

**HARRIS COUNTY STORAGE LOT PERMIT APPLICATION**

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

I request that I be issued a storage lot permit from the Harris County Sheriff's Office to store non-consent law enforcement tows. 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.

<b>Storage Facility Business Name</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Daytime Telephone Number</b>		<b>24-Hour Telephone Number</b>	
<b>Texas Vehicle Storage Facility License Number</b> <i>(attach copy of license on 8½ × 11-inch-sized paper)</i>			
<b>Insurance Company</b> <i>(attach copy of insurance certificate on 8½ × 11-inch-sized paper)</i>		<b>Policy Number</b>	<b>Telephone Number</b>
<b>Agent Name and Address</b> <i>(street, city, state, ZIP code)</i>			
<p>Original insurance certificate must be attached showing the following certificate holder:</p> <p style="text-align: right;">Harris County Sheriff's Office          Attn: Vehicular Crimes Division ~ Towing and Storage Unit          1200 Baker Street          Houston, TX 77002</p>			

I hereby swear and affirm that the information provided is true and correct to the best of my ability. I am aware that any misrepresentation of fact or falsification of any answers made will cause the permit to be suspended, revoked, or cancelled. I have read and received a copy of the Harris County Tow Truck Ordinance.

<b>Applicant Signature</b>	<b>Date</b>
<b>X</b>	
<b>E-mail Address</b> <i>(MANDATORY ~ You must list an e-mail address for correspondence and regulation updates)</i>	

**BELOW SECTION: ADMINISTRATIVE USE ONLY**

<b>Permit Number</b>	<b>Date Issued</b>	<b>Issued By</b>

**STORAGE LOT OWNER**

<b>Name</b> <i>(last, first middle)</i>			<b>Date of Birth</b>		<b>Social Security Number</b>	
Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

**BUSINESS PARTNER** or  **FACILITY OPERATOR / MANAGER** *(select appropriate one)*

<b>Name</b> <i>(last, first middle)</i>			<b>Date of Birth</b>		<b>Social Security Number</b>	
Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

**BUSINESS PARTNER** or  **FACILITY OPERATOR / MANAGER** *(select appropriate one)*

<b>Name</b> <i>(last, first middle)</i>			<b>Date of Birth</b>		<b>Social Security Number</b>	
Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

**FACILITY OPERATOR / MANAGER**

<b>Name</b> <i>(last, first middle)</i>			<b>Date of Birth</b>		<b>Social Security Number</b>	
Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

**VEHICLE STORAGE FACILITY EMPLOYEE**

<b>Name</b> <i>(last, first middle)</i>			<b>Date of Birth</b>		<b>Social Security Number</b>	
Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

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Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
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<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

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Home Address			City		State	ZIP Code
Driver's License Number	TDLR License Number	Work Phone Number	Cell Phone Number		Ownership Percentage	
<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
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<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

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Home Address			City		State	ZIP Code
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<b>Felony and / or misdemeanor convictions in the last five (5) years?</b> <i>(If "yes," list the offenses)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes:						
<b>Administrative Use Only:</b>			<b>FBI:</b>		<b>SPN:</b>	

The storage facility is responsible for updating all storage facility employees' information with regard to management. To update this information, the storage facility's owner must submit the updated information within a 24-hour period to the Harris County Sheriff's Office Towing and Storage Unit.

In addition to a completed storage lot application, please provide a copy of your vehicle storage facility license certificate, DBA or articles of incorporation, and an **original** certificate of insurance. A storage lot application fee of \$230.00 will be due on the inspection date (*cashier's check or money order only*). No permits will be issued without proper supporting documents.

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I, \_\_\_\_\_ (*owner or authorized representative printed name*), the owner or authorized representative of \_\_\_\_\_ (*storage lot printed name*), a storage lot that holds a non-consent storage permit issued by the Harris County Sheriff's Office, have received and read a copy of the Harris County tow truck and storage lot regulations. I understand a copy of the rules and regulations shall be displayed on a wall in the storage lot office. The rules shall be placed in such a fashion that members of the general public can view them during normal operating business hours.

I will ensure that all employees responsible for the receiving and releasing of motor vehicles are aware of and agree to follow all rules and regulations pertaining to the Harris County ordinance.

<b>Printed Name</b>	<b>Title</b>
<b>Signature</b>	<b>Date</b>
<b>x</b>	

Per the Harris County Tow Truck Ordinance for Law Enforcement Towing and Storage Services:  
Section VI: "Vehicle Storage Facilities," Subsection B: "Application Process," Item 3:

An application shall be made under oath and shall include the following information:

- a. A list of all felony convictions and misdemeanor convictions for which the maximum punishment is confinement in jail or a fine exceeding \$200 obtained against the applicant, a partner, a principal, or the general manager or corporate officer of the applicant during the five (5) years immediately preceding the date of the application;
- b. If the applicant is a partnership, the name and address of each partner;
- c. If the applicant is a corporation, the name and address of each corporate officer;
- d. The names of all owners and the percentage of ownership interest each holds in the facility;
- e. The name of the facility operator / manager if not one of the owners;
- f. The facility's physical address, mailing address, and all telephone numbers;
- g. The facility's storage capacity;
- h. Whether or not the facility is fenced and if so, the height of the fence and the date it was installed;
- i. Whether or not the facility has an all-weather surface;
- j. Whether or not the facility has signs posted in the proper locations; and
- k. Whether or not the facility has the required lighting.

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### **Documents Needed With Completed Application**

- Copy of DBA or articles of incorporation
- Original ACORD certificate with garagekeepers' liability
- Vehicle storage facility (VSF) license
- Copy of owner's, partner's, manager's, and any employees' Texas driver's license along with TDLR for vehicle storage facility employee card
- No exceptions will be allowed. Your Harris County Sheriff's Office storage lot log book must be printed from VTS and available for inspection during your renewal.

Application and required documents must be legible and submitted at the Harris County Sheriff's Office Vehicular Crimes Division office located at:

4101 Interwood North Parkway  
Suite 200  
Houston, TX 77032  
Monday through Friday from 8:00 A.M. to 4:00 P.M.

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 storage lot inspection.