

TOW PERMITS: CUSTOMER INSTRUCTIONS
TOW DRIVER

1. The fee for a Tow Driver Permit is \$135 (new and renewal).
 - a. A new applicant must also submit Live Scan fingerprinting results
 - i. Live Scan may be completed with the City of Sacramento and the fee is \$88
2. All Tow Permits expire **September 30** of the year following the date of issuance.
 - a. Renewal applications must be submitted 30 days (by August 30) prior to permit expiration
3. Applicants must complete the Special Business Permit Application (IND1) and provide:
 - a. A valid California driver's license.
 - b. DMV driver's record (dated within last 30 days)
 - c. Two passport-sized photos (more photos may be requested, if needed)
4. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division
Attn: Permits & Taxes
915 I St., Room 1201
Sacramento, CA 95814
5. Applications will be ready within a week of completion of all requirements.

TOW VEHICLE

1. The fees for a Tow Vehicle Permit are:
 - a. First vehicle permit - \$79
 - b. Each additional vehicle permit - \$67
 - c. If you need a duplicate permit, the fee is \$15
2. All Tow Permits expire **September 30**, the year following the date of issuance.
 - a. Renewal applications must be submitted 30 days prior to permit expiration (due by August 30)
3. Applicants for a Tow Vehicle Permit must provide:
 - a. Completed Vehicle Permit Application (VEH1)
 - i. If applying for more than one permit at the same time, you may use the Additional Vehicle Application (VEH1.A)
 - b. Proof of insurance:

- i. Certificates of Automobile Liability Insurance
 - ii. Commercial General Liability (\$500,000 per occurrence)
 - iii. Additional Insured Endorsement (See attached page for insurance details)
 - c. Current vehicle registration for each vehicle
 - d. Brake and lamp inspection certificates OR CHP Tow Car Certification
 - e. An updated company rate sheet (if changed from previous year)
 - f. Personal Disclosure Form of each owner (10% or more)
 - i. This only needs to be completed if there is no form on file or ownership has changed.
 - g. Each tow company must have a valid Business Operations Tax Certificate with the City, which can be obtained here:
<http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account>
4. All tow vehicles (new and renewal), must be inspected by Code Enforcement.
 - a. If you are renewing your vehicle during the annual September renewal cycle, an inspection clinic will be held to inspect all tow vehicles together
 - i. You will be notified of the inspection clinic date and location (typically held the end of September)
 - b. New vehicles or vehicles that need to be inspected outside of the renewal cycle will go to routine inspection
 - c. Routine inspections are held Tuesdays at 8:00 a.m. at 300 Richards Blvd.
 - d. Your inspection will be scheduled when you submit your application OR you will be notified by City staff of inspection date. Your vehicle will be inspected *only* on your scheduled date.
 - i. You will be given an appointment card with your inspection date and time. Bring this card with you to the inspection.
 - ii. You are not guaranteed the next inspection date but will be scheduled based on processing time and Code Enforcement availability.
5. Your permit and permit sticker will be given to you by the Code Enforcement Officer following the completion of your inspection.
 - a. The permit sticker is to be placed **INSIDE**, on the driver's side lower corner of the windshield.