



Taxicab and Vehicle for Hire - Business Renewal Packet

The Certificate to Operate (CTO) can be renewed as early as August 1 and expires on September 30 of each year.

Below are several options available to complete the renewal application process:

1. **Online:** Log into your “My Account” and verify the following information on file is correct
 - a. Business information - Update any information that is not correct
 - b. Driver information - Remove drivers no longer working for the business
 - c. Vehicle information - Remove vehicles no longer used for the business

After the information is verified and correct, the business will be able to pay for the CTO, Vehicle Permit and stickers, and/or Drivers Identification Cards that need to be renewed.

2. **Email:** Email us at Vehicleforhire@leetc.com and request your Business Verification form (replaces the hand written application)

When you receive the form, review the information and verify the following:

- a. Business information - Update any information that is not correct
- b. Driver information - Cross through drivers no longer working for the business
- c. Vehicle information - Cross through vehicles no longer used for the business
- d. Sign the document
- e. Scan in or take a picture of the completed form and email it to Vehicleforhire@leetc.com

Our office will update any changes in the system and contact you to make payment within one business day.

3. **Visit our office:** Review the prefilled Business Verification form and verify the following:
 - a. Business information - Update any information that is not correct
 - b. Driver information - Cross through drivers no longer working for the business
 - c. Vehicle information - Cross through vehicles no longer used for the business
 - d. Sign the document

Our office will update any changes in the system. The business will then be able to pay for the CTO, Vehicle Permit and stickers, and/or Drivers Identification Cards that need to be renewed.

4. **Mail:** Complete the attached application and submit with supporting documents (if applicable) by mail to:

Lee County Tax Collector
Attn. Vehicle for Hire
PO Box 630
Fort Myers, FL 33902

Note: When documents have been processed, there are two options to receive them:

- a. Mailed to the business for \$0.50 per document
- b. The business can pick up the documents from our downtown office



Business Certificate to Operate Renewal Checklist

- Provide a copy of your current Lee County Local Business Tax Receipt
- Complete an application
- Remit \$30.00 non-refundable application fee
Note: If the renewal application is filed on or after October 1, a \$25.00 late fee will be due.
- If the business relocated, provide one of the following:
 - Proof you own the property (Property Appraiser record or other proof of ownership)
 - If you are not the owner of the property, the Real Estate Owner Authorization Affidavit must be completed by the real property owner; the document must be notarized
- Provide current Commercial Certificate of Liability Insurance for all vehicles (email updated insurance to Vehicleforhire@leetc.com); the following information must be included:
 - The Insured Name must list the name and address of the business or independent contractor
 - The Automobile Liability section must list one of the following:

○ Combined Single Limits must be at least	\$300,000
Or	
○ Bodily Injury (per person)	\$125,000
○ Bodily Injury (per accident)	\$300,000
○ Property Damage (per accident)	\$100,000
 - The Description of Operations section must list the Year, Make, Model and VIN
 - The Certificate Holder section must list the following:

Lee County BOCC
C/O Lee County Tax Collector
Post Office Box 630
Fort Myers, FL 33902
- Provide an updated List of Vehicles for Hire-electronic format preferred
- Contact our office to schedule an in-house vehicle inspection (no fee) for each vehicle or provide a Vehicle for Hire Inspection Form or equivalent completed by an ASE Certified Mechanic
- Remit \$10.00 for a Vehicle Permit and 2 stickers for each vehicle
- Provide an updated Driver Authorization List-electronic format preferred
- Submit all documents to:
 - Email: Vehicleforhire@leetc.com
 - Drop off: 2480 Thompson Street
 - Mail to: Lee County Tax Collector, Post Office Box 630, Fort Myers, FL 33902

A Lee County Tax Collector representative will contact you when your documents are ready for pick-up.



Taxicab and Vehicle for Hire Service Fees
(Businesses Renewal)

1. Certificate to Operate:
 - a. Application \$30.00
Note: If the renewal application is filed on or after October 1,
a late fee will be due. \$25.00
 - b. Vehicle Permit and stickers \$10.00

2. Replacement Stickers:
 - a. Vehicle Permit and stickers \$5.00

3. Mail Fee:
 - a. Certificate to Operate \$0.50
 - b. Vehicle Permit and stickers \$0.50

Note: Stolen vehicle stickers will be replaced at no fee if a law enforcement report is presented.



Certificate to Operate Application

Business Name (DBA): _____

Owner/Corporation Name: _____

Physical Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Business Phone: _____ Business Email: _____

Lee County Local Business Tax Account #: _____ Expiration Date: _____

All owners must be listed below:

1) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

2) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

3) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

Note: Attach additional sheets if necessary.

All managers must be listed below:

1) Manager Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

2) Manager Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

Note: Attach additional sheets if necessary.

The undersigned hereby makes application for a Taxicab and Vehicle for Hire Certificate to Operate within Lee County under Lee County Ordinance 15-05.

Owner Signature: _____

Owner Printed Name: _____

Date Signed: _____

Reminder: All information on file must be current. If there are any changes or updates, please forward the information to our office.

Under Florida law, communication, including email address, with our agency is considered public record and may be released upon a public records request.

Real Estate Owner Authorization Affidavit
(complete if applicable)

I, _____ (owner of the real property) located at

_____ (location of real property)
hereby authorize _____ (applicant) permission to conduct
_____ (name of business) on the premises.

Signature

Printed Name

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20 _____ by _____, who is personally known to me or
 who produced a _____ as identification.

Notary Signature

Notary Printed Name

Seal

Notary Public in and for the State of _____.

My commission expires _____.

Lee County Tax Collector

Vehicle for Hire Inspection Form

Business Name: _____

Sticker Number: _____

CTO Number: _____

Vehicle Number: _____

VIN: _____

Color: _____

ASE Inspection Items	Pass	Fail	N/A
Brakes: pads, shoes, rotors, calipers			
Wheels: lug nuts, studs, bearings			
Front end: steering, tie rods/ball joints			
Exhaust System			
Suspension system			
Leaks i.e. oil, coolant, fuel, brake fluid			
Heating and A / C			
Visual inspection Item	Pass	Fail	N/A
Trip tracking software			
Windshield wipers and fluids			
Dash light			
Dome light(s)			
Horn			
Steering wheel			
Windows			
Locks			
Mirrors (rear & side)			
Headlights (high / low)			
Front hazard lights			
Front directional lights			
Bandit			
Rear hazard lights			
Rear directional lights			
Tail lights			
Brake lights			
Reverse lights			

Visual inspection Item	Pass	Fail	N/A
Emergency / Parking break			
Doors			
Seatbelts			
Trunk compartment			
Cleanliness			
License plate light			
Tire jack			
Spare tire			
Bumpers			
Front grill			
Hood			
Body, fenders, trim			
Light covers / lenses			
Tires			
Vehicle signs - 4" minimum (taxi only)			
Numbers (taxi only)			
Transportation Network logo / name			

I, _____, under penalty of perjury, certify that I have inspected the vehicle
 (ASE Certified Mechanic Printed Name)
 identified on this form and using the above listed items as my criteria, certify this vehicle as safe and roadworthy as of the date of this inspection.

Passed Inspection: Yes No ASE Certificate Number: _____

 Inspecting Officer / ASE Certified Mechanic Signature

 Inspection Date

