

## AUTOMOTIVE LICENSES

For further information on the application process, call 215-686-2463. For information on other City services, dial 311.

### ZONING

All buildings must be in compliance with Philadelphia zoning laws. This includes change of use in existing buildings. For information on zoning approval, contact the L & I Zoning Unit at 686—2435.

### CERTIFICATE OF OCCUPANCY

New buildings and existing buildings where alterations were made must conform to the Philadelphia Building Code and may require that you obtain a Certificate of Occupancy. This determination is made by the L & I Building Unit at 686—2467.

**LOCATIONS THAT ARE CURRENTLY LICENSED FOR THE SAME USE, NEED NO FURTHER ZONING APPROVAL OR CERTIFICATE OF OCCUPANCY.**

### PLOT PLAN AND OTHER APPROVALS

PLOT PLAN APPROVAL—STREETS DEPARTMENT, TRAFFIC ENGINEERING SECTION 686—5524 DRAINAGE

APPROVAL—L & I PLUMBING UNIT 686—2451

LIGHTING APPROVAL—L & I ELECTRICAL UNIT 686—2454

FIRE (PLANS) UNIT APPROVAL—L & I FIRE UNIT 686—2534 OR 2535

**IF YOUR SITE REQUIRES INSPECTION, PLEASE DO NOT PAY THE LICENSE FEE UNTIL YOU HAVE BEEN NOTIFIED THAT YOUR APPLICATION HAS BEEN APPROVED.**

### HOW TO COMPLETE THIS FORM

Most questions on this form are self-explanatory. The questions that need explanation are discussed below. The numbers match the numbered questions on the form.

**1. NAME OF OWNER**—Fill in the name of the person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name cannot be accepted.

**8. PHILA. BUSINESS TAX ACCOUNT NUMBER**—This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you have other licenses from the City the one tax number serves for all. If you have never had a number assigned, please fill all business entries with same tax account number. **Application for Philadelphia Business Tax Account Number (83-T-5)**. Any tax account previously opened for you which is unsettled or delinquent, will cause delay and may preclude the issuance of new licenses.

**9. Philadelphia Business Privilege License (3702):** Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81 -685A, which can be downloaded from the web [www.phila.gov/li/faq/forms.html](http://www.phila.gov/li/faq/forms.html). You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site [www.phila.gov/revenue](http://www.phila.gov/revenue) and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site,

1) Philadelphia Business Tax Number. If you have never had a number assigned, go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and first apply for one.

**10. FEDERAL TAX IDENTIFICATION NUMBER**—For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the Internal Revenue Service (IRS) for reporting purposes. **YOUR FEDERAL TAX IDENTIFICATION NUMBER MUST BE FILLED IN OR THE APPLICATION CANNOT BE PROCESSED.**

### 11. CELL / TELEPHONE NUMBER - REQUIRED .

**12. LICENSE TYPE**—Place an "X" in the box in front of the name of each license applied for.

#### A) RETAIL MOTOR FUEL DISPENSER/AUTOMOBILE REPAIR SHOP—(3311)

Required of anyone operating any structure used for servicing or repairing a motor vehicle AND all persona engaged in the business of operating or maintaining a fuel weighing or measuring device for commercial purposes. Recent legislation has clarified the retail motor fuel dispenser license as the number of fueling points to be licensed. A fueling point is defined as a location where a single vehicle is fueled at one time.

No license shall use any part of any street or sidewalk for the parking or storing of motor vehicles in his/her custody.

**B) Automobile Wrecking Yard—(3374)**

Required of anyone operating a location wherein automobiles are wrecked, dismantled, salvaged or converted to scrap or stored incidental to these purpose.

1) Approved fencing required.

a) Wrecking yard must be fenced with durable material around the perimeter of those premises to the extent necessary to obscure from view of any person using an abutting street the activity conducted on and any material upon those premises; or

b) If fencing is impractical in the opinion of the Department of Licenses and Inspections, trees and shrubs may be planted in a terrace-type manner if the Department finds that the premises will be obscured from view by any abutting street.

2) Site inspection required. Your application will be forwarded to the L & I Business Compliance unit for inspection.

**C) Garage, Public License—(3313)**

Required of anyone conducting, operating, or maintaining any building or other structure in which more than three motor vehicles may be parked, stored, housed or kept for a charge, fee, or other consideration.

**Attach the following to your application:**

If site is currently licensed and no alterations have been made to the structure, **three attachments are required:** Certificate of Insurance, statement of business hours and a rate schedule.

If site is **new** or if the structure has been altered, **five attachments may be required** when submitting application form: Approval from Streets Department, Traffic Engineering and an approved plot plan, Certificate of Insurance, Certificate of Occupancy, statement of business hours, and a rate schedule.

No license shall be issued to conduct, operate or maintain any public garage unless:

1) Applicant furnishes all of the required attachments listed above.

a) a **certificate of insurance** binding himself in the amount of \$5,000 for each public parking lot/garage or \$100,000 covering all public parking lots or garages operated by a single licensee. **Insurance certificate must read "owners, landlords and tenants policy or garage liability policy" with coverage for bodily injury liability, plus a garage keepers legal liability policy with coverage for property damage due to fire, theft, explosion, collision, riot, civil commotion, malicious mischief and vandalism (which must be spelled out in the certificate). Location and official capacity of Public Parking Lot or Garage must be shown on insurance certificate.**

The Certificate of Insurance must name the City of Philadelphia as Certificate Holder. Also the "Insured" and the "Applicant" must be the same name on Certificate of Insurance.

No insurance certificate, unless from a company licensed to do business in the state of Pennsylvania, can be accepted for issuance of a public parking lot or garage license and unless the certificate contains all of the above coverages.

2) Applicant furnishes a **statement of hours** of business and whether or not attendants will be on duty;

3) Applicant furnishes a **list of rates** (fee schedule) with application; Written notification must be received in this office 48 hours prior to any change. The rate charged by a licensee at any public garage or parking lot shall be the same as are filed with application for such garage or lot or as subsequently amended.

4) Approval from Streets Department, Traffic Engineering Section.

5) An approved plot plan.

6) Applicant designates a representative within the City, if applicant is a non—resident.

7) Site inspection results in approval. A sign must be posted on location showing fee charged, capacity, license number, name, address and phone number of licensee and the hours an attendant is on duty. After site inspection and upon notification that your application has been approved, payment for the proper fee must be forwarded to this office.

**D) Parking Lot, Public License—(3371)**

Required of anyone conducting, operating or maintaining any outdoor area of space where more than three motor vehicles may be parked, housed or kept for a charge, fee or other consideration. Requirements are as follows:

1) Approved barriers & surfacing in compliance with regulations.

2) Paved areas in excess of 2500 square feet require drainage in accordance with the Plumbing Code.

3) Approved illumination as required by the Electrical Code to permit safe access to the area of licensed activity during darkness.

a) Such illumination may be discontinued after the parking lot closes for the night.

4) Same as public Garage (I, 1 through 6).

**E) Towing Car—(3383)**

Submit application to **License Issuance Unit, Concourse, 1401 J.F. Kennedy Blvd. Phila., PA 19102**. Required of anyone engaging in the business of preparing for the removal of, or moving or removing a disabled vehicle by another vehicle for which a service charge is made, either directly or indirectly, including any dues or other charges of club or association which provide

the towing services.

1) Attach copy of **Certificate of Insurance** which shall include:

- a) \$100,000 per person personal injury
- b) \$300,000 per incident
- c) \$50,000 per each property damage claim
- d) \$100,000 garage keeper's legal liability (must be spelled out on certificate)

2) Attach list of **current rates**. Fee schedule must be certified by Licenses and Inspections prior to issuance of license and will remain on file to be updated whenever Licensee alter its fee schedule. Schedule to set forth charges for towing and for services incidental to towing. **PLEASE NOTE: NO HANDWRITTEN MATERIAL! ALL FEE SCHEDULES AND TOWING AGREEMENTS ARE TO BE SUBMITTED IN A PROFESSIONAL MANNER, I.E. TYPED.**

3) Attach copy of **towing agreement**. The towing agreement and the tower's bill shall be incorporated into one document. Agreement must include the following:

a) Name and address of person owning tow truck or vehicle, his towing license number, the registration number of the towing vehicle and a complete fee schedule of all charges on face of the agreement with statement that these fees are certified by Licenses & Inspections.

b) An authorization to remove disabled vehicle to bonafided garage, etc., within a reasonable distance from scene of accident, in conformity with schedule of charges filed with Licenses & Inspections and stated in the agreement;

c) In the case of club or associations whose dues include towing service, a provision that the towing is a membership service for which no charge is made for members;

d) A provision requiring the release of the disabled vehicle to the owner or his authorized representatives;

e) A provision enabling the driver of the disabled vehicle, the owner, or his authorized representative to have free access to examine and inspect their disabled vehicle;

f) A provision limiting the scope of the towing agreement to towing and storage;

g) Spaces as required to fill in all pertinent information on the vehicle in tow, which should include owner's name, address, year and make of vehicle and its registration number.

4) **Vehicle Inspection** required. Inspection site is located at 4200 Aramingo Avenue and is by appointment only. Legibly inscribe in letters not less than one and one-half inches high on door of every towing vehicle, business name, logo, address and telephone number, towing license number, tow truck classification and in letters not less than one inch high, a statement that a complete certified fee schedule is available from driver.

**Require Accessories**

Every tow truck/vehicle shall maintain on board at all times the following accessories:

a) An amber rotation beam or strobe light mounted on top of said truck or vehicle and viewable when in use from front, rear and both sides.

b) Flood lights on its hoist, if so equipped.

c) One snatch block for each winch, whose manufacturer's rating matches the tow vehicle's rating.

d) One set of scotch blocks for wheels of the metal type with tail gate chains, or hydraulic rear extendable scotch blocks for class B and C trucks only.

e) One safety tow light bar and power cord for class C tow trucks only.

f) An external air hookup and hoses for Class C tow trucks only.

g) At least one heavy duty broom, shovel, axe and crowbar or pry bar, one pair of bolt cutters, one set of jumper cables, one flashlight, one operable fire extinguisher (ABC five pounds or larger), and one first aid kit for all classes of tow trucks.

5) All towing companies licensed under paragraph (3) of Section (-605 of the Philadelphia Code shall be permitted to tow any illegally parked vehicle from any licensed, unlicensed parking lot and from private property, providing that:

a) All parking lots and private property have posted in a conspicuous place near entry which can be easily seen by the public a sign no smaller than thirty—six (36) inches across which shall give notice:

1) That unauthorized parking is prohibited and will be towed.

2) That vehicles whose authorized parking time has elapsed will be towed.

3) Of the name, address, and telephone number of the towing company.

4) Of the charges for the towing, impounding and storage of said vehicle which shall be reasonable and not exorbitant.

5) Of the place where the towed vehicle can be redeemed after paying the charges.

b) The towing company shall not be permitted to operate under this section unless it first files with the Department of Licenses and Inspections a form or agreement indicating the terms for the towing of the vehicle and such form is approved by the Department of Licenses and Inspections.

c) The vehicle shall not be permitted to be towed until the towing company has notified the Police Department that the

vehicle is illegally parked and is to be towed. Within 24 hours following the towing of the vehicle, the towing company must, in writing, notify the Police Department of the vehicle's removal.

d) The Commissioner of Streets shall designate private streets, private roads, private driveways and other private thoroughfares and other locations, including hospitals, railroad stations, and places of public assembly, at which the prohibition of unauthorized parking in public or private lots is a matter of particular public interest; and in respect to such locations the requirements of Paragraph .c) hereof shall be inapplicable.

6) Towing companies that charge impounding or storage fees must have a Public Garage or a Public Parking Lot License (see I & K above).

9. Philadelphia Business Privilege License (3702): Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (\$300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81 -685A, which can be downloaded from the web [www.phila.gov/li/faq/forms.html](http://www.phila.gov/li/faq/forms.html). You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site [www.phila.gov/revenue](http://www.phila.gov/revenue) and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site.

1) Philadelphia Business Tax Number. If you have never had a number assigned, go to [www.phila.gov/revenue](http://www.phila.gov/revenue) and first apply for one.

### 13) OWNER, CORPORATION AND PARTNERSHIP

Corporate applicants must identify the president, secretary and treasurer. Complete with the name, title, and home address. If one individual services as multiple or sole officer, so state. If partnership, include social security number of each partner.

# CITY OF PHILADELPHIA

Department of Licenses & Inspections • License Issuance Unit  
Municipal Services Building • 1401 John F. Kennedy Blvd. • Philadelphia, PA 19102

## TOW CAR LICENSE

Code#: 3383  
FEE: \$125.00 PER VEHICLE  
LICENSE YEAR: 1/1 THROUGH 12/31  
APPLICATION: #12 FORM (81-896)  
LICENSE ISSUED: IN NAME OF INDIVIDUAL OR BUSINESS  
PHILADELPHIA CODE: 9-605 (BILL 358-A)

### **Declaration of Policy:**

For the purposes of protecting the general welfare and public interest of the community, safe-guarding the public against fraud, discrimination, deception and similar abuses, and eliminating the retarding of traffic, unnecessary street congestion, unnecessary delays and traffic hazards, the towing vehicles disabled by collision or other accident shall be subject to supervision and administrative control in the City, (Section 9- 605(1) of the Philadelphia Code).

### **Definitions:**

**Towing Company.** Any person, partnership, corporation, fiduciary, association or other entity owning, operating or conducting the business of disentangling, removing or towing vehicles damaged by collision or other accident.

**Two Trucks or Tow Vehicles.** A vehicle that tows, carries or removes a vehicle for a fee, charged either directly or indirectly, including any dues or other charges of clubs or associations which provide towing services.

### **Requirements and Approvals:**

1. Insurance Certificate
2. Towing Agreement (See sample attached)
3. Fee Schedule (May Be Part of Towing Agreement)
4. Inspection of Vehicle

## **INSURANCE REQUIREMENT**

1. Applicant must submit proof of insurance (**Certificate of Insurance**) to the following extent as a minimum:
  - A. Per Each Personal Injury \$100,000
  - B. Per Incident \$300,000
  - C. Per Each Property Damage Claim \$50,000
  - D. Garage Keeper's Legal Liability Insurance \$100,000
  - E. Insurance Company must be licensed to do business in the state of Pennsylvania

**Certificate of Insurance must include the Make, Model and VIN number of Tow Truck(s)**

2. Applicant must accompany each proof of insurance with a power of attorney instructing the insurance agency to notify the Department of any default or interruption of coverage for any reason, within ten business days of such default or interruption.
3. The certificate of insurance name the "City of Philadelphia" as certificate holder.

Mailing Address: License Issuance Unit

Department of Licenses & Inspections  
Concourse, 1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102  
Attn.: Tow Truck Certification

## **TOWING AGREEMENTS & FEES SCHEDULES**

1. **Applicant must submit sample of towing agreement. Agreement must contain provision 9-605(4)(e). (Handwritten documents are not acceptable)**
  
2. **Applicant must submit sample of fee schedule. (Handwritten documents are not acceptable)**
  
3. **Maximum Charges for Towing Shall be clearly stated on the towing agreement.**
  - A. Normal Work Hours: (6:00 a.m. to 7:00 p.m.) \$40.00 Hook Up and \$2.00 Per Mile
  - B. Evenings, Weekends & Holidays \$50.00 Hook Up and \$2.00 Per Mile
  - C. Maximum Storage Fee Cannot Exceed \$25.00 Per Day Calculated on a 24 Hour Basis
  - D. Any service charged, other than towing, for a minor repair at the site cannot exceed \$10.00 and the cost of any replacement part.

