

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				
<i>The primary owner / president / CEO must attach a copy of his/her state operator license and pass a criminal history check.</i>				

ADMINISTRATIVE USE ONLY:

FBI:

SPN:

BUSINESS PARTNER

Name <i>(last, first middle)</i>			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				
<i>The business partner must attach a copy of his/her state operator license and pass a criminal history check.</i>				
ADMINISTRATIVE USE ONLY:		FBI:	SPN:	

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

Name <i>(last, first middle)</i>			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				
<i>The tow truck manager must attach a copy of his/her state operator license and pass a criminal history check.</i>				

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
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.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
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.

Applicant Printed Name	Title
Applicant Signature	Date
x	

REQUIRED DOCUMENTATION AND IDENTIFICATION ON TOW TRUCKS

Required Documentation

- Completed application signed by the company owner
- Tow truck company business card and invoice
- Original** insurance certificate listing all vehicles and drivers
- DBA and / or LLC certificate (partnership agreement documents required)
- TDLR tow truck certificate of registration and cab card
- Vehicle registration document
- Vehicle storage facility drop letter (must submit two letters per lot)
- Photo identification: owner and drivers (DL / HCW ID / TDLR ID / LTC)

Application Instructions

- Complete all fields in the application
- E-mail address: **mandatory** for correspondence and updates
- Attach all required documents
- Deliver all documents:
 - In person: Harris County Sheriff's Office
Vehicular Crimes Division ~ Towing and Storage Unit
4101 Interwood North Parkway
Suite 200
Houston, TX 77032
(9:00 A.M. to 4:00 P.M. Monday through Friday excluding Harris County holidays)
 - U.S. Mail: Harris County Sheriff's Office
Vehicular Crimes Division ~ Towing and Storage Unit
4101 Interwood North Parkway
Suite 200
Houston, TX 77032

After the Towing and Storage Unit receives all the required documents, a unit representative will contact you with an approval or denial. Upon approval, a permit number will be issued with an appointment date and time for inspection.

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

Tow Company Information

- The company's name is listed on the tow truck cab card issued by TDLR.
- The company's name and complete phone number must be on the front door 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.

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.

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.

<u>Current Year</u>		<u>Next Year</u>	<u>Other Fees</u>
January	\$628.00		Tow truck operator identification card <i>(new, replacement, secondary, changed employer)</i> \$15.00
February	\$580.00		
March	\$532.00		
April	\$484.00		Chip or permit replacement \$60.00
May	\$436.00		
June	\$388.00		
July	\$340.00		Only cashier's checks or money orders are accepted.
August	\$292.00		Do not submit payment with the application.
September	\$244.00		Payment will be accepted on the day of the inspection.
October	\$196.00		
November	\$148.00	\$728.00	
December	\$100.00	\$680.00	

Contact Information

Harris County Sheriff's Office Towing and Storage Unit:

Office telephone: 713-274-7410 || E-mail address: HCSOTowing@sheriff.hctx.net

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
- DBA / LLC / INC receipt of certificate and partnership agreement
- TDLR tow truck registration certificate
- TDLR cab card
- Vehicle registration document *(for renewals, write truck HCW# at top right corner)*
- Vehicle storage facility letters (two letters per lot)
- Owners' and drivers' identification (DL / HCW ID / TDLR ID / LTC)
- Tow truck company business card
- Tow ticket *(TDLR complaint information required)*

Equipment

- | | |
|--|--|
| <input type="checkbox"/> Documents <i>(registration / insurance / cab card / MVI)</i> | <input type="checkbox"/> Absorbent (5 gallons) |
| <input type="checkbox"/> Safety vest <i>(ANSI / ISEA standard)</i> | <input type="checkbox"/> Shovel <i>(flathead, 36-inch)</i> |
| <input type="checkbox"/> Fire extinguisher <i>(labeled with current or last year's date)</i> | <input type="checkbox"/> Rope / wire |
| <input type="checkbox"/> Broom <i>(18-inch head, 36-inch handle)</i> | <input type="checkbox"/> Emergency lights |
| <input type="checkbox"/> Debris container | <input type="checkbox"/> Tow lights |
| <input type="checkbox"/> Spotlight / flashlight | <input type="checkbox"/> Safety chains <i>(J hooks)</i> |
| <input type="checkbox"/> 3 reflectors / flares / cones | <input type="checkbox"/> 8 ½-inch bolts <i>(4 front / 4 rear)</i>
<i>(aftermarket-built trucks)</i> |
| <input type="checkbox"/> Crowbar <i>(36-inch)</i> | |

Vehicle Inspection

- | | |
|---|--|
| <input type="checkbox"/> Headlights | <input type="checkbox"/> License plate lights |
| <input type="checkbox"/> Taillights | <input type="checkbox"/> Windshield wiper blades |
| <input type="checkbox"/> Turn signals | <input type="checkbox"/> Window tint <i>(above 25% VLT)</i> |
| <input type="checkbox"/> Brake lights | <input type="checkbox"/> Tires <i>(good tread)</i> |
| <input type="checkbox"/> Mud flaps | <input type="checkbox"/> Weight plate, sticker, or documentation |
| <input type="checkbox"/> Registration sticker | <input type="checkbox"/> Dollies |

Signage *(both sides of tow truck)*

- Company / cab card registered name and phone number on doors *(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