

***For Office Use Only***  
**Vehicle for Hire – BUSINESS Permit**  
**Approval Checklist**

Applicant/ Company Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

\_\_\_\_\_ \$25.00 applicant fee paid

\_\_\_\_\_ \$100.00 per vehicle fee paid

**Review Application for the following:**

\_\_\_\_\_ Provided complete application with all contact information

\_\_\_\_\_ Verify at least 18 years of age (DL)

\_\_\_\_\_ Verify if currently authorized to work full-time in the United States (DL)

\_\_\_\_\_ Verify if can sufficiently communicate with the general public

\_\_\_\_\_ Verify copy of documents establishing business (if applicable)

\_\_\_\_\_ Verify any previous revocation or suspension included in application

\_\_\_\_\_ Verify if owns property: Check McLennan County Website to verify taxes on property are current

\_\_\_\_\_ Verify if fare/ fees attached to application

\_\_\_\_\_ Verify Insurance attached and email to Risk Manager to approve

\_\_\_\_\_ Complete inspection form and email to Fleet

\_\_\_\_\_ Notified that inspection passed date: \_\_\_\_\_

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\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Denied**

\_\_\_\_\_ Not qualified under section 27-78

\_\_\_\_\_ Made false statement of a material fact in application

\_\_\_\_\_ Does not have adequate insurance coverage as required Sec. 27-139

\_\_\_\_\_ Not current on ad valorem taxes business location

\_\_\_\_\_ Did not pay the appropriate fee

City Secretary: \_\_\_\_\_ Date: \_\_\_\_\_