

**HARRIS COUNTY TOW TRUCK 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 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**

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

**PRIMARY OWNER / PRESIDENT / CHIEF EXECUTIVE OFFICER**

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

<b>ADMINISTRATIVE USE ONLY:</b>	<b>FBI:</b>	<b>SPN:</b>

**BUSINESS PARTNER**

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

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

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

**INSURANCE COMPANY AND INSURED DRIVERS**

<b>Company Name</b>	<b>Policy Number</b>
<b>Agent Name</b>	<b>Telephone Number</b>

*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.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

**VEHICLE STORAGE FACILITIES (VSF)**

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

<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Address</b>	<b>City</b>	<b>State</b>	<b>ZIP Code</b>

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

<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Storage Facility Name</b>		<b>Phone Number</b>	
<b>Storage Facility Name</b>		<b>Phone Number</b>	

**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.

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

## 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
  - E-mail: [HCSOTowing@sheriff.hctx.net](mailto:HCSOTowing@sheriff.hctx.net) *(scan documents into a maximum of two attachments)*

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			
August	\$292.00			
September	\$244.00			
October	\$196.00			
November	\$148.00	\$728.00		
December	\$100.00	\$680.00		

Only **cashier’s checks** or **money orders** are accepted.

Do **not** submit payment with the application.

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](mailto: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   |
| <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><br><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 |  |

### **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