



CITY OF SAN ANTONIO
OPERATING PERMIT APPLICATION



NAME (Print or Type) PHONE # EMAIL

DRIVERS LICENSE # EXPIRATION DATE SOCIAL SECURITY #

NAME OF BUSINESS BUSINESS ADDRESS BUSINESS PHONE # BUSINESS FAX #

NAME OF MANAGER PHONE # EMAIL

TYPE OF APPLICATION (Check One):

NEW COMPANY: ADDITIONAL PERMITS: RENEWAL:

OTHER (explain):

NO. OF OPERATING PERMITS REQUESTED: Under 15 Passengers: Over 15 Passengers:

FORM OF BUSINESS OF THE APPLICANT (Circle one):

LIMOUSINE CHARTER TOUR TAXI GROUP CYCLE OTHER:

I hereby certify that the all statements, documents, and any other information provided in relation to this application for an Operating Permit for the City of San Antonio are true and complete. I authorize the investigation of all statements, documents, or information provided in relation to this application. I understand that any false statements will disqualify my applications and result in my application being rejected. I have read and understand Section 33-007 (Application) and 33-008 (Prerequisites to issuance) of the city code.

APPLICANT'S SIGNATURE

DATE

Please ensure that you have completed all required sections of this application. Attachments for your application must be properly labeled with Section and Sub-section numbers. Please review Chapter 33 Section 33-007 of the City Ordinance for further details.



## CITY OF SAN ANTONIO OPERATING PERMIT REQUIRED INFORMATION



### SECTION I: BUSINESS FORMULA

- A. **Business Plan:**
- B. **Necessity Statement:** Description of why your business is needed in San Antonio?
- C. **Corporation or Association Documentation:**
- D. **Insignia and color scheme:**

### SECTION II: OPERATIONAL PLAN

- A. **Provide a Management Plan:**
  - a. Maintenance plan:
  - b. Hiring procedures:
  - c. Handling customer issues:
  - d. Training Program
    - i. Customer Service
    - ii. Company Orientation
    - iii. Chapter 33 Overview
    - iv. Airport Operations
    - v. Local Sights and locations orientation
    - vi. Dispatching (if required) to include meter and radio training
  - e. Drug Policy:
  - f. Employee Uniform Policy:
- B. **Facilities:** Description of the location that will be used for the operation for this application.
- C. **Vehicles:** Descriptions and documentation of vehicles that will be used in the operation.
  - a. Number of vehicles to used
  - b. Vehicles age / Make / Model / Type/ Seating Capacity / Etc..
  - c. Proof of Insurance
  - e. Proof of Bond

### **SECTION III: BUSINESS / PERSONAL BACKGROUND**

- A. Criminal History:** Provide a list of any and all criminal activity. This list should include current charges / indictments, all convictions and any charge that the applicant plead guilty. In accordance with City Ordinance No. 63241, applicants for operator permits must submit an FBI/DPS file to Ground Transportation.
  
- B. Driving while Intoxicated:** Provide any current charges or convictions of DUI, DWI, open container, or any other violation that is alcohol related.
  
- C. Release Authorization:** Provide authorization for the release to the city of any and all information which an organization or entity may have concerning the applicant and a release to said organization or entity from all liability which may result from the furnishing or such to the city.
  
- D. Citizenship:** Provide proof of applicants citizenship by birth or naturalization, or, if alien, evidence of the applicant's legal residence in the US and of the applicant's legal right to engage in employment.
  
- E. Business Experience:**
  - a. Provide any past business experience in the Ground Transportation Industry.
  - b. Provide details about any revocation or suspensions of any operating permit in a Ground Transportation Industry in San Antonio or any other city.