



ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

Transportation Section Policy

Subject: **Assignment of Houston Limousine Service License Numbers**

Policy No. **VFH - 003**
Effective Date: **June 22, 2012**

1. AUTHORITY

1.1 Chapter 46, Houston Code of Ordinances

2. PURPOSE

2.1 The purpose of the policy is to document the true up procedure related the assignment of the Houston Limousine Service License Numbers, particularly after revocation of an existing license.

3. POLICY STATEMENT

Under the provisions of Chapter 46 of the City of Houston Code of Ordinances (Chapter 46), applicants for a Houston Limousine Service License (“HLL”) must submit as part of their application a list of vehicles to be placed in operation associated with their company to which a Houston Limousine Service License Number is assigned. Historically, if the HLL was revoked for any reason, upon receipt of a new application from the same operator, the former HLL associated with that operator would be applied. This led to confusion in enforcement, and difficulty in controlling the distribution of permit decals.

The issuance of a new Houston Limousine Service License number for ALL new applications (even after revocation) will allow our office to better track a company’s compliance with Chapter 46 requirements, as well as any applicable exemptions.

4. PROCEDURES

- 4.1 All new Houston Limousine Service License Applicants will receive a new Houston Limousine Service License Number at the time the application is approved.
- 4.2 The Houston Limousine Service License (HLL) Number will stay with that company through any name changes that happen through the course of normal business operations.
- 4.3 Once a Houston Limousine Service Licensee has his or her licensed revoked, all stickers and forms assigned with that company’s HLL must be returned to the City. Operators and drivers of vehicles found operating with decals displaying the revoked HLL number will be subject to all applicable penalties and fines under the Code of Ordinances.
- 4.4 Company owners applying for new licenses after revocation shall be issued a NEW HLL Number and associated decals for vehicles.

Approved:

Date Approved: 6/22/2012

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