



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

Sylvester Turner

Mayor

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February 1, 2016

Dear Taxicab Permit Holder:

This letter is to notify you that the annual taxicab permit fee is due on or before **MAY 1, 2016**. Please note effective January 1, 2016 all fees in the City of Houston have increased. The annual taxicab permit fee is \$553.41 per vehicle. In addition to the permit fee, an administrative fee of \$27.66 per vehicle is due. Please see the Taxi Renewal Checklist attachment for installment fee pricing. Section 46-68 of the Code of Ordinances reads in part:

“The annual permit fee shall be paid in advance to the department of administration and regulatory affairs in three installments on or before May 1st, June 1st, and June 15th of each calendar year in amounts prescribed in the city fee schedule.”

Important notice:

In order to make payment please fill out the enclosed packet and return to the Houston Permitting Center. You must pull a ticket at the kiosk located by the information desk. For faster service, please pull a ticket for “**Annual Company Renewal**”. Due to the high volume of customers, please note this ticket is available between 8am and 3:30pm.

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT PAYMENT!

Attached is a check list to assist you in the renewal process, please review the check list carefully as it lists all the items you must include with the renewal packet before we will take payment. Please sign and date the attached checklist along with the completed contact information sheet and return the forms with payment to the Transportation Section at 1002 Washington Ave., Houston, Texas 77002. All forms of payment are accepted.

Your company must submit a Schedule V: Motor Vehicle List when making payment. Installment payments are still due and owed for any vehicle taken off line after May 1, 2016 and before the final payment is made. **No payment grace period will be allowed.** Failure to make timely payments will result in your taxi permit being revoked.

A receipt showing all Ad Valorem and Business Personal Property taxes for 2015 have been paid must be submitted at time of payment. No vehicle will be inspected without a receipt being shown. The independent contractors for your company will also be required to submit their Ad Valorem taxes for 2015, **if they own the vehicle.** If the vehicle was not put online as of January 1, 2016, then rendition of the vehicle for the Ad Valorem and Business Personal Property taxes must be submitted.

All inspections will begin February 1, 2016. Your 2016 taxi permit will be placed on the vehicle at the time of passing inspection, not before.

Please note that City Council approved a program allowing all 2009 and 2010 model year vehicles as taxicabs to operate an additional year after passing an independent third party inspection.

Any salvage titled vehicle online as of August 6, 2014 will be allowed to stay online only after passing an independent third party inspection. The vehicle must pass the independent inspection each year until such time the vehicle times out. The vehicle is NOT authorized to move between companies.

As per Section 46-11.6, all wheelchair accessible vehicles will be allowed to stay online indefinitely ONLY after passing an independent third party inspection.

The City has two locations currently designated to conduct the independent third party inspections. They are:

HAF, Inc. 5118 Ashbrook Houston, Texas 77081 713-665-5777 Inspection Fee Per Vehicle: \$140.00	Professional Auto Care 9916 Honey Well St. Houston, Texas 77074 713-270-0474 Inspection Fee Per Vehicle: \$257.00
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You must have your vehicle inspected by the third party inspector **BEFORE** April 30, 2016. Should your vehicle fail, you have 10 days to return and get re-inspected without being charged a fee.

DO NOT WAIT UNTIL THE LAST MINUTE TO BE INSPECTED.

Provide original titles, registrations or sales invoices along with insurance for all new vehicles at the time of payment. Please note that with the ordinance change in August 2014, the new rules for veicles added after January 1, 2015 **MUST** meet one of the following requirements:

- 1) Be a 4-cylinder engine
- 2) Be a hybrid-electric engine
- 3) Be a wheelchair accessble vehicle (lift or ramp)
- 4) Be a vehicle with a combined MPG of 20 or higher, or
- 5) Be a SUV

When you are submitting an Add/Drop form, the inspection sticker from the vehicle you are dropping MUST be turned in before the new vehicle will be inspected. If you have a new car and receive the registration and permanent license plates, please come to our offices and submit the information so we may update the inspection sticker.

As you may remember, there are new data requirements in Chapter 46 for all permittees. Enclosed is a form listing all the data that is required to be submitted on a quarterly basis.

Please review our ARA Vehicle for Hire/Transportation website. We provide links to updated information and forms all the time. This will ensure that you are always up to date with the latest information. The website can be located at the following address:
<http://www.houstontx.gov/ara/regaffairs/transportation/>

Should you have any questions contact Nikki Cooper or Heather Metelski at (832) 394-8803.

Sincerely,



Kathryn Bruning
Assistant Director
Administration & Regulatory Affairs Department

Enclosure

TAXICAB RENEWAL CHECK LIST

I. **Payment of required permit fee**

- a. \$553.41 per vehicle annually (Due on or before MAY 1, 2016); **or**
- b. \$221.37 per vehicle due on or before MAY 1, 2016;
\$166.02 due on or before JUNE 1, 2016; and
\$166.02 due on or before JUNE 15, 2016
- c. 27.66 per vehicle administration fee – If paying installments, the administrative fee is charged on the first installment, not on the second or third.

II. **Motor Vehicle List:** A current vehicle list must be provided along with payment.

- a. Reminder: Any 2009, 2010 and salvage rebuilt titled vehicle will not be accepted for inspection until the City has been notified by one of the 3rd party inspectors that the vehicle has passed inspection.
- b. DO NOT wait until the last minute to schedule your 3rd party inspection.

III. **Vehicle Registrations:** The most current copy of the vehicle registration must be submitted for **EACH VEHICLE before payment will be accepted.** Please ensure the vehicle registration has the “Vehicle Record Notation” section. If you renewed your registration at a grocery store, that information will not be there and the registration will **NOT** be accepted.

IV. **Fire Extinguisher:** All vehicles must be equipped with at least one quart of chemical type fire extinguisher in good condition and located for immediate use as required by the State of Texas Transportation Code and Chapter 46.

V. **Ad Valorem Taxes:** Must provide a copy of the receipt showing all ad valorem taxes and any business personal property taxes have been paid for 2015.

VI. **Data Submission Requirements:** Each company must complete the data waiver form, if you **cannot** supply the quarterly data required by Chapter 46. If you can supply the quarterly data, see the step by step guide in order to properly submit the data quarterly.

VII. **Liability Insurance Coverage:** \$30,000/\$60,000/\$25,000 Proof of insurance will **ONLY** be accepted from the insurance agent and on the ACORD 25 form. Your insurance agent can email or fax the information to our offices at trans.insurance@houstontx.gov or 832-395-9632.

VIII. **Integrated Credit Card/GPS system is required in the vehicle to pass inspection.** If you do not have a Passenger Information Module (PIM), a notarized schedule indicating the technical specifications of the proposed system and when the system will be placed in the vehicle is required. Based upon the notarized schedule, random inspections will be conducted on your company's vehicles.

COMPANY CONTACT UPDATE SHEET:

COMPANY NAME: _____

Please check which industry your company is permitted for:

Taxi Limo Charter/SS School Jitney

Pedicab LSS SGT TNC Mobile Dispatch

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:

TAXI MOTOR VEHICLE LIST

****Seating Capacity is based on manufacturer seating capacity, i.e. number of manufacturer installed seatbelts for the vehicle**
****ALL VEHICLE REGISTRATIONS AND/OR TITLES MUST BE SUBMITTED WITH THIS FORM.******

	MAKE/MODEL	YEAR	PERMIT NUMBER	MANUFACTURER SEATING CAPACITY INCLUDING DRIVER	MILEAGE	LICENSE PLATE	VIN# (LAST 8 NUMBERS ONLY)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							



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: Taxi Jitney CSS School SGT LSS Pedicab Limo TNC

Check One: Sedan SUV Stretch Van Other _____

Drop Vehicle Information: TAXICAB PERMIT #: _____

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

Add Vehicle Information: TAXICAB PERMIT # _____

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

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

Check all that apply:

- If dropping a vehicle, I have scraped the stickers and attached them to the back of this form.
- I was unable to scrap the stickers from my vehicle and have provided a notarized affidavit.
- My vehicle was stolen and I have attached a copy of the police report.
- I have attached copies of the registration or title and a lease agreement

Printed Name of Permittee Physical Address City State Zip Code

Permittee Signature Mailing Address City State Zip Code

Approved by Date Manager Sign-Off

Data Submission Waiver Request

I, on behalf of _____ (Company), acknowledge the operational quarterly data submission and reporting requirements in Section 46-11 of the City of Houston Code of Ordinances. On behalf of _____ (Company), I formally request a one-year waiver under Section 46-11(d) for the following data submission requirements (check which apply):

- The total number of trips provided in the City, specified by method of arranging service (e.g. street hails, dispatch, etc.)
- The total amount of revenue retained by the permittee or registrant
- The total amount of revenue retained by the permittee's or registrant's licensees
- The gross receipts generated by the permittee's or registrant's vehicle-for-hire service in the City, specified by method of arranging service (e.g. street hails, dispatch, etc.)
- The total number of trips provided to passengers travelling to George Bush Intercontinental Airport and William P. Hobby Airport
- The total number of permitted vehicles in operation
- The total number of wheelchair accessible vehicles available and in use by the permittee or registrant
- The total number of wheelchair accessible trips requested of the permittee or registrant
- The total number of wheelchair accessible trips completed by the permittee or registrant
- The total number of licensees that provide vehicle-for-hire services on behalf of the permittee or registrant
- The total number of rides requested and accepted by the permittee and registrant in each zip code within the City and the number of rides that were requested but not accepted by the permittee and registrant in each zip code within the City
- The total number of accidents or collisions involving a permittee or registrant and its licensees, including the date and time of the accident or collision and the cause of the accident or collision
- The total number of hours each of the permittee's or registrant's licensees spent providing vehicle-for-hire transportation services

In accordance with Section 46-11(d), I have attached the following supporting documentation:

- A clearly articulated reason why _____ (Company) is unable to provide each of the items indicated above
- A sample of the operations data that _____ (Company) is able to provide
- A plan of action with a definitive three-year time frame to provide the items indicated above in the future

On behalf of _____ (Company), I acknowledge that the submission of a waiver request does not guarantee an exemption to any or all of the data reporting requirements in Section 46-11.

Signature _____

Print Name: _____

Date: _____

Data Submission Information:

To submit quarterly data please visit our website at <http://www.houstontx.gov/ara/regaffairs/transportation/> and follow these steps:

1. Scroll to the “FORMS” Section and select “Vehicle-for-Hire Data Submission Spreadsheet (.xlsx, updated 07.13.2015)”

Forms

The City of Houston forms are .pdf documents

If you are looking for a form that is not listed please contact the Transportation Section at 832 394 8803. All proof of insurance for vehicle for hire permits MUST be submitted by the insurance agent on the State approved Accord 25 form.

- Vehicle-for-Hire Data Submission Requirements Form/Waiver (docx, 01.13 2015)
- Vehicle-for-Hire Data Submission Spreadsheet (xlsx, updated 07.13.2015)
- Vehicle-for-Hire Vehicle License/Permit (Non-Taxicab) Application Packet (updated 02 18 2015)
- Accident Reporting Form (04.10 2015)
- Applicant Packet - COH Drivers License (updated October 2015)
- 2015 FAST Pass Packet (Fingerprint Based Background Check) (updated 10 12 2015)
- Add / Drop Vehicles Form (updated October 2015)
- Address Change Form
- Lost or Stolen City Drivers License Affidavit (updated 08 18 2014)
- Lost or Stolen Medallion/HLL Affidavit (updated 03 17 2014)
- School Vehicle Permitted Drivers List Form
- School Vehicle Schools List Form
- Taxi Study Guide (updated 07.22.2013)

2. Once you open the spreadsheet there are 4 tabs to be completed. Complete all information on each tab and save.
3. Once you have completed the 4 tabs, send to the email address listed on the “Cover Sheet”; aracontactus@houstontx.gov

******Please note Data is due quarterly on the following dates:**

Date Due	Months Covered
April 20	January, February, March
July 20	April, May, June
October 20	July, August, September
January 20	October, November, December