

**Application for Ground Transportation Permit
 (LIMOUSINES ONLY)**

PLEASE PRINT OR TYPE – MUST BE LEGIBLE

1) Information

Company Name: _____		
<i>** If company is a Corporation or an LLC, we will need copies of documentation with application.</i>		
DBA: _____		
Address: _____		
<small>(NO PO BOX Only Address) Number</small>	<small>Street</small>	<small>Suite</small>
_____	_____	_____
<small>City</small>	<small>State</small>	<small>Zip Code</small>
Mailing address: _____		
<small>(if different from above address)</small>		
Email address: _____		
Customer Phone (Public): (_____) _____		FAX : (_____) _____

2) Contact Information

Contact Name: _____	Direct Phone (Private) : (_____) _____
Contact Title: _____	Office or Cell Phone : (_____) _____ <small>[Please circle, if cell phone]</small>

3) Fee Information

Administrative Fee: None
Security Deposit: \$100* Minimum, based on average two month trip activity
Monthly Trip Fee: Monthly payment based upon trip activity
<small>* Security Deposit must be paid by <i>cashier or business check</i> made out to “City of San Jose” and returned with application.</small>

4) Signatures and Term of Permit

	<small>(Airport use only)</small>
_____	_____
Company (Permittee) Signature	Permit Commencement Date
_____	_____
Mineta San Jose International Airport	Permit Expiration Date
_____	_____
Date	

Required Licenses, Permits, and Insurance Documents

5) Operator Category (See Permit Exhibit A Rules & Regulations for category definitions)

Operators under more than one category, must apply for permits for each category

 X Category 1: Commercial Operators: Limousine

6) Licenses and Permits Required of Various Category Operators

Provide license/permit # and *attach copy of each required license(s) and/or permit document(s).*

State

CA – Motor Carrier Permit # _____

PSC – Passenger Stage Corporation # _____

TCP – Charter Party Authority (Must Include Suffix from Authority) # _____

City

City of San Jose Business License # _____

City of San Jose Taxicab License # _____

7) Insurance Requirements (Note "Additional Insured" and "Certificate Holder" Requirements)

Provide insurance policy # and *attach required page(s) of Original Certificate of Insurance document(s).*

Commercial General Liability (Optional) # _____

Workers Compensation and Employers Liability* # _____
(No "Additional Insured" Required; Only Airport named as "Certificate Holder")

Automobile Liability* # _____
(City of San Jose must be an Endorsed "Additional Insured" and Airport "Certificate Holder")

* See Permit Exhibit C for Insurance Requirements.

Operational Requirements

8) Vehicle and Service Requirements

Authorized Vehicle List (Completely fill out attached Commercial Vehicle Registration Form)

Color Scheme (Provide two photos. One front or rear view, and one side view of standard vehicle. Markings must be visible in photo. Example: Company info, Authority – CA#, PSC# and/or TCP#.)

Authorized Service (Provide a copy of authorized destinations, schedules, and rates, if applicable)

Company Waybill (Provide a copy of the company Waybill for pre-arranged service)

Reminder: Permit will not be processed until all required documents and information has been completed correctly and filed with Airport.

9) Application Checklist

Use this checklist to ensure all required information has been correctly filled out and all necessary documentation has been attached to the end of this application.

Applicant Checklist

Airport Checklist

	Enclosed Payment For Security Deposit	
	Required Signature on Permit (page 28)	
	Completed and Signed Application Forms	
	License and Permit Documentation	
	Certificate of Insurance Documentation <small>(Listed "Certificate Holders" & "Additional Insured" endorsement)</small>	
	Completed Commercial Vehicle Form	
	Completed Company Driver List	
	Two photos of company's standard vehicle	
	Copy of Company Waybill	