

## **FOR HIRE VEHICLE ANNUAL REQUIREMENTS**

*The City of Port Townsend will mail a blank application to the business annually. The completed application must list each for-hire operator, their mailing address and phone number where they can be contacted during normal business hours (M-F, 9 am to 4 pm), as well as all for-hire vehicle identification information. The business owner must submit the completed application along with all corresponding documentation and fees listed below within 15 days. Checks should be made payable to City of Port Townsend and all should be mailed to City of Port Townsend, Finance Department, 250 Madison Street, Suite 1, Port Townsend, WA 98368.*

### **MASTER FOR-HIRE LICENSE FEE**

Covers business owner and one for-hire vehicle. \$100.00

### **FOR-HIRE VEHICLE LICENSE FEE**

Required for each remaining for-hire vehicle. \$50.00 per vehicle

### **BACKGROUND INVESTIGATION FEE**

Required for each for-hire operator/driver. \$12.00 per driver

### **OPERATOR/DRIVER ENDORSEMENT FEE**

Required for each operator/driver (business owner covered under Master For-Hire License fee). \$50.00 per driver

### **PROOF OF INSURANCE**

Minimum single limit coverage of \$325,000 or split limit coverage of \$300,000/\$100,000/\$25,000. Insurance must name The City of Port Townsend as an additional insured for all coverage.

### **VEHICLE INSPECTION REPORT (for each for-hire vehicle)**

Vehicle inspection reports can be obtained from any certified auto mechanic.

### **CURRENT VEHICLE REGISTRATION (for each for-hire vehicle)**

*In addition to the above, the business will be required to renew it's Port Townsend General Business license, Taxi Meter license and For Hire Vehicle license annually by their renewal dates. These licenses are administered by the State of Washington Department of Revenue and may be managed through the State's Business Licensing Service at <https://dor.wa.gov> or by calling 360-705-6741.*