

Harris County Tow Truck Permit Application

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 if I am issued a Permit, it is the property of the HARRIS COUNTY SHERIFF'S OFFICE. I understand that the Permit can be suspended or revoked by Harris County at any time for just cause. I agree to abide by the Harris County Tow Truck Ordinance for Law Enforcement Towing and Storage Services. If the Permit(s) is not renewed by January 31st, I agree to surrender the Permit(s) to the Vehicular Crimes Division by the close of business day on January 31st. If January 31st falls on a weekend, the Permit(s) must be surrendered by 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.

Name of Tow Truck Company: _____

Business Phone Number: _____

Address: _____ City _____ Zip _____

Email Address: _____ @ _____

Name of Company Owner: _____

LLC/DBA/Partner (if different from above): _____

Owner Contact Cell Phone: _____ Other contact #: _____

I hereby swear/affirm that the questions I have completed on page 1-5 of this application are true and correct. I am aware that any misrepresentation of fact or falsification of any answer made by me will subject the disapproval of this application.

Signature: _____ Date: _____

Vehicle Storage Facility

HARRIS COUNTY APPROVED STORAGE FACILITIES:

The below address is listed on the tow truck(s).

Storage Facility Name: _____ Number: _____

Address: _____

Storage Facility Name: _____ Number: _____

Address: _____

Storage Facility Name: _____ Number: _____

Address: _____

Storage Facility Name: _____ Number: _____

Address: _____

Storage Facility Name: _____ Number: _____

Address: _____

Storage Facility Name: _____ Number: _____

Address: _____

VSF address on the truck that is not permitted through Harris County

VSF Name: _____ Number: _____

VSF Name: _____ Number: _____

VSF Name: _____ Number: _____

VSF Name: _____ Number: _____

Required Paperwork and Identification on Tow Trucks

The application must have a Company Owner. This is the person that the Permit(s) will be issued to. The Company Name is listed on the Tow Truck Cab Card issued by TDLR. The Company Name and complete phone number must be on both sides of the front doors in minimum 3" letters. The company's city and state must also be on both doors in minimum 2" letters. The name, city and state of the wrecker owner found on the Registration Receipt must be on both sides of the wrecker in minimum 2" letters. If all of these documents are in the same name, you do not have to display them more than once. All other required markings must be in minimum 2" letters. The emergency light bar must be mounted as high and as wide as possible. No additional lighting is allowed including "wig-wag" headlights or alternate flashing "strobe kits".

Signage must be in contrasting colors, and clearly visible at 50 feet during normal daylight hours (Ordinance II.I.1c). Ghost style signage will not be approved.

All Tow Truck Company Owner(s) must be present during initial truck inspections.

REQUIRED PAPERWORK

1. Completed application signed by the company owner.
2. Tow Truck Company business card and invoice.
3. **Original** CERTIFICATE OF INSURANCE listing all vehicles and driver(s).
4. DBA and/or LLC Certificate (partnership agreement paperwork required)
5. T.D.L.R. Tow Truck Certificate of Registration & Cab Card
6. Vehicle Registration
7. VSF drop letter (must submit 2 letters per lot)
8. Photo identification: Owner and drivers (DL/HCW ID/TDLR ID/LTC)
9. Email address is **MANDATORY** for correspondence and updates.

The Certificate of Insurance/ACORD must identify all tow trucks and drivers and must be an original document. Emails and fax sent directly from the insurance agent will be acceptable. The Certificate **Holder** shall be listed as follows.

HARRIS COUNTY SHERIFF'S OFFICE
Vehicular Crimes Division
1200 Baker St. Houston, Texas, 77002

Harris County Permit Fees

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

<u>Current Year</u>	<u>Next Year</u>
Jan \$ 628.00	
Feb \$ 580.00	
Mar \$ 532.00	
April \$ 484.00	
May \$ 436.00	
June \$ 388.00	
July \$ 340.00	
Aug \$ 292.00	
Sept \$ 244.00	
Oct \$ 196.00	
Nov. \$ 148.00	\$ 728.00
Dec. \$ 100.00	\$ 680.00

Only CASHIER'S CHECKS or MONEY ORDERS are accepted. Do not submit payment with application. Payment will be accepted on the day of inspection.

Other fees:

Tow Truck Operator Identification Card: \$30.00
(New, replacement, secondary, change employer)

Chip or Permit Replacement: \$60.00

Application instructions:

1. Fill out the application completely
2. Attach all required documents
3. Deliver to office Monday-Friday (excluding holidays) 9:00am – 4:00pm or U.S. Mail, return request to:
Harris County Sheriff Office
Vehicular Crimes Division
3204 Ennis St.
Houston, Texas 77004
4. After the documents are received, someone with the Towing and Storage Unit will contact you with an approval or denial. Upon approval, a Permit number will be issued along with an appointment time and date for inspection.

You may contact the Towing and Storage Unit at 713-274-7410 with any questions.

Helpful Checklist: This checklist is NOT limited to the following items. You are ultimately responsible to follow and read over All State, Federal and County Laws in regards to the requirements for tow trucks.

PAPERWORK: (In this Order) Faxed Copies will not be accepted.

- Complete Application
- Original Insurance Certificate/ACORD
- DBA / LLC / INC receipt of certificate and partnership agreement
- TDLR Tow Truck Certificate of Registration
- TDLR Cab Card
- Vehicle Registration (Renewals: write truck HCW# on top right corner)
- Storage Lot Letters (two letters per lot)
- Owner and Drivers (DL, TDLR ID, HCW ID, LTC)
- Business Card for Tow Truck Company
- Tow Ticket * TDLR complaint information required

REQUIRED EQUIPMENT:

- | | |
|---|---|
| <input type="checkbox"/> Fire Extinguisher (labelled w/current or last year's date) | <input type="checkbox"/> Crowbar – 36" |
| <input type="checkbox"/> Broom – 18"Head 36"Handle | <input type="checkbox"/> Shovel – Flathead 36" |
| <input type="checkbox"/> Debris Container | <input type="checkbox"/> Rope / Wire |
| <input type="checkbox"/> Spotlight / Flashlight | <input type="checkbox"/> Emergency Lights |
| <input type="checkbox"/> 3-Reflectors / Flares / Cones | <input type="checkbox"/> Tow Lights |
| <input type="checkbox"/> Vest shall meet ANSI/ISEA | <input type="checkbox"/> Safety Chains (J-Hooks) |
| <input type="checkbox"/> Paper Work:
registration/insurance/cab card/MVI | <input type="checkbox"/> 8 – ½" Bolts (4 front/4 rear)
(Trucks built after market) |

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 above 25% VLT |
| <input type="checkbox"/> Brake Lights | <input type="checkbox"/> Tires: good tread |
| <input type="checkbox"/> Mud Flaps | <input type="checkbox"/> Weight plate, sticker or
documentation |
| <input type="checkbox"/> Registration Sticker | |

Signage: Both sides of the tow truck

- Company/Cab Card Registered Name and Phone # (3"min) on door
- Business City, State (2"min) on door
- VSF address on bed (2"min)
- Vehicle Registered Owner's Name, City, & State (2"min). If different from Cab Card
- HCW# on fender (2"min)
- TDLR Number