



**MUNICIPALITY OF ANCHORAGE**  
 OFFICE OF THE MUNICIPAL CLERK  
 P.O. Box 196650  
 Anchorage, Alaska 99519-6650  
 MuniLicenses@anchorageak.gov

<b>For Office Use Only</b>
License #: _____
Date Issued: _____

**TOW OPERATOR LICENSE APPLICATION**  
(LICENSES ARE NOT TRANSFERABLE)

**PLEASE COMPLETE THE FOLLOWING INFORMATION: (Type or Print)**

Application Date: \_\_\_\_\_

I, \_\_\_\_\_, hereby make application for a New or Renewed **TOW OPERATOR LICENSE** in accordance with Title 10 of the Anchorage Municipal Code for the 20\_\_\_\_\_ license year.

\_\_\_\_\_ (Initial) I have read and understand AMC 10.54 and will comply with all applicable requirements of Title 10.

Applicant's Name\*: \_\_\_\_\_ (Phone) \_\_\_\_\_

*\*Applicant shall be the owner of the business to be licensed.*

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Street Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ (Phone) \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Email Address (required\*\*): \_\_\_\_\_

*\*\*All correspondence regarding this application and subsequent license will be sent via provided email address.*

Impound Yard Address: \_\_\_\_\_ (After Hours Phone Number) \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

1. Address where the vehicle(s) to be licensed will be stored: \_\_\_\_\_
2. Number of tow only vehicles: \_\_\_\_\_ Number of PPI Vehicles: \_\_\_\_\_
3. Description of services offered (check those that apply): Towing Repossession APD Rotation Tows PPI Endorsement\*  
 \_\_\_\_\_ (Initial for PPI\*) I acknowledge responsibility to comply with AMC 9.54 on private party impound rates and services

**PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION:**

- Proof of insurance as required by AMC Section 10.54.040
- Proof of state vehicle registration for each tow vehicle to be operated under tow operator license
- Copy of vehicle inspection report for each tow vehicle to be operated under tow operator license
- A copy or picture of the tow operator's business office signage as required in AMC 10.54.09
- State of Alaska business license (must reflect same name of business to be licensed) Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**PRIVATE PARTY IMPOUND (PPI) MUST ALSO PROVIDE THE FOLLOWING WITH YOUR APPLICATION:**

- \*As-built of impound yard, including legal description and physical street location
- \*Copy of typical signage used in privately owned areas if tow operator conducts private party impounds
- \*Private party impound (PPI) information sheet as required by AMC 10.54.040A.10.e

**\*\*THE CLERK MUST BE NOTIFIED BY NOTARIZED LETTER OF ANY CHANGE IN EQUIPMENT (I.E. NEW VEHICLE).\*\***

I state, under penalty of perjury, that my name and signature or mark as shown on this application and that I am the individual making the foregoing application and authorized agent for this business and that the answers to the questions and other statements contained in this application are true and complete to my knowledge. WARNING: I understand that it is illegal to falsely sign or forge a signature. Falsely signing this declaration is an offense and may be prosecuted. It is a crime to submit a false written statement. AMC 8.30.170 - Unsworn falsification in the second degree. Unsworn falsification is a class A misdemeanor. AS 11.56.220, AS 11.56.235, AS 11.56.240

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

<b>FOR OFFICE USE ONLY</b>					
I.D. Furnished and Number	Fee Paid: \$	Cash	Credit Card	Check No.	Receipt No.

# Tow Operator Information Sheet

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## Tow Operator License Required

Consensual – tow authorized vehicle owner

Private party impound (PPI) nonconsensual – tow authorized by owner of private property to remove vehicle

Public safety impound (PSI) tow rotation program – tow authorized by law enforcement (PPI required)

### General requirements:

- Business must have a current State of Alaska business license posted
- Business must have municipal tow operator license posted
- Drivers must have a commercial driver's license and state medical card
- Business must be licensed, bonded, and insured
- All vehicles must have valid registrations and current inspections
- Business office signs must include name, address and phone number
- Drivers must wear high-visibility safety apparel

### Additional requirements for PPI:

- Business must have as-built and legal address for each storage lot
- Business must have additional insurance for storage lot
- Business must have a PPI information sheet available to public
- Business must provide a Consumer Bill of Rights Regarding Towing to vehicle owners

## Private Party Impound Procedures

### Clerical requirements:

- **24/7 contact required** – businesses must respond to all phone calls all the time.
- **Business records** – records of towing transactions, vehicles inspections, logbooks, vehicle maintenance records, must be kept for at least *two years*, records of vehicles sold at auction must be kept for at least *three years*.
- **Posting of credentials** – business must post state and municipal business licenses and have a copy of their current tow operator license application available upon request.
- **Tow rates and fees** – rates and fees are capped. PPI rates must comply transport, release, and storage rates listed in AMC 9.54.030. Businesses must accept multiple forms of payment including major credit cards.
- **Vehicle access** – businesses must allow vehicle owners access to their vehicles AT LEAST ONCE.
- **Storage lot unavailable** – businesses must notify Anchorage Police if an alternate lot is going to be used for storage.

### Operation requirements:

- **Storage lot** – Lots must be approved by the MOA and comply with signage and security requirements.
- **Private property owners** – are responsible for posting compliant tow signage, towing may *only* occur for the property which the owner has posted signs, not adjacent properties.
- **Tow operator shall** – *before initiating tow*, make sure tow signs are posted, photograph vehicle to be towed, and notify APD.

- **Return of vehicle owner** - prior to loading and pays the curb release fee, vehicle must be released; after loaded or in process of loading and pays loaded on scene or curb release, vehicle must be released. If payment for either is not received, the owner must be allowed to get personal items out of the vehicle without a fee.
- **Transport and storing** – after storing vehicles, business must, notify APD within an hour of arrival to lot.
- **Storage release or disposal** – vehicles may be kept in lot until the owner pays for the release. Vehicle owners must receive a written authorization and invoice. If payment is not received and the vehicle is unclaimed, the business may sell it.
- **Animals** – any animals inside of a vehicle must be cared for and return to owner must be attempted without a fee. If owner cannot be reached, Animal Control may take possession of the animal. Record of this must be kept.

## Tow operator restrictions

### *Towing from private property:*

- **Lack of signage** – business may not provide towing from a location where no tow signs have been posted. If a vehicle is towed from a location without signs, they are entitled to a full refund and recovery of any damages.
- **Additional fines/fees** – businesses may not impose penalties or fines outside of those allowed by the MOA.
- **Payment coercion** – businesses may not require payment for release before the owner is allowed to inspect the vehicle and recover animal if applicable.
- **Kickbacks** – businesses may not give any kind of compensation in exchange for securing towing privileges.
- **Predatory practices** – businesses may not park or monitor within 1000 feet of private properties.
- **Release of vehicles** – businesses may not release public safety impound vehicles unless authorized by law enforcement, businesses may not temporarily offload a loaded vehicle.

## Chapter 9.54 TOWING PROCEDURES<sup>1</sup>

### 9.54.005 Definitions.

The definitions in section 9.04.010 are applicable to this chapter, unless a different meaning is ascribed herein. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Commercial enterprise* means a land use or business activities for commercial purposes, and for which off street parking is required under the land use code. This term includes condominium areas, townhouses and multifamily dwellings when such dwelling uses require ten or more off-street parking spaces.

*Commercial tow vehicle* means a motor vehicle which is equipped for towing vehicles by means of a crane, hoist, tow bar, tow line, dolly or other specialized equipment for use in the towing and recovery of other vehicles, and is used primarily for towing, carrying or otherwise rendering assistance to other vehicles for commercial purposes.

*Commercial purposes* has the meaning provided in state law, AS 28.90.990.

*Consensual tow* means transportation of a vehicle by a commercial towing vehicle at the request of a registered owner or other person authorized to request transportation of the vehicle.

*Consumer Bill of Rights Regarding Towing* means a list of the rights a vehicle owner or authorized agent has under this chapter, chapter 10.54, and other provisions of this Code developed by the municipal clerk.

*Impound* means to take and hold a vehicle in legal custody. In this chapter there are two types: public safety impounds and private party impounds (PPI).

*Nonconsensual tow* means transportation of a vehicle by a commercial towing vehicle from a private location or public way pursuant to section 9.54.020 to an owned or subcontracted storage facility at the request of the person who owns, controls or possesses the premises from which the vehicle is removed.

*Normal business hours or regular business hours* means between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding official holidays, unless otherwise provided or the context clearly indicates a different meaning.

*On scene release (curb release)* means the release of a vehicle after the tow operator has arrived at the scene of the vehicle to be towed and commenced preparations for towing. An on scene release is either unloaded or loaded, as described in section 9.54.050 D.

*Private party impound (PPI)* means the vehicle has been impounded at the direction of a person having control or possession of the private property, including a private road, driveway or parking area, where the vehicle was located.

*Public nuisance vehicle* has the same meaning as set out in section 15.20.020 B.12.

*Public safety impound* means the vehicle has been impounded at the direction of an enforcement officer having jurisdiction to initiate the tow from the public way or vehicular way or area where the vehicle was located.

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<sup>1</sup>Cross reference(s)—Business licenses and regulations, tit. 10; transportation, tit. 11; streets and rights-of-way, tit. 24.

State law reference(s)—Towing and storage lien, AS 28.10.502; towing abandoned vehicles, AS 28.11.090.

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*Public way* has the meaning set forth in section 9.04.010.

*Rotational tow* means transportation of a vehicle by a commercial towing vehicle pursuant to contract or rotational tow program with the municipality.

*Rotational tow program* means the voluntary Municipality of Anchorage, Anchorage Police Department (APD) Rotational Tow Program, for providing towing services to APD on a rotational call list basis.

*Tow operator or towing operator* means any person or entity providing towing services;

*Tow service or towing service* means providing a consensual tow, a nonconsensual tow or rotational tow, by transportation of a vehicle by a commercial towing vehicle for hire.

*Towing or to tow* means to carry, draw or pull along a vehicle by means of a commercial tow vehicle or car carrier.

*Vehicular way or area* has the meaning set forth in section 9.04.010.

(AO No. 2005-90, § 2, 1-1-05; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.010 Compliance with chapter; applicability of chapter.**

A. The following persons and entities shall comply with this chapter:

1. Any person providing towing services within the municipality; and
2. Any person procuring nonconsensual towing services pursuant to section 9.54.020 for vehicles parked on private property or adjacent public way.

(AO No. 83-49; AO No. 2005-90, § 3, 1-1-05; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.015 Public safety impounds or tows from public ways.**

A. Towing services provided to remove a vehicle from a public way or vehicular way or area may only be performed at the direction of an enforcement officer having jurisdiction to initiate the tow. Grounds for public impounds include, but are not limited to:

1. Chapter 9.28 (serious traffic offenses);
2. Section 9.30.020 (illegal on-street parking, unattended vehicle illegally left standing, vehicle reported stolen, incident to an arrest which requires immediate appearance before a judge, parking violation, parked to create a significant danger, vehicle used in eluding police);
3. Section 9.30.155D. (vehicle in public parking lacking licenses plates, registration tags or tags expired more than 12 months);
4. Section 9.30.235B. (unauthorized parking in space reserved for persons with disabilities);
5. Section 9.30.260 (improperly parked vehicle with four or more unresolved parking citations as a public nuisance, parking violation poses imminent threat to public health, safety or welfare);
6. Section 9.52.010B. (VIN or license plate altered or removed or on different vehicle);
7. Subsection 15.20.020B.12. (public nuisance vehicles);
8. Section 15.20.040 (abandoned vehicles); or
9. Section 15.20.060 (junk vehicles).

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- B. Pursuant to Section 9.54.030B., the owner or their authorized agent of any vehicle towed under the provisions of this section shall be allowed one-time access to the vehicle to collect their personal property.

(AO No. 2014-137(S), § 1, 11-18-14; AO No. 2024-77, § 2, 4-1-25)

**9.54.020 Private Party Impounds (PPI) and nonconsensual tows from private and other specified areas.**

- A. Persons with an interest in private property used for parking may protect their property from unauthorized parking by utilizing private party impound (PPI) towing services to remove vehicles parked in violation of this section. A tow operator shall not provide PPI or nonconsensual tows from private areas unless the tow operator has a valid and current PPI endorsement issued by the municipal clerk in accordance with chapter 10.54.
- B. Vehicles parked in violation of this section may be removed, towed or stored by a licensed PPI tow operator subject to compliance with this chapter and chapter 10.54.
- C. It is unlawful for a person to park or cause to be parked a motor vehicle in:
1. A private area which is adjacent to a commercial enterprise (defined in this chapter to include condominium, townhouse and multifamily dwelling uses when land use code requires ten or more off-street parking spaces), and which is owned or controlled by another person, if such private area has been signed, posted or otherwise clearly designated as a private area in accordance with signage requirements in section 9.54.050 and the person has parked the vehicle in violation of such signage.
  2. A private area which is not adjacent to a commercial enterprise, and which is owned or controlled by another person, without the express permission of such person.
- D. It is unlawful for a person to park or cause to be parked a motor vehicle in a manner that:
1. Blocks the way of ingress or egress of a motor vehicle to a private area owned or controlled by another person.
  2. Blocks or impedes access to a dumpster. For purposes of this subsection, the term "dumpster" means a bulk refuse container of at least one cubic yard capacity designed to be emptied only mechanically by a refuse collection vehicle.
- E. Towing of vehicles; incident number requirement. Prior to commencing a nonconsensual tow or private party impound (PPI), a towing operator shall request an incident number from the Anchorage Police Department. Incident numbers shall be reported on any invoice or correspondence related to the towed vehicle.

(AO No. 83-49; AO No. 2011-113(S), § 165, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14)

Cross reference(s)—Zoning district regulations, ch. 21.40; supplementary district regulations, ch. 21.45.

**9.54.025 Participation in the municipal rotational tow program required for public impound tows.**

- A. Tow operators shall not provide public impound towing services at the direction of an enforcement officer unless the municipal tow operator license is current and the tow operator has executed a current agreement in effect with the municipality to participate in the APD Rotational Tow Program, pursuant to the rotational tow program guidelines. However, a tow operator is not required to have an agreement in effect if that tow

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operator is requested by the vehicle owner, operator or agent prior to an enforcement officer utilizing the rotational tow list.

- B. The annual participation fee for the Rotational Tow Program participant is non-refundable and not subject to proration. The fee is \$500.00.

(AO No. 2005-90, § 4, 1-1-05; AO No. 2011-113(S), § 166, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.030 Nonconsensual tow rates and allowable fees.**

- A. Nonconsensual tow rates: Each towing operator may charge a vehicle owner no more than the amount of the rates and fees listed in this section for a nonconsensual or private party impound (PPI) tow, and may not charge any rate or fees not described herein.
1. *Tow and transport to a storage yard.* The rate for a nonconsensual or PPI tow and transport to a storage yard shall be no more than as provided in this paragraph. This charge shall not be incurred until the vehicle transport has commenced as described in section 9.54.050D. The fee for a nonconsensual or PPI tow and transport by a commercial tow vehicle shall not exceed the following:
    - a. Light duty (GVWR up to 10,000 pounds): \$235.00.
    - b. Medium duty (GVWR 10,000 to 29,999 pounds): \$335.00.
    - c. Heavy duty (GVWR 30,000 pounds and over): \$200.00 per hour.
  2. *On scene release (curb release) fee.* This fee shall not exceed \$50.00 for an unloaded on scene release or curb release and \$75.00 for a loaded on scene release or curb release. The fee shall be assessed only in accordance with subsection 9.54.050D.2.
  3. *After regular business hours vehicle release fee.* The tow operator shall provide on call, after regular business hours release. The tow operator may charge no more than \$50.00 for after-hours release.
  4. *Storage charges.* Storage charges shall not commence until 24 hours after the vehicle arrives at the storage yard and the impound is reported to the police department. If the vehicle is claimed from impound within 24 hours, only the charge for tow and transport to the storage yard shall apply. Storage charges shall be no more than \$30.00 per day.
  5. *Fuel surcharge.* A tow operator may add a fuel surcharge to the towing fee for transport to the storage yard.
    - a. The fuel surcharge may be added only for:
      - i. Transport exceeding 20 miles;
      - ii. For a tow operator with its office or usual place of business in the Anchorage Bowl, regardless of the twenty mile limitation, all loaded miles:
        - (A) South of the southern end of Potter's Marsh when using the Seward Highway;
        - (B) North of the Arctic Valley Road highway exit ramp when using the Glenn Highway;
    - b. Miles shall be calculated by the most direct route from the tow site to the storage yard regardless of whether the tow operator takes a different route;
    - c. The allowable fuel surcharge is \$3.00 per mile with a vehicle loaded;
    - d. The fuel surcharge is a towing charge for purposes of the lien authorized by AS 28.10.502.

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- B. Except where a law enforcement officer prohibits access due to the vehicle and/or its contents being retained as evidence in an ongoing criminal investigation, each tow operator shall allow the vehicle owner or their authorized agent at least one-time access to a vehicle towed pursuant to section 9.54.015 or 9.54.020 to remove items:
1. During regular business hours, as defined in this chapter, without charge; or
  2. On call, after-hours access, for which the tow operator may charge no more than \$50.00; or
  3. On the scene of the tow away, without charge, if the vehicle owner, operator or agent does not obtain an on-scene release.

Access is required to be provided once, additional access to the vehicle prior to a release is at the discretion of the tow operator or storage yard and if a charge imposed it shall not exceed \$50.00 per additional access. The tow operator shall not charge both an on call, after hours vehicle access fee and an after-hours release fee, unless the access and release are at least four hours apart. This fee is a storage charge.

- C. If no increase occurs within five years of the most recent amendment to a fee, charge or rate listed in this section, the amount will automatically increase by a percentage equal to the average percentage change in the CPI-U for Anchorage, Alaska, in the preceding five calendar year period on an average annual basis, plus five percent. The CPI-U is the United States Department of Labor, Bureau of Labor Statistics annual average for all items for all urban consumers published for Anchorage, Alaska. The automatic increase shall be effective on January 1 of the calendar year following the five-year anniversary of the most recent amendment to the affected rate.
- D. Each tow operator shall post a list of the allowable rates and rate maximums authorized by this chapter at each business location, including a placard in the tow operator's vehicle. A notice with the list of the allowable rates shall be provided to the vehicle owner or agent upon initial contact.
- E. Each towing operator shall accept for payment for towing or storage services at the tow operator's or tow service office usual place of business, including in the tow vehicle, the following forms of payment:
1. Cash,
  2. Debit cards, and
  3. Major credit cards.
- F. Rates for consensual tows are not regulated by the municipality.

(AO No. 83-49; AO No. 2005-84(S), § 1, 1-1-06; AO No. 2011-113(S), § 167, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14; AO No. 2024-77, § 3, 4-1-25)

### **9.54.035 Municipal tow operator license required.**

Every person who renders towing services within the municipality shall have a current municipal business license as required under chapter 10.54. Tow operators shall comply with all tow operator license requirements in chapter 10.54 of this Code.

(AO No. 2011-113(S), § 168, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.040 Telephone access and tow operator office for nonconsensual tows.**

- A. Each towing operator shall maintain an office in the municipality and shall maintain telephone access at all times, including after hours, weekends, and holidays, in connection with nonconsensual and PPI towing services. The office shall be staffed by at least one person during normal business hours as defined in this

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chapter. If a towing operator does not maintain an office location apart and separate from the operator's commercial tow vehicle, then the commercial tow vehicle is the office for purposes of this chapter.

- B. The telephone access must be answerable 24 hours per day and provide the caller with the physical description and street address of the location where the tow operator stores or impounds towed vehicles. An answering service may be used, however the tow operator shall respond to any calls for after hours release service as soon as practicable and no later than one hour after the call.

(AO No. 83-49; AO No. 2014-137(S), § 1, 11-18-14)

#### **9.54.045 Storage yard or facilities of towing operators.**

- A. Each towing operator shall store all vehicles it tows in a secure and safe location. Except as provided in this section, the vehicle storage locations shall only be those listed on the tow operator's license application and on file with the municipal clerk.
- B. In the event a tow operator's storage location is unavailable due to capacity limit, damage or destruction, serious security breach, or unforeseen circumstances preventing physical access, the tow operator may store an impounded vehicle in a secure and safe location not listed on the operator's application. Such alternate location shall be properly zoned for vehicle storage yard or facility use. When this occurs, the operator shall:
  - 1. Notify APD immediately of the unlisted location's address, ownership, and vehicle information for those towed vehicles stored thereon;
  - 2. Notify APD of any additional towed vehicles brought onto the alternate location for storage subsequent to the initial notification; and
  - 3. Notify the municipal clerk's office by the end of the next business day of the alternate location with all information as required for a storage location on the application for a tow operator license in chapter 10.54.
- C. Nothing in this section shall be construed to allow the temporary offloading or staging of towed vehicles in a location other than the storage yard or facility where the tow operator intends to store the vehicle until retrieved by the owner or agent, or expiration of the period of time required by law before the vehicle may be considered unclaimed.

(AO No. 2014-137(S), § 1, 11-18-14)

#### **9.54.050 Tow-away from privately owned areas; signage, prerequisites and procedures for towing, storage and release.**

- A. No vehicle may be towed from a privately owned area adjacent to a commercial enterprise (defined in this chapter to include condominiums, townhouses or multifamily dwellings when land use code requires ten or more off-street parking spaces) for violation of section 9.54.020 C.1. unless the person who controls, owns or possesses that area has conspicuously posted the area with signs as follows:
  - 1. Signs shall be no smaller than 30 inches by 30 inches, with letters a minimum of two inches high; and
  - 2. The sign or signs indicating the vehicle to be towed was parked unlawfully has been in place for at least 24 continuous hours, whether a new or replacement sign.
  - 3. Signs shall be posted in conspicuous locations clearly visible to a person seated in a vehicle parked in the prohibited area during the day and during the night by use of artificial illumination, reflective materials or other method. For off-street parking on privately owned areas, public parking facilities or lots that provide more than 20 parking spaces, and for a mobile home park, at least one sign shall be

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posted and clearly readable by the driver of a motor vehicle at each driveway into the parking lot, facility or mobile home park, not more than 10 feet from the public right-of-way or driveway.

4. Signs shall:

- a. Describe the private area in which parking is prohibited;
- b. Describe the prohibited activity (parking in certain places, parking during certain hours, parking only for patrons, etc.); and
- c. State either:
  - i. The telephone number for the tow operator at which information about a towed vehicle's location may be obtained, and the street address where the vehicle may be retrieved; or
  - ii. A telephone number maintained by the property owner at which information about a towed vehicle's location may be obtained, and the property owner shall be responsible to:
    - (A) Maintain the telephone number 24 hours per day, every day without exception;
    - (B) Have the telephone number answerable by a natural person whom has information on where vehicles were towed and stored, or by an updated recording with current name(s), phone number(s) and street address(es) for the tow operator(s) providing tow services. If answered by a recording, the caller shall be able to leave a message and there shall be a call back response or other effective contact within one hour to identify the storage yard name, tow operator, contact number and street address where a towed vehicle may be retrieved.

B. 1. It is the responsibility of the private property owner to ensure signs posted on private property adjacent to a commercial enterprise are in compliance with this section. When a private party impound (PPI) or nonconsensual tow is completed and the signage violates this section or is not posted, the property owner is subject to a civil fine under section 9.54.080.

2. Tow operators shall not provide towing services to the owner of private property adjacent to a commercial enterprise under Section 9.54.020 C.1. in the absence of posted signage in compliance with and as required by this section.

C. Private property impound (PPI) tow without signage. A tow operator shall not provide PPI or nonconsensual tow service from private property not adjacent to a commercial enterprise without first obtaining written authorization from the property owner, agent or lessee to provide the service. A person who owns, possesses or controls a private area not adjacent to a commercial enterprise where a vehicle is parked unlawfully as described in section 9.54.020 may cause such vehicle to be removed and towed to a vehicle storage yard at the expense of the owner of the vehicle.

1. In a mobile home park, the owner of the park may only cause such vehicle to be removed and towed from the common areas and roadways of the mobile home park, and not from individual mobile home spaces and areas.

D. Initiating a private party impound (PPI) or nonconsensual tow. A tow operator conducting a PPI or nonconsensual tow of a vehicle parked unlawfully as described in section 9.54.020 shall comply with this section.

1. Prior to preparing a vehicle for tow service, a tow operator shall:

- a. Take a photograph of the vehicle, digital or otherwise, with the violation shown in the photograph;

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- b. Inform the Anchorage Police Department of the intent to initiate a PPI or nonconsensual tow, remove a vehicle under this section, and request an incident number from APD. The tow operator shall obtain affirmative confirmation of the incident number from APD as soon as practicable but may commence preparations for the tow prior to such confirmation. Incident numbers shall be reported on any invoice or correspondence related to the towed vehicle;
  - c. Ensure the written authorization of the private property owner or agent has been obtained in accordance with subsection C.; and
  - d. Connect, hookup, attach or load the vehicle to be towed in compliance with 13 AAC 04.275 and other state or municipal law or regulation, exercising due care not to damage the vehicle to be towed.
2. If the vehicle owner, operator or agent returns to the scene:
- a. While the tow operator is on scene but the vehicle to be towed is not loaded, the tow operator shall immediately inform the vehicle owner or agent of the amount of the unloaded on scene or curb release fee, and that the vehicle owner or agent is entitled to release of the vehicle upon payment. The tow operator shall release the vehicle upon payment of the unloaded on scene or curb release fee, provided the vehicle owner or operator is able to immediately cure the unlawful parking condition.
  - b. When the vehicle to be towed is loaded, the tow operator shall halt the tow and immediately inform the vehicle owner or agent of the amount of the loaded on scene or curb release fee, and that the vehicle owner or agent is entitled to release of the vehicle upon payment of the loaded on scene or curb release fee without additional charge. If the vehicle owner or agent fails to provide payment in any one of the forms a tow operator is required to accept under subsection 9.54.030, the tow operator may proceed to tow the vehicle to a storage yard.
    - i. Unloaded means the tow operator has arrived on scene but the vehicle to be towed is not loaded.
    - ii. Loaded means the vehicle is attached to a commercial tow vehicle, and any of the wheels lifted off the ground or on a dolly or the deck of a flatbed. Attachment of all safety equipment, chains and tow lights is not necessary to be considered loaded for purposes of the on scene or curb release fee.
  - c. The tow operator shall allow the vehicle owner, operator or agent reasonable access to the vehicle to retrieve personal items on the scene of the tow, if the owner, operator or agent does not obtain an on scene or curb release. The tow operator shall not charge a fee for this access as detailed in subsection 9.54.030 A.4. The tow operator may secure the vehicle prior to allowing such access.
- E. Transport and storing. A towing operator that removes a vehicle under this section shall immediately after the towed vehicle is placed into storage, and in any event not more than one hour after the arrival of the towed vehicle at a vehicle storage yard or facility, inform APD, by phone, facsimile, electronic or digital communications as directed by APD, of the incident number and the following information:
- 1. The make, model year, if known, color and body type of the vehicle.
  - 2. The license plate number of the vehicle.
  - 3. The vehicle identification number (VIN number) of the vehicle.
  - 4. The business name and location of the storage facility where the vehicle is kept.
  - 5. The location from which the vehicle was towed and the time of its removal.

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6. Any other information which APD may reasonably request to aid in the identification of the vehicle or its owner.
- F. Vehicle storage and release or disposal. The vehicle may be retained at the storage facility until the owner thereof pays the towing, transport and storage service charges lawfully claimed by the towing operator. A tow operator shall not refuse to release a vehicle immediately upon payment of towing and storage charges in accordance with AS 28.10.502, regardless if other charges remain unpaid, except as provided in subsection J. The vehicle may be sold in the manner provided by law, if the vehicle is unclaimed. At the time an owner or agent appears to retrieve a vehicle from a vehicle storage yard, the tow operator shall provide the owner or agent the following:
1. A copy of the written authorization, the photograph(s), and an invoice for payment of towing and storage fees. The invoice shall include the following information:
    - a. The make, model, VIN and license plate number of the vehicle towed;
    - b. The grounds for towing the vehicle;
    - c. The time of day the vehicle was first observed or reported to the tow operator as parked in violation at or adjacent to the private property;
    - d. The time of day the vehicle was towed; and
    - e. An itemized list of fees owed.
  2. A copy of the Consumer Bill of Rights Regarding Towing.
- G. Failure to have the required signage at the time and location where the tow was initiated or to provide the required documentation to the vehicle owner at the time the owner retrieves the vehicle is grounds for a private cause of action for a full refund of the towing and storage fees and recovery of any other damages as provided by law.
- H. Tow operators shall provide a copy of the Consumer Bill of Rights Regarding Towing to the vehicle owner or agent immediately upon initial contact. A tow operator shall stock each tow vehicle, storage yard and business location with sufficient quantity of copies. If a tow operator maintains a website for its business, the website shall prominently display on the main page(s) a hyperlink to a copy of the Consumer Bill of Rights Regarding Towing.
- I. Animals inside of a towed vehicle shall be reasonably cared for and the tow operator shall make affirmative attempts to contact and notify the vehicle owner or agent of the animal and allow its retrieval. If the vehicle owner or agent has not confirmed an intent to retrieve the animal expeditiously within four hours of arrival at the storage yard or facility, the tow operator shall contact Anchorage Animal Care and Control to take possession of the animal. The tow operator shall maintain a record of the time and contact with Anchorage Animal Care and Control.
- J. The tow operator and impound yard are under no obligation to release a vehicle from on scene, curb release, or the storage yard to a person who clearly intends to operate the vehicle while under the influence of alcohol or drugs.

(AO No. 83-49; AO No. 85-31; AO No. 2005-84(S), § 2, 1-1-06; AO No. 2011-113(S), § 169, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14; AO No. 2015-24, § 1, 3-24-15)

### **9.54.055 Required clothing for safety.**

A person engaged in towing service shall wear high visibility safety apparel that meets the performance Class II or Class III requirements of the ANSI/ISEA 107-2010 (High-Visibility Safety Apparel and Headwear), or that is

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compliant with ANSI/ISEA 207-2011 (American National Standard for High Visibility Public Safety Vests), suitable for all-season use. This includes a reflective vest if it meets the standards.

(AO No. 2011-113(S), § 170, 11-22-11, eff. 12-22-11; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.060 Private party actions.**

A person who is aggrieved by a violation of this chapter may pursue a civil remedy in any court of competent jurisdiction. A person who has been charged an unreasonable fee may be entitled to recover three times the amount deemed to be unreasonable.

(AO No. 83-49; AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.070 Prohibited conduct.**

- A. In addition to any other conduct prohibited by this chapter, title 9 and title 10, any person violating the acts or omissions described in this section shall be subject to penalties in section 9.54.080.
- B. A tow operator shall not impose penalties or fines, no matter how denominated by the tow operator. Examples of prohibited penalties include: "aggressive client fee," "profanity fee," "wait time fee," special multipliers in excess of "normal fees," storage entrance and "gate fees" during normal business hours, unspecified additional handling and administrative fees, and nonspecific add-ons to the towing and storage rates allowed under this chapter.
- C. *Coercing payment; vehicle owner's rights.* A tow operator shall not coerce payments or waivers from vehicle owners for exercising their rights.
  - 1. After a tow operator has taken possession of a vehicle in a private party impound (PPI) or nonconsensual tow, a tow operator shall not require payment of fees before allowing a vehicle owner or agent to inspect the condition of a towed vehicle or its contents, during regular business hours anytime within the first 30 days after the tow, provided that the vehicle owner or operator can show proof of ownership or authorization by the registered owner.
  - 2. A tow operator shall not require, as a condition of releasing a motor vehicle or personal property in the motor vehicle, that the owner or operator of the motor vehicle agree not to dispute:
    - a. The reason for the tow;
    - b. The validity or amount of charges; or
    - c. The responsibility of the tow operator for the condition of the motor vehicle or condition of personal property in the motor vehicle.
  - 3. A tow operator shall not require payment of fees before allowing a vehicle owner or operator to recover any animal left in the vehicle or retrieve contents, provided that the vehicle owner or operator can show proof of ownership or authorization by the registered owner. An after hours or gate fee may be applied for access outside of regular business hours, as defined in this chapter.
- D. *Kickbacks prohibited.* Except for providing signs as required by this chapter to a private property owner, it is unlawful for a tow operator to pay a private property owner or agent or any other person any kickback or gratuity, or provide anything of value, in exchange for securing towing privileges on the private property, with the exception of providing signs for placement on or about private property adjacent to a commercial enterprise. Violation of this subsection may, in addition to any other penalty, result in suspension or revocation of the tow operator's license or PPI endorsement.

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E. *Predatory practices.*

1. It is unlawful for a tow operator to park within 1,000 feet of, or post a person or electronic device at, a private parking lot or facility or adjacent to a commercial building for the purpose of covert observation in order to obtain private party impound (PPI) tows, unless:
  - a. The person provides an audible or written warning directly communicated to any individual parking and leaving their vehicle in a manner that subjects the vehicle to towing or impound under this chapter, with the warning to clearly indicate the individual's vehicle will be towed or impounded if the individual does not immediately cure the unlawful parking condition; or
  - b. All signs required by this chapter for a private property adjacent to a commercial enterprise clearly warn that the parking lot has on-site monitoring and the hours during which monitoring occurs.
2. Failure to provide any of these notices will invalidate the tow and may result in refund to the vehicle owner or civil penalties or both.

F. *Release of public impound tows.* A tow operator shall not release a vehicle designated as a public impound tow without first obtaining authorization from an enforcement officer.

G. *On scene or curbside release required.* A tow operator shall not refuse an on scene or curbside release of the vehicle when on scene or curbside release is required under section 9.54.050.

H. *Interim or temporary offloading prohibited.* Unless for an on scene release or authorized by an enforcement officer, a tow operator shall not offload or disconnect the towed vehicle after completion of the hookup and attachment of all safety equipment at the scene of the tow away except at an appropriate vehicle storage yard or facility. Temporary staging of a towed vehicle is prohibited, unless such staging is at the direction of an enforcement officer.

(AO No. 2014-137(S), § 1, 11-18-14)

### **9.54.080 Penalties.**

A. *Penalty for violations.* Unless another penalty is expressly provided by this title, a person whose actions are covered by this chapter that violates a provision of this chapter shall be subject to a fine of not more than \$500.00.

B. There is a \$500.00 fine for no sticker on a tow vehicle licensed under title 10.

C. Tow away from a private property adjacent to a commercial enterprise that lacks the required signage by this chapter shall subject the tow operator and the private property owner to a penalty of \$500.00.

(AO No. 2014-137(S), § 1, 11-18-14)

## **Chapter 10.54 TOW OPERATOR LICENSE**

### **10.54.010 Towing terms defined in chapter 9.54.**

The following words, terms and phrases, when used in this chapter or chapter 9.54, shall have the same meanings ascribed to them in chapter 9.54, except where the context clearly indicates a different meaning. While not every defined term in chapter 9.54 is used in chapter 10.54, the intent is the two chapters may be read together.

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Commercial tow vehicle  
Consensual tow  
Consumer Bill of Rights Regarding Towing  
Impound  
Nonconsensual tow  
Normal business hours or regular business hours  
On Scene Release (Curb release)  
Private party impound (PPI)  
Rotational tow  
Rotational tow program  
Tow operator or towing operator  
Tow service or towing service  
Towing or to tow

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

**10.54.020 Requirement for tow operator's license; private party impound (PPI) endorsement; rotational tow program participation.**

- A. Any person or entity providing towing services of vehicles on private or public property within the municipality is required to have a current tow operator's license from the municipal clerk.
- B. Any person or entity providing nonconsensual tow services and private party impound (PPI) is required to have a current private party impound (PPI) endorsement from the municipal clerk, in addition to the tow operator's license.
- C. Requirements for the different types of tow services are:
  - 1. Nonconsensual tow and private party impound (PPI) services require a current tow operator license and a PPI endorsement.
  - 2. Rotational tow services require a current tow operator license and participation in the rotational tow program administered through the Anchorage Police Department.
  - 3. Consensual tow services require a current tow operator license.
- D. A person providing towing services or private party impound (PPI) without the tow operator license, PPI endorsement, or rotational tow program participation required for the service is subject to a fine as set out in section 10.05.025 C. and the schedule of mandatory civil fines in section 14.60.030.
- E. A person providing towing services with an expired tow operator license or providing private party impound (PPI) services with an expired PPI endorsement is subject to the fine set out in section 10.05.025 C. and the schedule of mandatory civil fines in section 14.60.030.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-85, § 1, 8-5-2014; AO No. 2014-137(S), § 2, 11-18-14)

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#### **10.54.025 Term of license; fee; display of municipal license sticker.**

- A. The municipal tow operator license and the private party impound (PPI) endorsement are valid for a maximum of twelve months in a calendar year and regardless of date of issue, expire on December 31.
- B. The annual nonrefundable municipal license application fee for the municipal tow operator license, with or without the private party impound (PPI) endorsement, includes one towing vehicle and a municipal license sticker is issued for each towing vehicle.
  - 1. The fee for the tow operator license without the private party impound (PPI) endorsement is \$150.00.
  - 2. The additional fee for the municipal private party impound (PPI) endorsement is \$50.00.
  - 3. The fee for each additional towing vehicle to be operated under a tow operator license, with or without the private party impound (PPI) endorsement, is \$20.00 per vehicle.
- C. Each towing vehicle shall display the municipal license sticker issued for that towing vehicle on the lower left corner of the windshield on the driver's side, showing the municipal logo and year. The municipal license sticker shall be visible at all times. Failure to properly display the current municipal license sticker issued for the towing vehicle is a violation of this chapter subject to penalty under chapter 14.60.
- D. The fee for replacement stickers is \$20.00 each.

(AO No. 2014-85, § 2, 8-5-2014; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.030 Commercial driver's license and state medical card.**

A tow operator licensed under this chapter, and each driver employed or otherwise commercially engaged by the tow operator, shall have and carry at all times an unexpired medical examiner's certificate (State of Alaska-required medical card) and State of Alaska driver's license as required by applicable Alaska law.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.040 License requirements; application and annual license renewal.**

- A. An application for a municipal tow operator license shall be made to the municipal clerk on a form approved by the municipal clerk and the applicant shall provide all required information including the following items and attachments at the time the application is submitted:
  - 1. The name, mailing and physical addresses, and telephone numbers of the applicant, who shall be the owner and licensee of the business on the municipal license.
  - 2. The name of the business to be licensed; the physical address of the business; and the telephone number for the tow operator.
  - 3. A copy of the applicant's state business license, current for the tow operator license application period, and which shall reflect the same name and business identity as shown in the tow operator license application.
  - 4. Licensing requirements of this chapter include insurance. One or more current certificates of insurance, which provide proof the applicant and applicant's business are licensed, bonded and insured with insurance coverage meeting or exceeding the following minimum insurance requirements. It is the responsibility of the licensed tow operator to notify the municipal clerk within ten business days of receipt of a notice of cancellation for any insurance policy required by this section, and failure to give required timely notice is a violation of the licensing requirements of this chapter.

- a. Employers Liability insurance in an amount not less than \$500,000.00, and Worker's Compensation insurance as required by state law.
- b. On-hook insurance coverage is required for each tow vehicle owned and used by the tow operator. The required limits of coverage are:

Tow vehicle weight	Coverage limit
0—20,000 lbs	\$50,000.00
20,001—45,000 lbs	\$100,000.00
In excess of 45,000 lbs	\$250,000.00

Tow tractor weight	Coverage limit
Tow tractor 0—45,000 lbs	\$100,000.00
Tow tractor in excess of 45,000 lbs	\$250,000

- c. Automobile liability insurance in coverage amounts not less than \$100,000.00 per person/\$300,000.00 per accident bodily injury/\$50,000.00 property damage with matching uninsured and underinsured motorist (UM/UIM) coverage or \$500,000.00 combined single limits (CSL) with matching uninsured and underinsured motorist coverage.
  - d. Tow operators operating a vehicle storage or impound yard have additional insurance requirements:
    - i. Commercial general liability insurance required for each storage or impound yard location in limits of liability not less than \$250,000.00 per occurrence with a \$500,000.00 annual aggregate; and
    - ii. Garage keeper's comprehensive and collision coverage for each storage or impound yard location based on the number and values of vehicles the operator has on the lot at any given time.
5. A copy of the vehicle registration for each towing vehicle to be operated under the tow operator license.
  6. A copy of the towing vehicle inspection report current under section 10.54.080 for each towing vehicle to be operated under a tow operator license.
  7. A legible copy or picture of the tow operator's business office signage required in section 10.54.090 and chapter 9.54. If a towing operator does not maintain an office location apart and separate from the operator's commercial tow vehicle, then the commercial tow vehicle is the office for purposes of this chapter, and the application shall include a legible copy or picture of the commercial tow vehicle signage.
  8. Reserved.
  9. The annual nonrefundable municipal tow operator license application fee.
  10. An applicant for the private party impound (PPI) endorsement shall also provide:
    - a. An as-built and complete address for each vehicle storage location used by the tow operator, including legal description and physical street location.
      - i. Each vehicle storage location must be on property zoned for such use.
      - ii. Absent exceptional circumstances described in section 9.54.045, additional vehicle storage locations shall be updated with the municipal clerk prior to use.

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- b. The business and after-hours contact telephone numbers for storage location and access information for a vehicle towed under private party impound (PPI), as required in chapter 9.54.
  - c. Proof of commercial general liability insurance and garage keepers legal liability insurance, required for each storage or impound yard location in the amount of \$500,000.00 per occurrence with a \$1,000,000.00 annual aggregate.
  - d. A legible copy or picture of a typical sign posted by the tow operator in a privately owned area subject to authorized private party impound (PPI), listing the tow operator's telephone number and storage location in compliance with chapter 9.54.
  - e. A private party impound (PPI) information sheet, to be made available at each business and storage yard location used by the tow operator. The PPI information sheet shall include a summary of information required in chapter 9.54 and identify the:
    - i. Tow operator;
    - ii. The business and after-hours contact telephone numbers;
    - iii. Complete address and physical location of the storage yard;
    - iv. Normal or regular business hours, as defined in chapter 9.54;
    - v. Fee for tow and transport to a storage yard;
    - vi. On scene release (curb release) fee;
    - vii. Applicable after-hours fee and vehicle access fee;
    - viii. Storage fee;
    - ix. Applicable fuel surcharge;
    - x. Acceptable forms of payment.
  - f. Written confirmation signed by the tow operator acknowledging the tow operator's responsibility to maintain records under this chapter, and comply with chapter 9.54 on private party impound (PPI) rates and services.
  - g. The nonrefundable municipal fee for the private party impound (PPI) endorsement.
11. A participant in the rotational tow program administered by the Anchorage Police Department shall indicate the tow operator's participation on the tow operator license application form.
- B. It is the tow operator's responsibility to ensure the license application is filed timely with the municipal clerk to avoid a lapse in lawful operation prior to renewal. Renewal applications filed at least 30 days before expiration of the municipal license are timely. Applications filed less than 30 days before expiration of the tow operator's municipal license do not qualify for temporary municipal license renewal under section 10.10.030.
  - C. The municipal clerk may issue a separate renewal application form to avoid duplication of current documentation previously filed by a licensed tow operator.
  - D. Unless otherwise specified, failure to file timely updates to license application requirements within 15 business days is a violation of the licensing requirements of this chapter.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-85, § 2, 8-5-2014; AO No. 2014-137(S), § 2, 11-18-14; Amd. of AO No. 2014-137(S), § 2, 12-16-14)

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#### **10.54.045 Compliance with operation and service standards.**

A tow operator shall comply with chapter 9.54 in rendering towing services within the municipality.  
(AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.050 Location of business. (Reserved)**

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.060 Record of transactions and record retention.**

- A. Unless otherwise provided by operation of law or enforcement order, a tow operator providing nonconsensual tow or private party impound (PPI) services shall keep and maintain within the municipality, and make available for inspection by the municipality upon request, at least the following records for not less than two calendar years after the end of the calendar year in which the service was provided by the tow operator:
1. Transaction records required by chapter 9.54 for a nonconsensual tow or private party impound (PPI) including these items for each vehicle removed and towed to a storage yard:
    - a. Written authorization from the private property owner or agent to provide the service;
    - b. The location from which the vehicle was towed and a record of the posted signage at the private property location;
    - c. The time of day the vehicle was first observed or reported to the tow operator and the time of day the vehicle was towed;
    - d. The grounds for the vehicle removal and a photograph of the vehicle with the violation shown in the photograph;
    - e. The color and body type of the vehicle, and the make and model year if known;
    - f. The license plate number of the vehicle;
    - g. The vehicle identification number (VIN number) of the vehicle;
    - h. The business name and location of the storage facility where the vehicle was kept;
    - i. The length of time the vehicle was stored;
    - j. The itemized list of fees owed;
    - k. Record of payment of fees;
    - l. Any additional information about the vehicle or the service reported to the chief of police or designee.
  2. Vehicle inspection, log books, and vehicle maintenance records required for the Alaska commercial driver's license.
  3. Records of tow operator's interactions with:
    - a. The federal motor carrier safety administration;
    - b. The Alaska department of transportation and public facilities;

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- c. Federal, state, or local law enforcement agencies.
  - B. All records related to private party impound (PPI) vehicles sold at auction to satisfy towing and storage charges shall be retained for no less than three years after sale.
    - 1. Within two business days of request by any municipal office, a tow operator licensee shall provide a copy of the records requested, including copies of required notices under Division of Motor Vehicle Form 826, Notice of Impound and Sale Form, for a vehicle auctioned to satisfy a lien for towing and storage charges incurred with the tow operator licensee.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.070 Posting of tow operator licenses; documents for display upon request.**

- A. Any tow operator shall prominently post in public view a copy of the current municipal tow operator license at each business office location and impound yard used by the tow operator. If the tow operator provides private party impound (PPI) services, public posting shall include a copy of the current PPI endorsement.
- B. A copy of the municipal tow operator license application for the current period, with all non-confidential attachments shall be displayed to any person upon request. The tow operator shall maintain a copy of the current license with all non-confidential attachments at each business office location and impound yard used by the tow operator. If the tow operator business is conducted exclusively from the towing vehicle, the tow operator shall maintain the copy of the license application for the current period and all non-confidential attachments in the tow vehicle.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.080 Tow vehicle inspections.**

- A. Each towing vehicle on an annual basis shall satisfactorily pass either a level one commercial vehicle inspection or a safety inspection by an ASE certified mechanic.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.090 Tow operator business signage.**

Each licensed tow operator shall post a sign at each of the tow operator's business office locations, including impound yards, identifying the name, street address, phone number and other information required by chapter 9.54 for the business. If a towing operator does not maintain an office location apart and separate from the operator's commercial tow vehicle, then the commercial tow vehicle is the office for purposes of this chapter.

(AO No. 2005-83(S), § 1, 1-1-06; AO No. 2014-137(S), § 2, 11-18-14)

#### **10.54.095 Penalties and remedies in chapters 10.05 and 14.60.**

Penalties and remedies for violation of this chapter are included in the penalty and remedies section in chapter 10.05 and the schedule of fines in chapter 14.60.

(AO No. 2014-137(S), § 2, 11-18-14)

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**10.54.100 Suspension and revocation of tow operator license or private party impound (PPI) endorsement.**

- A. The suspension and revocation provisions in sections 10.10.035—10.10.045 shall apply to the private party impound (PPI) endorsement and the tow operator license.
- B. In addition to other remedies set forth in this title, failure to comply with the requirements of this chapter shall constitute grounds for suspension, revocation, or other restriction of the private party impound (PPI) endorsement or the tow operator license.
- C. In addition to other remedies set forth in this title, failure to comply with the requirements of chapter 9.54 shall constitute grounds for suspension, revocation, or other restriction of the private party impound (PPI) endorsement or the tow operator license.

(AO No. 2014-137(S), § 2, 11-18-14)



**Municipality of Anchorage, Clerk's Office**  
**Compliance Checklist**  
**Tow Operator License Application**

**Tow Operator License**

- Term: 1 Year – January 1<sup>st</sup> – December 31<sup>th</sup>
- Fee: \$150.00 (for one vehicle)
- Additional vehicle fee: \$20.00 per vehicle

**Private Party Impound Endorsement (PPI)**

- Added to license for private party impound
- Fee: +\$50.00

**For questions regarding the Municipal Tow Operator Business License please contact the Municipal Clerk's Office, at [MuniLicenses@anchorageak.gov](mailto:MuniLicenses@anchorageak.gov).**

License Information & Required Forms Available at [www.muni.org/clerklicensing](http://www.muni.org/clerklicensing)

It is unlawful for any person to engage in the business of towing unless they have first obtained a license per Anchorage Municipal Code (AMC) 10.54. The Municipal Clerk's Office encourages all applicants to read and keep a copy of AMC 10.54 and 9.54 for reference.

Code Citation and Topic	Compliance Information	Complete?
<b>TO MUNICIPAL CLERK'S OFFICE – Tow Operators must provide:</b>		
10.54.040A.3. State of Alaska Business License Required.	Atwood Building 550 W 7 <sup>th</sup> Ave., Ste. 1500 907-269-8160	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.020 Municipal Tow Operator License Required.	<i>Application deemed complete.</i> Municipal Clerk's Office 632 W 6 <sup>th</sup> Ave., Ste. 250 907-343-4316	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.4. Proof of bond and of insurance with coverage meeting or exceeding the minimum insurance requirements.	<i>On the Certificate of Liability Insurance, the Municipality of Anchorage must be listed as the certificate holder.</i> Risk Management 907-343-2520	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.5.-7. Proof of Vehicle Registration.	<i>For each vehicle.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.6. Proof of Vehicle Inspection Report.	<i>Each towing vehicle shall pass a level one commercial vehicle inspection or a safety inspection by a certified Automotive Service Excellence (ASE) technician of the applicant's choice expense.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.7. Copy of Business Signage.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Private Party Impound Endorsement (PPI) – Must also provide:</b>		
10.54.040A.10.c. Proof of additional general liability insurance and garage keepers legal liability insurance.	Risk Management 907-343-2520	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.10.a. Copy of as-built for storage lot.	Land Use Enforcement 907-343-8301	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.10.d. Copy of signage posted on private property.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.54.040A.10.e. Copy of PPI information sheet.		<input type="checkbox"/> Yes <input type="checkbox"/> No



**Municipality of Anchorage, Clerk's Office**  
**Compliance Checklist**  
**Tow Operator License Application**

<b>Code Citation and Topic</b>	<b>Compliance Information</b>	<b>Complete?</b>
<a href="#">10.54.045</a> Standard of operation and Service. <a href="#">9.54.070</a> Prohibited conduct.	<i>Shall comply with requirements in AMC 9.54 for towing services.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>License Display &amp; Records Requirements:</b>		
<a href="#">10.54.060</a> Maintain Records: <ul style="list-style-type: none"> <li>• Current State Business License</li> <li>• Certificate of insurance</li> <li>• Transaction records</li> <li>• Vehicle inspection/maintenance log</li> <li>• DOT/FED/APD interactions</li> </ul>	<i>Must maintain documents for two years and provide them upon request.</i>  <i>All records related to PPI vehicles sold at auction must be maintained for three years.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">10.54.070</a> Display license in a prominent location. <a href="#">10.54.025.C.</a> Stickers placed on tow vehicles.	<i>Must be easily visible to the public.</i>  <i>Municipal sticker issued for towing vehicle placed on the lower left corner of the windshield on the driver's side.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Related Information Regarding Roving Vendors:</b>		
<a href="#">9.54.025</a> Tow Rotation Program <i>PPI Endorsement Required. (Annual fee: \$500.00)</i>	Anchorage Police Department 716 W 4 <sup>th</sup> Ave. 907-786-8900	<input type="checkbox"/> Yes <input type="checkbox"/> No

**For complaints or to report violations or unlicensed tow operators please contact Municipal Code Enforcement at 907-343-4141.**