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CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
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Thomas W. Lannom, Revenue Bureau Director

PFHT Company and Vehicle Permit Renewal Process

Step 1: Gather all required information from the checklist on the following page.
Step 2: Submit the information and payment to the Revenue Bureau
Step 3: The Revenue Bureau will briefly review your documents for completeness.

- If there are deficiencies found, your documents will be returned to you. Please finish gathering the required information and resubmit to the Revenue Bureau.
- If everything looks complete, your documents will be accepted. You will pay the renewal fees. Your transaction for that day is complete.

Step 4: Later, Revenue Bureau staff will conduct a more thorough review of the documents submitted.

- If deficiencies are found, you will receive a request for the missing information via phone or email. Once the missing information is provided you will then be given an appointment for vehicle inspection and permitting.
- If all the information has been received you will be called or emailed with your vehicle inspection/permitting appointment.

Step 5: Arrive at your appointment with the vehicle to be permitted. Revenue Bureau staff will inspect the vehicle for cleanliness, and condition. The vehicle m not have missing parts (including hub cabs or wheel center caps), must be free of dents, the paint in good condition and must not have broken or cracked equipment. Only vehicles passing the inspection will receive a permit.

Please note: **Permits will not be issued before we receive all documents listed below with the required payment.** Failure to provide all required documents and payment timely and in one package will delay the vehicle inspection and may result in late fees or penalties.

Please make copies of any documents you wish to keep before you submit them. **All documents listed below must be submitted together at the same time. An authorized company representative must submit the documents with payment.**

An Equal Opportunity Employer
To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Checklist- PFHT Company and Vehicle Permitting Requirements

☐ Regulatory Division application, renewal and vehicle forms filled out and signed by the company owner or authorized representative as indicated on the company application and Secretary of State Registry.

☐ Copy of current vehicle registration. The title of the vehicle does not meet this requirement.

☐ List of Drivers- Space provided on Company Renewal Form

☐ Copy of current insurance documents including Certificate of Liability, Designated Insured or Additional Insured endorsement form for the Auto policy, Additional Insured Endorsement form (Commercial General Liability policy) and Auto Coverage Form (from auto policy- more than one page). **Please bring these documents with you, in hand, with the rest of the required paperwork.** Please **DO NOT FAX** these documents to our office.

☐ Insurance Documents-City Code requirements are enclosed. Below is a list of some of the primary insurance requirements:

- Must be Primary and Non Contributory and any insurance coverage maintained by the City must be considered excess;
- List the City of Portland, its Officers, Agents and Employees as Additional Insured and Certificate Holders;
- If you have employees: Must provide a Certificate of Liability Insurance for Workers Compensation and Employer Liability policy ;
- Minimum coverage of $500,000 Combined Single Limit for Auto Policy;
- Minimum coverage of $2mm General Aggregate and $1mm per Occurrence for the Commercial General Liability Policy;
- Insurance Carrier must have an a minimum A.M. Best Company Financial Strength Rating of A-, and Financial Size Category of VIII;
- The insurance policy must allow for written notice to the Administrator 30 days before any policy is canceled, will expire or coverage reduction; and
- Auto Policy must cover vehicles used as for-hire transportation

☐ City of Portland Business License must be current and in compliance. You can get a Certificate of Compliance at the website www.pdxbl.org. Click on the "Print a Certificate of Compliance" link on the right side of the screen.

☐ If you have vehicles designed to carry 8 passengers or more: Provide registration information for the ODOT Motor Carrier Division, and USDOT/FMCSA.

☐ Copy of State of Oregon Corporation Division registration. The business name

must be exactly the same on the Secretary of State registration, the Portland business license registration and the permit/renewal application. You can print out a copy of your State of Oregon registration by going to http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login and type in your business' name and search. Click on your business name from the search and print. Washington companies must also provide a copy of their Washington Secretary of State Corporation Division registry. You can print out a copy of your Washington registration by going to http://www.sos.wa.gov/corps/corps_search.aspx and type in your business' name and search.

☐ If also operating in Washington: Provide a copy of your registry with Washington Department of Licensing. You can obtain a copy by searching for your business on their website: http://bls.dor.wa.gov/LicenseSearch/

☐ **Original** ASE Master Mechanic Vehicle Inspection form (copies will not be accepted). Invoices for completed repair of all items marked as needing attention or repair on the inspection form are required. All invoices for repair completed must be submitted with the renewal package. The inspection form is available at: http://www.portlandonline.com/omf/index.cfm?c=57910&a=384987. The inspection must be completed and the form signed by an **ASE Certified Master Automobile Technician.**

Note: Do not assume that the mechanic meets our requirements. Verify the mechanic's credentials prior to having them perform the inspection. You can verify the mechanic's certifications by: 1) Asking for a copy of their ASE Certificate which must indicate "Master Automobile Technician" and current expiration dates. ; or 2) Using the list of verified ASE Master Automobile Technicians posted on our website: http://www.portlandonline.com/omf/index.cfm?c=57910&a=384988 The list will be updated periodically so be sure to use the most current list. If your mechanic is not on our list you must provide a copy of the mechanic's ASE Certificate.

☐ Vehicle Aging Requirements must be met: 10 years or newer: Taxi, Shuttle, and SAT vehicles Please note that wheelchair accessible vehicles permitted prior to December 31, 2012 are allowable until they reach 15 years old or are replaced, whichever comes first.

☐ For wheelchair accessible vehicles only: An ADA Certificate of Compliance is required. This includes vehicles with a wheelchair ramp. The inspection must be done by an organization accepted by Tri-Met to perform ADA certification inspections.

☐ <u>Taxi Companies only</u>: Taxi Meter Certifications must be provided for each taxi.

☐ <u>SAT Companies only:</u> A copy of your valid government-approved contract for services.

☐ Payment of permit fees in the form of cash or check. Payments for all renewal fees are due at the time of paperwork submission. Partial payment will not be accepted. Vehicles not renewed at the time of company renewal would be required to go through the new vehicle application process, including application to the Board if applicable, to be permitted at a later time.

Remember: In order to avoid late fees, **<u>all</u>** documents and payment must be made **at least 30 days in advance** of your permit expiration date. In addition, vehicle permitting must be done prior to the permit expiration.

Directions from I-205: Head West on Airport Way toward Portland International Airport. Get in the left lane. Follow the signs for Deliveries and Transportation Providers. Follow this road to the left. Take a left at the stop sign. At the 3rd Driveway near the end of the street, turn left into the parking lot. You will see many taxis parked. Drive past the taxis to the secondary parking lot. Look for the white City of Portland vehicle.

Vehicle Inspection Times and Location

By Appointment- Thursdays
Portland Airport Backfield
A map is attached for your reference.

Vehicle inspections will no longer be done at the Revenue Bureau office except on rare occasions. (We do continue to require and accept all permitting paperwork and payment at the Revenue Bureau office. No paperwork will be accepted at the vehicle inspection location.)

Please remember:

- ☐ Vehicle must be in "ready to transport a customer" condition.
- ☐ The vehicle must be clean inside and out.
- ☐ There should be no body damage, or missing parts **(including hubcaps)**.
- ☐ The interior should be free from trash or clutter and the seats should be without stains or rips.
- ☐ The trunk should be mostly empty with space available for transporting luggage.
- ☐ Vehicle must have appropriate signage as required by City Code for Taxis, Shuttles, and SATs.
- ☐ Vehicle must have a standard first aid kit and a fire extinguisher

Please check each item above and prepare thoroughly for vehicle inspection: If your vehicle fails our inspection, you will not be able to have another inspection of the same vehicle on that date until all other vehicle inspections are complete, time permitting. Dependent upon the number of vehicles waiting for inspection, if your vehicle fails, you may need to wait until the following week to have your vehicle inspected again.

Vehicle inspections will be done by appointment at the Airport backfield on Thursdays and will no longer be available at the Revenue Bureau office. Rare exceptions may be made for urgent requests at the discretion of Regulatory staff and will be done by appointment only.

Questions? Please contact Patrick Kramer at 503.865.2484 or Patrick.Kramer@portlandoregon.gov