

Application for Off-Airport Parking Permit

Please print or type – must be legible

1) General Information

Company Name: _____			
DBA: _____			
Address: _____			
<small>(No PO BOX)</small>	<small>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: (____) _____	
<small>**If company is a Corporation or an LLC, we will need copies of documentation with application.</small>			

2) Contact Information

Name: _____	Direct Phone (Private): (____) _____
Title: _____	Office or Cell Phone: (____) _____

3) Fee Information

Administrative Permit Fee:	\$200.00 annually (NON-REFUNDABLE)
Security Deposit:	\$400.00 refundable deposit *
Trip Fee:	\$0.75 per trip will be invoiced monthly
Monthly Gross Receipts Fee:	Monthly fee 8% of gross receipts - See FORMS/REVREPI**
<small>Administrative Fee and Security Deposit must be paid with <i>two separate cashier or business checks</i> made out to the <i>City of San Jose</i> and sent with application. * Security Deposit may be adjusted at a later date depending upon monthly activity - **Gross Revenue Reports.</small>	

4) Signatures and Term of Permit

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

- Category 1: Commercial Operators: Bus, Shuttle, Limousine
- Category 2: Courtesy Van Operator: Hotel/Motel, Rental Car, Parking
- Category 3: Taxicab Operator
- Category 4: Commercial Courier Operator

6) Licenses and Permits Required of Various Category Operators

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

Federal

ICC - Interstate Commerce # _____

State

Cal-T - California Transportation # _____

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 (* Additional Insured and Certificate Holder Requirements)

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

Commercial General Liability (Optional) # _____

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

Automobile Liability * # _____
(“City Of San Jose” must be Named as Additional Insured)

* See Permit Exhibit C for Insurance Requirements.

Operational Requirements

8) Vehicle and Service Requirements (Keep a copy of forms for future changes)

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

Authorized Driver List (Completely fill out attached Driver List 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#.)

9) Application Checklist

Permit will not be processed until all required documentation and information has been filed with the Airport. 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 Separate Payment For Administrative Fee and Security Deposit	_____
_____	Completed Application Forms	_____
_____	Required Signature on Application	_____
_____	Sample of OAP Gross Revenue Report	_____
_____	Completed Permit <u>Acceptance</u> page	_____
_____	License and Insurance Documentation	_____
_____	Completed Commercial Vehicle Form	_____
_____	Completed Driver List Form	_____
_____	Two photos of vehicle's color scheme	_____

Reminder:

Make a copy of application for your records and keep a copy of all forms for the future.