



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

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Mayor

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October 17, 2022

Dear Charter/Sightseeing Permit Holder:

This is to notify you that the annual charter/sightseeing license fee is due on or before January 1, 2023. The annual permit fee can be paid in full, or an installment plan is available. The fees, per vehicle, are as follows:

Full Payment – Regular Vehicle	Installment One – Due on or before January 1, 2023	Installment Two – Due on or before March 1, 2023
\$610.36 – Permit Fee	\$305.19 – Permit Fee	\$305.18 Fee subject to change
\$30.51 – Admin Fees	\$30.51 – Admin Fees	
\$640.87 – Total Per Vehicle	\$335.70 – Total Per Vehicle	

Full Payment – Wheelchair Accessible Vehicle	Full Payment – Electric Vehicle
\$100.00 – Permit Fee	\$100.00 – Permit Fee
\$30.51 – Admin Fees	\$30.51 – Admin Fees
\$130.51 – Total Per Vehicle	\$130.51 – Total Per Vehicle

Installment payments are still due and owed for any vehicle taken offline after January 1, 2023, and before the second installment payment is due. **No payment grace period will be allowed.** Installment payments are only allowed for renewals done before January 1st of each year. If you add a vehicle after January 1st, the full amount is due and owed.

*****FAILURE TO MAKE YOUR RENEWAL PAYMENT ON OR BEFORE JANUARY 1ST IS GROUNDS FOR YOUR COMPANY PERMIT BEING REVOKED*****

Section 46-4. Failure to pay permit and license fees

“A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payment”

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT PAYMENT! If you wait until the last two weeks of December to make payment, please be prepared for a longer than usual wait time.

You will be required to complete the following **BEFORE** any payment will be accepted:

1. Renewal Packet (enclosed)
2. Vehicle Registration (EACH VEHICLE, NO EXCEPTIONS)
3. DOT Inspection Form (Each Vehicle, if applicable)
4. Insurance on Acord 25 form (with all required fields completed), sent within 30 days of permit renewal. Insurance must be sent to our office directly from the insurance agent, the insurance can be emailed to trans.insurance@houstontx.gov.

*****Please note that BEFORE any payment will be accepted, you must provide the most current vehicle registration FOR EACH VEHICLE. The vehicle registration must have the vehicle record notation section showing the status of the vehicle title.**

The payment options for your permit(s) are listed below:

- If you would like to make payment in-person, please consider making an appointment for service, you can schedule your appointment here: <https://cohcal.cxmflow.com/AppWizard/AppHome.aspx>.
- If you would like to make payment online, you may email your completed permit renewal documents to ARAVehiclesForHire@houstontx.gov.

There will **NOT** be any same-day inspections. Vehicle inspections will be held the following business day after payment is made. Due to high volume of vehicle inspections, you must be in line for inspection by 4:00p.m.

Field inspections are available upon request for companies with **ten** or more vehicles.

Any salvage title vehicle online as of August 6, 2014, will be allowed to stay online ONLY after passing an independent inspection done ONLY by the vendor below.

Professional Auto Care 9916 Honey Well St. Houston, Texas 77074 713-270-0474

Should your vehicle fail, you have 10 days to return and be re-inspected without being charged a fee. Payment will not be accepted for any vehicle that requires the third-party inspection until the vendor above has sent notice to the City that the vehicle has passed inspection.

If you wish to add vehicles to your fleet, please provide the following at the time of payment:

- add/drop vehicle form
- original titles, registrations or sales invoices
- DOT Inspection Form (if applicable)
- lease agreements, if applicable
- insurance - must be sent directly from the insurance agent to trans.insurance@houstontx.gov
- If dropping a vehicle, the stickers must be attached to the back of the add/drop vehicle form

If you have any questions, please contact Heather Metelski or Manuel Bell at 832-394-8803.

Sincerely,



For Kathryn Bruning
Assistant Director
Administration & Regulatory Affairs Department

COMPANY CONTACT UPDATE SHEET:

COMPANY NAME: _____

Please check which industry your company is permitted for:

- Taxi Limo Charter/SS School Jitney
 Pedicab LSS SGT Mobile Dispatch WAVS

Owner/Agent Name:	
Alternate Contact Name:	
Mailing Address (Street, City, State and Zip Code):	
Physical Address (Street, City, State and Zip Code):	
Phone Numbers: Home: Cell: Fax:	
Email: Alternates Email:	
Current Number of Vehicles:	
Signature:	Date:



NOTICE:
CITY OF HOUSTON COMPLIANCE AGREEMENT
CHARTER/SIGHTSEEING &
CHAUFFEURED LIMOUSINE SERVICES

I, _____
COMPANY REPRESENTATIVE (PLEASE PRINT)

COMPANY NAME (PLEASE PRINT)

Understand and hereby acknowledge that by signing this compliance agreement, I am agreeing to be in compliance with all the City of Houston Code of Ordinances applicable to the operation of a charter/sightseeing and/or chauffeured limousine service, and I understand the consequences of violating each of the sections referenced below.

Please initial each paragraph.

INSURANCE:

_____ *Charter/Sightseeing* – Section 46-207 requires that proof of continuous liability insurance coverage must be on file with the City of Houston. **In the event that the policy terminates or is cancelled the CSSL shall be automatically suspended, and the licensee shall discontinue operations. If proper replacement policy is not provided to the director on or before the tenth business day after the date of cancellation of the policy the permit shall automatically terminate.**

_____ *Limousine* – Section 46-238 requires that proof of continuous liability insurance coverage in the amount of \$500,000 CSL must be on file with the City of Houston. **In the event that the policy terminates or is cancelled the HLL shall be automatically suspended, and the licensee shall discontinue operations. If proper replacement policy is not provided to the director on or before the tenth business day after the date of cancellation of the policy the permit shall automatically terminate.**

ANNUAL PERMIT FEES:

_____ *Charter/Sightseeing* – Section 46-211 requires the annual permit fee to be paid on or before January 1 of each year with the option to pay in two installments, the first installment of the fees due on or before January 1 and the remaining installment of the fees due on or before **MARCH 1**. **Section 46-4 – A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payments imposed pursuant to this chapter.**

_____ *Limousine* – Section 46-232 requires the annual permit fee to be paid on or before January 1 of each year with the option to pay in two installments, the first installment of the fees due on or before January 1 and the remaining installment of the fees due on or before **MARCH 1**. **Section 46-4 – A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payments imposed pursuant to this chapter.**

ADVERTISING:

_____ *Limousine* - Section 46-241 reads, in part, that the only advertising that may be displayed outside the limousine shall be limited to the name and telephone number of the licensee on the front and rear license plate frames with the cumulative size not to exceed beyond one inch the length and width of the license plate. A passenger van may display the company name, company logo, and company telephone number on the outside of the van.

MANIFEST:

_____ *Limousine* – Section 46-240 requires that a written or electronic instrument for hire shall be entered into by the chauffeured limousine service licensee and any person renting or leasing any limousine. It shall be the duty of each driver to present a copy of the instrument required under this section to any aviation department employee, administration and regulatory affairs department employee, or peace officer upon request to evidence compliance with this section.

SCHEDULE OF FARES:

_____ *Charter/Sightseeing:* Section 46-209 requires that a licensee must file with the director a complete schedule of fares to be charged by him, which schedule shall be accepted by the director before the licensee shall become operative, and in the event any changes are made in such fares, licensee will file with the director such changes not later than 30 days before the effective date of the changes.

_____ *Limousine:* Section 46-243 requires each permittee to file with the director a schedule of fares or rates to be charged. Permittees shall notify the director of any change in its schedule of fares or rates within 5 calendar days of the change.

TERMINATION/REVOCAION OF A LICENSE/PERMIT:

_____ Section 46-4 – A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payments imposed pursuant to this chapter or for failure to maintain the requisite insurance.

_____ Section 46-11.5 – a person whose application for a permit, license, or certificate of registration has been denied or whose current permit, license, or certificate of registration has been revoked or refused for renewal and such action has become final shall be required to wait a period of one year from the date the denial, revocation, or refusal became final before becoming eligible to reapply for a permit, license or certificate of registration.

Print Name

Signature

Date

MOTOR VEHICLE LIST

Please note:

- Limo sedans must seat 5 to 6 passengers*;
- Limo SUVs must seat 5 to 9 passengers*;
- Limo vans must seat between 8 and 15 passengers*;
- Stretch limos must seat no more than 15 passengers;
- Charter vehicles must be 16 or more passengers;
- Low Speed Shuttle vehicles must seat 4 to 8 passengers;
- Jitney vehicles must seat 9 to 15 passengers
- Private School vehicles may not exceed 15 passengers;

*Must meet a base model MSRP Value. Please refer the City of Houston website for price points. www.houstontx.gov/ara/vfh.

MAKE/MODEL	YEAR	CLASS: SEDAN, STRETCH, VAN, PEDICAB, ELECTRIC VEHICLE, BUS, ANTIQUUE	WHEELCHAIR ACCESSIBLE? (CIRCLE ONE)	ELECTRIC VEHICLE? (CIRCLE ONE)	MANUFACTURER SEATING CAPACITY INCLUDING DRIVER	LICENSE PLATE	VIN# (LAST 8 NUMBERS ONLY)
1.			YES NO	YES NO			
2.			YES NO	YES NO			
3.			YES NO	YES NO			
4.			YES NO	YES NO			
5.			YES NO	YES NO			
6.			YES NO	YES NO			
7.			YES NO	YES NO			
8.			YES NO	YES NO			
9.			YES NO	YES NO			
10.			YES NO	YES NO			
11.			YES NO	YES NO			
12.			YES NO	YES NO			
13.			YES NO	YES NO			
14.			YES NO	YES NO			
15.			YES NO	YES NO			
16.			YES NO	YES NO			
17.			YES NO	YES NO			
18.			YES NO	YES NO			
19.			YES NO	YES NO			
20.			YES NO	YES NO			



CITY OF HOUSTON VEHICLE ADD/DROP FORM

This is my request to add/drop a vehicle from the fleet of: **(write company name on line below)**

My HLL number is _____. My CSS number is _____. My current vehicles fleet total is _____.

Check One: Taxicab Jitney CSS School SGT LSS Pedicab Limo WAVS

Check One: Sedan SUV Stretch Van Other _____

Drop Vehicle Information: TAXICAB PERMIT #: _____

Taxicab, Limo and CSS – Must Check One: Gas Vehicle Electric Vehicle Wheelchair Accessible Vehicle

YEAR	MAKE/MODEL	VIN Last 8 numbers	LICENSE PLATE	MANUFACTURED SEATING CAPACITY	STICKER # (OFFICE USE ONLY)

Add Vehicle Information: TAXICAB PERMIT # _____

Taxicab, Limo and CSS – Must Check One: Gas Vehicle Electric Vehicle Wheelchair Accessible Vehicle

YEAR	MAKE/MODEL	VIN Last 8 numbers	LICENSE PLATE	MANUFACTURED SEATING CAPACITY	STICKER # (OFFICE USE ONLY)

If Temporary Plate, must include Expiration Date: _____

Please attach copies of the registration or title, bill of sale if untitled.

Printed Name of Permittee Physical Address City State Zip Code

Permittee Signature Mailing Address City State Zip Code

Approved by Date Manager Sign-Off

