



LICENSE APPLICATION FOR – **VEHICLE REMOVAL SERVICE** MUNICIPAL CODE SECTION – **4-20.5**

DEFINITION:

Engaging in the business of towing or otherwise removing unauthorized vehicles from private property, including: booting, impounding, disabling, or taking any other action having the effect of restricting the access to such vehicle of the owner or operator of such vehicle or restricting the free and unencumbered movement of such vehicle.

IF DESCRIPTION DOES NOT APPLY, SEE:

Automotive Repair and Service Centers (Ord. §4-20)

GENERAL INSTRUCTIONS:

1. Print legibly and complete all sections to ensure efficient processing.
2. Assemble all required information and materials before filing application.
3. Thoroughly review all applicable Municipal Code Sections listed above.
4. Licenses expire January 31.
5. Add 10% to license fee for renewal after expiration.
6. Include \$5.00 license application fee payable to City of South Bend.
7. License fee payable to City of South Bend due at issuance - \$125.00.

REQUIRED INFORMATION AND MATERIALS:

1. If vehicle removal activities are associated with an Automotive Repair and Service business, §4-20 applies and a permit under this section is not required.
2. List of all properties from which vehicles will be removed along with owner names and addresses.
3. List of all properties where removed vehicles will be stored.
4. Detailed schedule of fees for removal, storage and release of vehicles, including charges for actions not resulting in removal.
5. If vehicle storage by others, include list of fees charged by those entities, attested to by same. (§4-20.5(c)(2))
6. A Certificate of Liability Insurance with the City of South Bend listed as the certificate holder.

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APPLICATION PROCESS:

1. Review Municipal Code Sections 4-20.5 & 4-20 thoroughly.
2. Submit Application with \$5.00 Processing Fee.
3. Department of Code Enforcement, Police Department, and Fire Prevention Bureau inspect, review and make recommendations.
4. File a copy of the certificate of liability insurance with City Controller.
5. File detailed schedule of fees and certificate of liability insurance with Board of Public Works.
6. License issued upon approval and payment of the license fee.
7. File amended schedule of fees 30 days before implementation.
8. Premises inspected by Department of Code Enforcement and Fire Prevention Bureau every six months.

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I. APPLICATION TYPE Check One: **New** _____ **Renewal** _____

II. BUSINESS DATA

A. Business Name: _____

B. Business Address: _____

City: _____ State: _____ Zip: _____

C. Mailing Address (If different from above): _____

City: _____ State: _____ Zip: _____

D. Business Telephone Number: _____

E. Business Fax Number: _____

F. E-Mail Address: _____

G. Insurance Carrier, Agent, and Amount of Liability Insurance: _____

III. PERSONAL DATA

A. Applicant's Legal Name: _____

B. Residential Address: _____

City: _____ State: _____ Zip: _____

C. Residential Telephone Number: _____

D. Cellphone Number: _____

E. Position with Business: _____

For Office Use Only

Application Filed _____ Fire Dept. Approval _____

Application Fee Paid _____ Police Dept. Approval _____

Sent to Dept. _____ License Fee Paid _____

Code Enforcement Approval _____ License Number _____

Not Approved _____

Reason _____

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III. PERSONAL DATA (Continued)

F. Social Security Number: _____

G. Gender: _____

H. Date of birth: _____

I. Race: _____

IV. ADDRESSES FOR EACH PROPERTY WHERE VEHICLES TOWED BY YOUR COMPANY WILL BE STORED.

A. _____

B. _____

C. _____

D. _____

E. _____

V. INCLUDE WITH APPLICATION:

- Detailed schedule of fees.
- Current certificate of liability insurance with the City of South Bend listed as the certificate holder.
- List of all private properties from which you remove unauthorized vehicles, including names and addresses of property owners.

VI. INCLUDE \$5.00 PROCESSING FEE WITH APPLICATION

VII. AFFIRMATION

I, hereby, certify and affirm that all of the information I have given in this application is true and accurate to the best of my knowledge. I further certify that I have in no way attempted to mislead the City in this application by omitting facts known to me. I have read and understand the regulations of the Vehicle Removal license found in the City of South Bend Municipal Code, Section 4-20.5.

Signature

Date