



## Transportation and Public Works Department

P.O. Box 1088 Austin, TX 78767  
512-974-1150

### Operating Authority Renewal Application

The City Code requires that a renewal request must be submitted not later than 60 days preceding the expiration of operating authority. **Please do not submit this request more than 90 days preceding the expiration of an operating authority.**

Company Name: \_\_\_\_\_

Holder Name: \_\_\_\_\_

Please provide the following items for renewal:

- Updated Business Address, Telephone/Fax Number, Email Address
- List of Person(s) Approved to Communicate on Your Behalf and their Contact Information
- Nationwide Background Report of the Person(s) listed on the Operating Authority
- Acord Certificate of Insurance
- A copy of the company's Independent Contractor Agreement.
- **\$103 Non-Refundable Renewal Fee**

I, \_\_\_\_\_, Holder, do swear or affirm that all the information included within this request for renewal is accurate, and I understand that any omitted information or information found to be inaccurate will result in the denial of the request for renewal of operating authority or the revocation of operating authority that is granted based on the information provided in this request.

Additionally, I am reaffirming my understanding of City Code Chapter 13-2, the following requirements:

1. 13-2-101(A): a person may not drive a ground transportation service vehicle unless that person has a chauffeur's permit issued by the City.
2. 13-2-169: the holder of an expired operating authority must submit a new application.

3. 13-2-170(B): an operating authority is immediately suspended if the insurance coverage required in Section 13-2-34 (Insurance Required) lapses.
4. 13-2-171(A): revocation or suspension of an operating authority.
5. 13-2-173: supplemental vehicles.
6. 13-175(C): subsequent payments are due no later than **five business days before** the beginning of the quarter for which the payment is due. If you are submitting monthly payments, they are due **five days after** the last day of each month.
7. 13-2-342(B): a company may apply for Special Event Temporary Vehicle Permits up to 42 days before the Special Event, but no later than three working days before the Special Event.

I also understand that current and/or past violations of the City Code Chapter 13-2, may be taken into consideration by the city during the renewal process.

Signature of Holder	Date	Operating Authority Expiration Date
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**THE STATE OF TEXAS  
COUNTY OF TRAVIS**

**BEFORE ME**, the undersigned authority, on this day appeared \_\_\_\_\_, known to me to be the person whose name is signed to the foregoing document and duly sworn by me states under oath that he has read the said document and that all of the facts therein set forth are true and correct.

Sworn to before me, this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for Travis County, TX