

# **Applications for a Harris County Tow Truck Permit**

**will be available on-line in August**

**Applications will be accepted, October 1st through October 15th**

See below information to help you prepare.

## **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, Texas 77002

## **Application Documents:**

- 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 (Drop Letter)
- Owners' and drivers' identification (Tx DL / HCW ID / TDLR ID / LTC)
- Tow truck company business card
- Tow ticket (TDLR complaint information required)

## **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.

- November Inspections \$728.00
- December Inspections \$680.00

Other Fees: Tow truck operator identification card \$15.00

## **Equipment**

- Documents (registration/insurance/cab card MVI)
- Safety vest (ANSI / ISEA standard)
- 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)
- Dollies
- Window tint (above 25% VLT)
- Tires (good tread)
- Weight plate, sticker, or documentation
- 8 ½-inch bolts (4 front / 4 rear) (aftermarket-built trucks)

### **Tow Truck Signage**

- Signage must be in contrasting colors and must be clearly visible at fifty (50) feet during normal daylight hours (Tow Truck Ordinance Section II.1.1.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.1.2.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.”

### **Truck markings: (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)
- HCW# on fender (2-inch tall minimum)
- TDLR number
- Vehicle registered owner’s name, city, and state (2-inch tall minimum, if different from cab card)
- Heavy-Duty trucks must display USDOT number (2-inch tall minimum)