

**Harris County Tow Truck
Permit applications will be
accepted,
October 1st through October 15th**

Applications may be dropped off Monday - Friday, 9am-2pm

Harris County Sheriff Office Vehicular Crimes Division
4101 Interwood North Parkway Suite #200
Houston, Texas 77032

Applications by email will not be accepted.

Information regarding renewals will be sent out no later than September 1st.

HARRIS COUNTY TOW TRUCK PERMIT APPLICATION

To	Date
HARRIS COUNTY SHERIFF'S OFFICE ~ <i>Vehicular Crimes Division</i>	

I request that I be issued a Harris County tow truck permit for law enforcement tows from law enforcement scenes in the unincorporated areas of Harris County. I acknowledge that if I am issued a permit, it is the property of the Harris County Sheriff's Office, and it can be suspended, revoked, or cancelled by the Harris County Sheriff's Office at any time for just cause. I agree to abide by all rules of the Harris County Tow Truck Ordinance for Law Enforcement Towing and Storage Services.

If the permit(s) is / are not renewed by January 31, I agree to surrender the permit(s) to the Harris County Sheriff's Office Vehicular Crimes Division by the close of business on January 31. If January 31 falls on a weekend, the permit(s) must be surrendered by the close of business the next working day. I understand that failure to do so will subject me to administrative action and/or criminal charges being filed against me.

TOW TRUCK COMPANY INFORMATION

Company Name				
Address	City	State	ZIP Code	Business Telephone Number
E-mail Address (MANDATORY ~ You must list an e-mail address for correspondence and regulation updates)				
Company Owner Name		LLC / DBA / Partner Name (if different)		
Owner Cell Phone Number		Other Contact Phone Number		

PRIMARY OWNER / PRESIDENT / CHIEF EXECUTIVE OFFICER

Name (last, first middle)			Date of Birth	
Home Address		City	State	ZIP Code
Driver's License Number	Social Security Number	Cell Phone Number	Other Phone Number	
E-mail Address				
The primary owner / president / CEO must attach a copy of his/her state operator license and pass a criminal history check.				

ADMINISTRATIVE USE ONLY:

FBI:

SPN:

BUSINESS PARTNER

Name (last, first middle)			Date of Birth	
Home Address		City	State	ZIP Code
Driver's License Number	Social Security Number	Cell Phone Number	Other Phone Number	
E-mail Address				
The business partner must attach a copy of his/her state operator license and pass a criminal history check.				

ADMINISTRATIVE USE ONLY:

FBI:

SPN:

TOW TRUCK MANAGER (if different from owner or business partner)

Name (last, first middle)			Date of Birth	
Home Address		City	State	ZIP Code
Driver's License Number	Social Security Number	Cell Phone Number	Other Phone Number	
E-mail Address				
The tow truck manager must attach a copy of his/her state operator license and pass a criminal history check to include SPN# and FBI#				
ADMINISTRATIVE USE ONLY:		FBI:	SPN:	

INSURANCE COMPANY AND INSURED DRIVERS

Company Name	Policy Number
Agent Name	Telephone Number

The applicant / permit holder **shall** provide a thirty-day (30-day) notice to the Harris County Sheriff's Office Towing and Storage Unit of cancellation or material change in the policy listed above.

List all drivers that are insured with the above insurance company. Each driver must have valid Harris County tow truck operator identification, must have received **and** read a copy of the Harris County Tow Truck Ordinance, and shall notify the HCSO Towing and Storage Unit **the next working day** if the employee or the employer changes throughout this permit year. Use an additional sheet if necessary.

Name	TX Driver License #	Name	TX Driver License #
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

VEHICLE STORAGE FACILITIES (VSF)

Harris County-approved Storage Facilities ~ The addresses listed below are displayed on the tow truck(s):

Storage Facility Name		Phone Number	
Address	City	State	ZIP Code
Storage Facility Name		Phone Number	
Address	City	State	ZIP Code
Storage Facility Name		Phone Number	
Address	City	State	ZIP Code
Storage Facility Name		Phone Number	
Address	City	State	ZIP Code
Storage Facility Name		Phone Number	
Address	City	State	ZIP Code
Storage Facility Name		Phone Number	
Address	City	State	ZIP Code

Non-Harris County-approved Storage Facilities ~ The addresses **not permitted** by Harris County listed below are displayed on the tow truck(s):

Storage Facility Name	Phone Number
Storage Facility Name	Phone Number
Storage Facility Name	Phone Number

VEHICLE INFORMATION

Permits are requested for the vehicles described below (use an additional sheet if necessary):

Year	Make / Model	Last 5 Digits of VIN	License Plate Number	HCW #
1.				
2.				
3.				
4.				
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8.				
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24.				
25.				

I hereby swear and affirm that all the information provided in this application is true and correct to the best of my knowledge. I am aware that any misrepresentation of fact or falsification of any information will cause this application to be disapproved. I also affirm that all the listed drivers and I have received and read a copy of the Harris County Tow Truck Ordinance.

Business Owner Printed Name	Title (Owner/CEO/President)
Business Owner Signature	Date
	

Application Information

The application must have a company owner (the person to whom the permit will be issued).

The certificate of insurance / ACORD document must identify all tow trucks and drivers and must be an original document. E-mails and faxes sent directly from the insurance agent are acceptable.

The certificate holder shall be listed as: Harris County Sheriff's Office
Vehicular Crimes Division
1200 Baker Street
Houston, TX 77002

Harris County Permit Fees

Permits expire every year on January 31. Permits for the next year may be purchased as early as November if available.

Renewals (already have a 2026 permit) \$580.00

New/Adding	November	\$728.00
	December	\$680.00
	January	\$628.00

Other Fees

Tow truck operator identification card (new, replacement, secondary, changed employer)	\$15.00
Chip or permit replacement	\$60.00
Any additional tow truck inspections (Swap-outs, re-inspections)	\$75.00

Only cashiers checks or money orders are accepted.
Payment will be accepted on the day of the inspection.

Contact Information

Harris County Sheriff's Office Towing and Storage Unit:
Office telephone: 713-274-7410 E-mail address: HCSOTowing@sheriff.hctx.net

Tow Company Information

- The company name is listed on the tow truck cab card issued by TDLR.
- The company name and complete phone number must be on the doors on both sides in 3-inch tall lettering (minimum).
- The company's city and state must also be on both doors in 2-inch-tall lettering (minimum).
- The name, city, and state of the tow truck owner listed on the registration receipt must be on both sides of the tow truck in 2-inch-tall lettering (minimum).
- If all of these documents display the same name, you do not have to display them more than once.
- All other required markings must be in 2-inch-tall lettering (minimum).
- Signage must be in contrasting colors and must be clearly visible at fifty (50) feet during normal daylight hours (Tow Truck Ordinance Section II.I.1.c). Ghost-style signage will not be approved.
- No additional stickers or logos that are not related to the operations of towing a vehicle. e.g., "In memory of," bumper stickers, etc. (Tow Truck Ordinance Section II.I.2.c).

- The emergency light bar must be mounted as high and as wide as possible. No additional lighting is allowed to include "wig-wag" headlights or alternately flashing "strobe kits."
- All tow truck company owner(s) must be present during initial truck inspections.

Helpful Checklists

Requirements are not limited to the listed items. You are ultimately responsible for reading and following all county, state, and federal laws regarding tow truck requirements.

Documents (in this order ~ faxed copies will **not** be accepted)

- | | |
|---|---|
| ☐ Completed application | ☐ Original insurance certificate / ACORD |
| ☐ TDLR tow truck registration certificate | ☐ TDLR cab card |
| ☐ Vehicle storage facility letter | ☐ Tow truck company business card |
| ☐ Tow ticket (TDLR complaint information required) | ☐ Certificate holder information |
| ☐ DBA / LLC / INC receipt of certificate and partnership agreement | |
| ☐ Vehicle registration document (for renewals, write truck HCW# at top right corner) | |
| ☐ Owners' and drivers' identification DL / HCW ID / TDLR ID / LTC) | |

Equipment

- | | |
|---|--|
| ☐ Documents (registration/insurance/cab card) | ☐ Safety vest (ANSI / ISEA standard- Class 3) |
| ☐ Fire extinguisher | ☐ Broom (18-inch head, 36-inch handle) |
| ☐ Debris container | ☐ Spotlight / flashlight |
| ☐ 3 reflectors / flares / cones | ☐ Crowbar (36-inch) |
| ☐ Absorbent (5 gallons) | ☐ Shovel (flathead, 36-inch) |
| ☐ Rope / wire | ☐ Emergency lights |
| ☐ Tow lights | ☐ Safety chains (J hooks) |
| ☐ 8 ½-inch bolts (4 front / 4 rear) (aftermarket-built trucks) | |

Vehicle Inspection

- | | |
|--|--|
| ☐ Headlights | ☐ Taillights |
| ☐ Turn signals | ☐ Brake lights |
| ☐ Mud flaps | ☐ Registration sticker |
| ☐ License plate lights | ☐ Windshield wiper blades |
| ☐ Window tint (above 25% VLT) | ☐ Tires (good tread) |
| ☐ Weight plate, sticker, or documentation | ☐ Dollies |

Signage (both sides of tow truck)

- ☐ Company / cab card registered name and phone number on door(s) (3-inch tall minimum)
- ☐ Business city and state on doors (2-inch tall minimum)
- ☐ Vehicle storage facility address on bed (2-inch tall minimum)
- ☐ Vehicle registered owner's name, city, and state (2-inch tall minimum, if different from cab card)
- ☐ HCW# on fender (2-inch tall minimum)
- ☐ TDLR number (2-inch tall minimum)
- ☐ TDLR Heavy-Duty truck must display USDOT#