TOW OPERATOR’S OFFICE DOCUMENTS

_____ Application

_____ State Business License

_____ Insurance
    _____ Employers Liability and Worker’s Compensation as required
    _____ On-hook
    _____ Automobile liability
    _____ Commercial general liability (If operating a storage or impound yard)
    _____ Garage keeper’s comprehensive and collision (If operating a storage or impound yard)

_____ Vehicle registrations

_____ Vehicle inspection report (Code 10.54.080)

_____ Copy or picture of the tow operator’s business signage

_____ Display of municipal license sticker (Code 10.54.025.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.

_____ If Private Person Impound (PPI)

    _____ An As-Built and complete address for each vehicle storage location used
    _____ Business and after hours contact phone number
    _____ Commercial general liability insurance
    _____ Copy or picture of typical sign posted by the tow operator
PPI information sheet to be made available, identifying:

► Tow operator
► Business and after-hours contact phone numbers
► Complete address and physical location of the storage yard
► Normal or regular business hours
► Fee for tow and transport to storage yard
► On scene release fee
► After-hours fee and vehicle access fee
► Storage fee
► Applicable fuel surcharge
► Acceptable forms of payment

Additional Comments:
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Business Name ___________________________ Date _______________________

Inspector’s Signature ______________________ Date _______________________