, rear view and side view mirrors

Note: All tow trucks shall be equipped with a cradle or tow plate to pick up vehicles. The cradle or tow plate shall be equipped with safety chains and constructed in such a manner that it will not damage the vehicle towed; dual rear wheels; clearance and marker lights and all other equipment as required by Chapter 316, Florida Statutes, as may be amended; a rotor beam or strobe-type light, amber in color, mounted on the tow truck in such a manner that it can be seen from the front, rear and both sides; name, address and telephone number of the business permanently affixed in a conspicuous place on both sides of the truck in letters at least three (3) inches in height. The address and telephone number must be in letters at least one (1) inch in height; one flashlight and at least one five (5) pound or larger fire extinguisher.

I, \_\_\_\_\_, certify that I have inspected the vehicle identified on this  
(Printed Name of Mechanic)

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

Signature of Mechanic

Name of Motor Vehicle Repair Shop

Inspection Date

ASE Certificate # or DACS MV License #

Permit No: \_\_\_\_\_ Date Received: \_\_\_\_\_ CSR: \_\_\_\_\_

## List of Drivers

Identify and list all drivers used by the business. The list shall include the name, address, date of birth, and phone number for each driver. All drivers must be issued a Driver Identification Badge.

## **TOWING & IMMOBILIZATION CERTIFICATE 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 Towing and Immobilization Services.

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, Resolution, its requirements and the penalties imposed as defined.

### **Vehicle for Hire Permit Application Compliance Affidavit**

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(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.

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Applicant's Signature:

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Date:

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

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