

For City of Auburn Staff use only:

Customer # _____ Zoning Approval ___ Yes ___ No

Home Occupancy Permit # _____

CITY OF AUBURN, AL VEHICLE FOR HIRE APPLICATION

SECTION 1: BUSINESS INFORMATION

Business Name: _____ Federal Identification # _____

Type of Ownership: Corporation Partnership Individual or Sole Proprietorship Limited Liability Partnership (LLP)
 Limited Liability Company (LLC) (Single Member) Limited Liability Company (LLC) (Multi-Member)

First Day Business Activities Will Begin in Auburn: _____ (Month) _____ (Day) _____ (Year)

Physical Location of Business: _____
Street Address City State Zip Code

Will vehicle(s) be garaged at this location? ___ Yes ___ No If no, provide address where vehicle(s) will be garaged.

Note: If physical location of business is in the city limits of Auburn, page 3 must be completed before business license will be issued. If physical location is a residence located in city limits of Auburn, a Home Occupation Permit must be obtained from the Planning Department [171 N Ross St, Auburn, AL or (334) 501-3040]

Mailing Address, if Different: _____
Street Address or PO Box City State Zip Code

Phone # _____ Fax # _____ Website: _____

OWNER/PARTNER INFORMATION (Person(s) legally responsible for business) *(Attach a separate sheet if necessary)*

SECTION MUST BE COMPLETED BY ALL PERSONS LEGALLY RESPONSIBLE FOR BUSINESS

Name: _____ Title: _____

Home Address: _____, _____ (City), _____ (State), _____ (Zip)

Business Phone # _____ Alternative Phone # _____ Fax # _____ Email _____

SSN: _____ DOB: _____ DL#/STATE: _____

Please provide a legible copy of the driver's license or state-issued identification card for each owner/partner/officer.

STATE OF ALABAMA COUNTY OF LEE

Under the provisions of Section 23-31 of the Code of Auburn, Alabama, regulating the licensing of vehicle for hire drivers, and the operations of said vehicles on the streets of the City of Auburn, I hereby make application to the City of Auburn, Alabama, for a Municipal Vehicle for Hire Business License and upon oath make the following statements:

- I have attached copies of Current Vehicle Registrations Forms (Tag Receipts) for any/all vehicles that will be operated under this license. I certify that this vehicle(s) to be in mechanically sound condition and to have all legally required safety equipment installed and operational.
- I have attached a copy of the Certificate of Insurance issued for the vehicle(s) that will be operating for hire, along with information concerning Insurance Agency's contact information (Name, Address, and Phone Number). Insurance information will be verified initially and periodically to ensure at least minimum industry standards of coverage are in effect and that policies have not lapsed. It will be the owner(s)/partner(s) responsibility under this license to ensure that the City of Auburn is provided with current Certificates of Insurance. Any lapse of insurance coverage or failure to provide current Certificates of Insurance will result in the immediate invalidation of this license.

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

PRINT NAME

SIGNATURE OF APPLICANT and DATE

NOTE: All drivers, including owner(s) of business if he/she is a driver, must complete SECTION 2

Mail Completed Form To: City of Auburn-Revenue Office at 144 Tichenor Avenue Suite 6 Auburn, AL 36830
Office: (334) 501-7239 · Fax: (334) 501-7297 · Website: www.auburnalabama.org

**CITY OF AUBURN, AL
VEHICLE FOR HIRE APPLICATION**

SECTION 2: DRIVER INFORMATION

Name: _____

Address: _____, _____, _____
Home Address City State Zip Code

Will you garage (keep) the vehicle at this address? Yes No If so, a Home Occupation Permit must be obtain from the Planning Department [171 N Ross St, Auburn, AL] and **Section 2** on **Page 3** must be completed.

SSN: _____ DOB: _____ DL#/STATE: _____

Phone # _____ Alternative Phone # _____

SECTION 2A: EMPLOYER INFORMATION (Provide the employer name, address, and phone number.)

Name: _____

Address: _____, _____, _____
Street Address City State Zip Code

Phone # _____ Fax # _____

STATE OF ALABAMA—COUNTY OF LEE

Under the provisions of Section 23-31 of the Code of Auburn, Alabama, regulating the licensing of vehicle for hire drivers, and the operations of said vehicles on the streets of the City of Auburn, I hereby make application to the City of Auburn, Alabama, for a Municipal Vehicle for Hire Business License and upon oath make the following statements:

- I am physically and mentally able to safely operate a motor vehicle with no restrictions which cannot be reasonably and legally accomodated.
- I am _____ years of age and my date of birth is ____/____/_____.
- I have had _____ years experience in operating automobiles.
- I am familiar with the ordinances of the City governing the use and operations of vehicles, vehicles for hire, and the use of public streets.
- I have attached a copy of my current vehicle operator's license (driver's license) to this application.
- I have attached certified copies of my official Criminal and Driving/Accident Histories obtained through the Alabama Criminal Justice Information Center—Information Integrity Division and the Alabama Department of Public Safety. I understand that crimes or moral turpitude, crimes involving recklessness, and serious driving infractions/accidents may cause my application for this license to be denied.
- I have attached two passport sized photos taken within sixty (60) days of the application.

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

PRINT NAME

SIGNATURE OF APPLICANT and DATE

LICENSE FEES: \$105 (Start Date Jan 1st – Jun 30th) or **\$55** (Start Date Jul 1st – Dec 31st). Licenses expire on **Dec 31st** and are renewable between **Jan 2nd – Feb 15th**. If renewed after **Feb 15th**, a 15% penalty will be added. If renewed after **Mar 15th** (30-days after delinquent date), a 30% penalty plus 1% interest for each month delinquent will be added.

PAYMENT OPTIONS: Cash, Check, Money Order, or Credit Card (Visa/MasterCard ONLY)

- Credit card payments may be made in person at the Revenue Office or by phone by calling (334) 501-7239. To process a phone payment, a copy of the registration form and applicable documents must be faxed to (334) 501-7297.

(Chief of Police Signature and Date) Approved Denied (Circle One)

(City Manager Signature and Date) Approved Denied (Circle One)

CITY OF AUBURN CODES/PLANNING BUSINESS LICENSE APPROVAL

All new business license applicants locating inside the city limits of Auburn must have this form completed before a business license will be issued by the Revenue Office.

APPLICANT INFORMATION (To be completed by applicant)

Name of Business _____

Date business activities will begin in Auburn _____

Describe business activity in Auburn _____

Physical Address of Business _____

Note: If address is a residence, complete **Section 2**. If not, complete **Section 3**.

Contact Name _____

Contact Number _____

Signature of Applicant _____

Date _____

SECTION 1: HUMAN RESOURCES-RISK MANAGEMENT DIVISION (130 Tichenor Ave · Auburn, AL · (334) 501-7240) (To Be Completed by Risk Management Division)

Does the policy meet the minimum liability limits set by Section 23-16 of the Code of City of Auburn? ___ Yes ___ No

Does the policy include an endorsement listing the City of Auburn as a certificate holder? ___ Yes ___ No

Signature of Risk Manager or his/her designee _____ Date _____

Comments _____

SECTION 2: PLANNING DEPARTMENT (171 N Ross St · Auburn, AL · (334) 501- 3040) (To Be Completed by Planning Department)

Is this a residence? ___ Yes ___ No

If Yes: Home Occupation Permit # _____

Date Issued _____

Is this a commercial property? ___ Yes ___ No

Zone _____ Approved: ___ Yes ___ No

Signature of Planning Official _____ Date _____

Comments _____

SECTION 3: CODES DEPARTMENT (171 N Ross St · Auburn, AL · (334) 501- 3170) (To Be Completed by Codes Department)

Is a Life/Fire/Safety Inspection required? ___ Yes ___ No

If Yes: Date Passed _____

Signature of Building Inspector _____

Date _____

Is a Certificate of Occupancy required? ___ Yes ___ No

If Yes: Date Issued _____

Signature of Building Inspector _____

Date _____

Comments _____