



Prince George's County
DEPARTMENT OF THE ENVIRONMENT
1801 McCormick Drive, Suite 500
Largo, Maryland 20774
(301) 883-5810 • (301) 883-3875 (fax)



TOWING COMPANY LICENSE CHECKLIST

- | | |
|--|---|
| <p><input type="checkbox"/> Completed Application</p> <p><input type="checkbox"/> Surety bond in the amount of \$10,000 (<i>MUST be on Bond Form provided by the Business License Section</i>) or a Continuation Certificate for the approved bond on file with the Business License Section</p> <p><input type="checkbox"/> License fee and correct fee for medallions as charged according to number of trucks in operation. (<i>Money Order or Certified Check only, made payable to Prince George's County. Fees are NON-REFUNDABLE</i>)</p> <p>CONSENSUAL TOWING: \$1,000 annually
The towing of a motor vehicle at the request of the owner or the owner's agent, insurer, primary lien holder of law enforcement officer</p> <p>NON-CONSENSUAL & CONSENSUAL TOWING: \$2,000 annually
Non-consensual towing, the towing of a motor vehicle from private property at the request of the owner of the property, the owner's designee, or law enforcement office, and Consensual Towing</p> <p>MEDALLIONS: \$25 per tow truck (not required when submitting a renewal)</p> <p><input type="checkbox"/> Completed Towing Service Price List in accordance with Subtitle 26, Division 10, Section 26-142.14 fees</p> <p><input type="checkbox"/> Articles of Incorporation</p> <p><input type="checkbox"/> Bond including notarized signature including parties titles and dates</p> | <p><input type="checkbox"/> Towing companies providing consensual towing must submit fee schedule in accordance with Section 5-268(h)</p> <p><input type="checkbox"/> Use & Occupancy Permit for facility within Prince George's County</p> <p><input type="checkbox"/> Certificate of Insurance demonstrating coverage for losses sustained by the owner of any motor vehicle due to negligence occurring while the vehicle is in the custody of the towing service. The commercial liability insurance must be in the amount of at least \$100,000 per person, \$300,000 per occurrence of bodily injury liability, and \$100,000 per occurrence property damage liability and shall list Prince George's County as an additional insured. In addition, each person shall provide proof of insurance for cargo, unhook and garagemen operations as required by state law.</p> <p><input type="checkbox"/> Provide proof of Worker's Compensation coverage for the operators of your tow trucks</p> <p><input type="checkbox"/> Completed Tow License Insurance Certification Form</p> <p><input type="checkbox"/> Original vehicle registration as issued by the Maryland Motor Vehicle Administration showing TT Tag Number (Strategic Services Division will copy)</p> <p><input type="checkbox"/> Certificate of Good Standing</p> <p><input type="checkbox"/> Operating Agreement</p> |
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TOW LICENSE INSURANCE CERTIFICATION

PLEASE RETURN THIS WITH YOUR APPLICATION

Name: _____ Tow License#: _____

Address: _____ Company Name: _____

Effective Date: _____ Policy#: _____

VEHICLE INFORMATION

YEAR	MAKE	MODEL	VIN#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Use additional sheets if necessary)

Per section 5-270. Insurance Requirements, all licensed tow operators shall obtain commercial liability insurance in the amount of at least \$100,000 per person, \$300,000 per occurrence of bodily injury liability, and \$100,000 per occurrence property damage liability. In addition, each person shall provide proof of insurance for cargo, unhook and garagemen operations as required by State law. Each person obtaining a towing license under the provisions of this Division shall also list Prince George's County as an additional insured.

CERTIFICATE OF INSURANCE

This company certifies that is has issued to the named insured an insurance policy at least equal to the limits required by Prince George's County Code, Subtitle 5, Section 5-270 as stated above, and this policy is in force on the effective date as shown. We intend to provide insurance coverage throughout the full period for which the vehicle is to be licensed. However, if it becomes necessary for us to terminate the coverage, we will provide you fifteen (15) days written notice in advance.

 Signature of Authorized Insurance Representative

 Date

 Name of Insurance Provider



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APPLICATION TO OPERATE A TOWING SERVICE

in accordance with Subtitle 5, Division 21 of the Prince George's County Code

New Application Date: _____

Renewal Application TW#: _____

Consensual Towing Non-Consensual Towing & Consensual Towing

SECTION A - IDENTIFICATION

Name of Business: _____

Business Address: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

SECTION B - OWNERSHIP

Any change in the firm's ownership or location will affect the validity of the license. Revised information must be submitted in writing to the Director of the Department of the Environment within fifteen (15) days with all pertinent details.

Owner Partnership Corporation

President/Partner/Sole Owner: _____ % _____

Address: _____

Phone #: _____

Vice-President/Partner: _____ % _____

Address: _____

Phone #: _____

Secretary/Partner: _____ % _____

Address: _____

Phone #: _____

Treasurer/Partner: _____ % _____

Address: _____

Phone #: _____

If incorporated, indicate where _____ and date _____

If out-of-state corporation, provide name and address of authorized resident agent of the corporation in the State of Maryland.

SECTION C - OWNER BACKGROUND INFORMATION

Has any officer or owner of the towing firm been convicted in any court of competent jurisdiction in the last three (3) years, of any crime involving the theft of property or any series of crimes which include theft, receipt or sale of stolen vehicles, or activities relating to a towing service? YES NO

If yes, explain and give name, date and location of crime with disposition:

SECTION D - VEHICLE INFORMATION

Submit the **original** vehicle registration for each tow truck operated and/or owned by the towing firm. Identify each vehicle by year, make, color, tag number and vehicle identification (VIN) number. (Attach separate sheet for additional vehicles.)

YEAR	MAKE	COLOR	TAG#	VIN#	US MD DOT #
1.					
2.					
3.					
4.					
5.					

SECTION E - LICENSE FEES

The license fee for each category of license shall be as follows:

- Level 1: Consensual Towing - \$1,000 (annually)
- Level 2: Non-Consensual Towing & Consensual Towing - \$2,000 (annually)
- Tow Truck Medallion - \$25 per tow truck

All fees MUST be paid by Money Order or Cashier's Check payable to Prince George's County. (Fees are NON-REFUNDABLE)

SECTION F - BOND

As a condition of issuance of a Towing Service License, each applicant shall furnish a surety bond in the sum of Ten Thousand Dollars (\$10,000.00) payable to the County and executed by the applicant and a surety approved by the Director. Such bond shall be conditioned upon the applicant's compliance with the provisions of Subtitle 5, Division 21 and Subtitle 26, Division 10, and upon the condition that the applicant will pay any penalty or other obligation within thirty (30) days of its imposition, including but not limited to orders for reimbursement, issued by a Hearing Officer under Section 26-142.10.

SECTION G - DOCUMENTATION REQUIREMENTS

The following documents should be attached to this application:

- Certificate of Insurance demonstrating coverage for losses sustained by the owner of any motor vehicle due to negligence occurring while the vehicle is in the custody of the towing company. Each person who registers a tow truck under Section 13-920 of the Transportation Article of the Maryland Annotated Code shall obtain commercial liability insurance in the amount of at least One Hundred Thousand Dollars (\$100,000) per person, Three Hundred Thousand Dollars (\$300,000) per occurrence of bodily injury liability, and One Hundred Thousand Dollars (\$100,000) per occurrence property damage liability and shall list Prince George’s County as an additional insured. In addition, each person shall provide proof of insurance cargo, unhook and garagemen operation as required by State Law. Each licensee shall maintain Worker’s Compensation coverage for the operators of its tow trucks.
- Towing service price list showing fees charged for services rendered in accordance with Section 26-142.14 fees.
- Towing companies providing Consensual Towing must submit fee schedule in accordance with Section 5-268(h).
- Provide address and a copy of the Use & Occupancy Permit for the following locations:

Business Address: _____ U&O#: _____

Storage lot for tow truck(s) Address: _____ U&O#: _____

MUST BE LOCATED IN PRINCE GEORGE’S COUNTY

Vehicle storage/impound lot Address: _____ U&O#: _____

MUST BE LOCATED IN PRINCE GEORGE’S COUNTY

Overflow lot Address: _____ U&O#: _____

- Submit **original** vehicle registration for each tow truck operated and/or owned by the tow firm as noted in Section D.

SECTION H - CERTIFICATION

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.

Printed Name of Owner, President
or Legal Representative

Signature of Owner, President
or Legal Representative

Date



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BOND INSTRUCTION SHEET

GENERAL INSTRUCTIONS

1. **DO NOT** use wite-out® when making corrections to the bond form. Instead, "**XXXXXX**" out and have appropriate person initial the corrections.
2. Upon completion of the bond form, bonds should be returned to the Business License Section and **NOT** the Office of Law.
3. All signatures must be original.

FILLING OUT THE BOND FORM

Please read the following instructions carefully as you, the Licensee, are responsible for your bond being accepted as legally sufficient.

1. Bond Number should be listed in upper right hand corner of the bond form.
2. List licensee's name and address in the first blank on the bond form. Remember to also indicate licensee's type of entity (e.g., partnership/corporation).
 - If the licensee is an individual trading as a corporation, please indicate using the following form:
John Doe t/a Mechanical, Inc.
 - If the licensee is a corporation, indicate that by listing the full legal name (e.g., Mechanical, Inc. or Mechanical, LLC)
 - If licensee is a partnership or a joint venture, the name as listed on the bond must indicate this status (e.g., A&B Associates, GP; A&B Associates, LP; or A&B Associates, JV)
 - If licensee is an individual, simply list the individual's full name.
3. The second blank in the first paragraph must indicate licensee's surety (insurance) company. Fill in the surety company's complete name.
4. In the blanks at the end of the second paragraph, the date of the Power of Attorney Certificate must be filled in. This date must be the same as that which appears on the Power of Attorney Certificate, which is provided by your surety company. This date is referred to as the bond date.
5. Include surety bond number on Power of Attorney Certificate.

6. In the space entitled "**Principal**," affix signature and print name of the signatory and his/her title.
 - If the principal/licensee is a corporation, then the President or Vice President must sign. If the principal/licensee is a LLC, then that person with ability to bind must sign. (Please read your LLC's Operating Agreement carefully, which may clearly identify this person as a managing member, member, manager or another. If unclear, a separate letter will be required to clarify the signatory's ability to bind the LLC.)
 - If the principal/licensee is a partnership, then the general partner or managing partner must sign.
 - If the general partner/managing partner is a corporation, please indicate this fact and have the President or Vice President (or that person with ability to bind, if an LLC) sign on behalf of the corporation (e.g. President of the X Corporation, General Partner).
 - If the principal/licensee is the owner, the the owner signs the bond. No title need be provided.
7. The witness shall sign as to the principal/licensee's signature. This witness **cannot** be the same person who signs the Acknowledgement.
8. In the space entitled "**Surety**," print the full name of the surety (insurance) company and affix corporate seal.
9. In the blank next to "by," the authorized **attorney-in-fact** must sign and print his/her name underneath the signature. (The authorized attorney-in-fact is any of the named persons on the Power of Attorney Certificate provided by your bonding company).
10. Witness must sign as to attorney-in-fact's signature in the space provided.
11. The name of the agency representing the bonding company and its address must be listed on the line entitled "**Address**."
12. Maryland Resident Agent must sign the bond in the space provided. (S)he must also type his/her name, address and Maryland registration number in the spaces provided. Even when the attorney-in-fact for the bonding company is also the Maryland Resident Agent, both sections of the bond must be executed.
13. Surety company must provide a copy of their Certificate of Authority to do business in Maryland, which is filed with the Maryland Department of Licensing and Regulation, Insurance Division. **The Certificate must be current and is good for one (1) year.**
14. Corporations (including LLCs) must provide a Certificate of Good Standing in Maryland. Certificates are available from the Maryland State Department of Assessments and Taxation. **The Certificate cannot be more than six (6) months older than the bond date.**
15. LLCs must provide:
 - Articles of organization;
 - Operating agreement; and
 - An original statement signed by all LLC members, and dated the bond date or after (but not before the bond date), stating that:
 - "The Articles of Organization were entered into on _____ (Date)."
 - "The Operating Agreement was entered into on _____ (Date)."
 - "There have been no amendments" or, if amendments have been passed, state all amendments and the dates they were passed.
 - "The Articles of Organization and the Operating Agreement remain in full force and effect."

ACKNOWLEDGMENT INSTRUCTIONS

1. Notary Public must notarize permittee's signature. The Notary must complete the appropriate section of the Acknowledgement that corresponds with the permittee's type of entity - individual, partner or corporation. Only one section should be filled out.

INDIVIDUAL: An individual appearing before a notary must be the same person as written on the "**Principal**" line. An individual does not own the permittee as a partnership or corporation.

PARTNERSHIP: General partner or managing partner must sign on behalf of permittee partnership. Should general partner or managing partner be a corporation, please have President or Vice President of corporation sign. Indicate such a relationship on title line.

CORPORATION (INC., LLC): President or Vice President must sign on behalf of corporation (Inc.). That person with ability to bind must sign for an LLC. (This could be a managing member, member, manager, or another. Please read your Operating Agreement carefully). Print the full name of the signee. This name must match the name and title of the principal/licensee signing the bond form. In the first blank (above "Officer other than Officer signing bond"), an officer who did not sign the "**Principal**" line must be listed in that space. In the next blank, put this officer's title. In the following space, fill in the corporation name. In the next blank, which has "Officer signing bond" printed underneath it, write in the name of the officer who signed the line labeled "**Principal.**" (S)he must be either the President, Vice President, manager, member of, or another with ability to bind the corporate entity. The name and title of the officers of the corporation must be listed in the space provided.

2. Each Acknowledgement should indicate the following:

- State and County where notary is commissioned (space provided at the top of Acknowledgment).
- Day, month and year (this date must be the same or later than the bond date).
- Notary's signature, seal and date of commission's expiration (space provided at bottom or Acknowledgement).



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TOWING SERVICE PRICE LIST
 Under the authority of Subtitle 26, Division 10, Section 26-142.14. Fees of the Prince George's County Code

PLEASE RETURN THIS WITH YOUR APPLICATION

Name of Business: _____ License#: _____

Address: _____
Street City/Town State Zip Code

Owner/Operator of Business: _____

Business Phone #: _____ Cell Phone #: _____

SECTION 26.142.14. FEES

Permissible Towing Fees May Not Exceed:

GVW up to 10,000 lbs.....\$175
 Charges include first calendar day of storage, mileage, hook-up fees, which includes the use of a dolly and transportation to a storage facility.

GVW 10,001-26,000 lbs.....\$300
 Charges include winching, unlocking vehicles, go jacks, and dollies.

Over 26,000 lbs.....\$750
 Charges include winching, unlocking vehicles, go jacks, and dollies.

No other fees of any type shall be allowed, including but not limited to administrative fees or additional charges for equipment.

Storage fees may not exceed \$50 per day and may only commence eighteen (18) hours after the time the vehicle is towed.

A drop fee may be charged when a vehicle is physically attached to a tow truck and lifted at least six inches off the ground before the vehicle owner returns.

GVW up to 10,000 lbs.....\$50
GVW 10,001-26,000 lbs.....\$100
Over 26,000 lbs.....\$350

What are your business hours of operation?

I HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY, THAT THE MATTERS AND FACTS SET FORTH IN THE FOREGOING APPLICATION ARE TRUE TO THE BEST OF MY INFORMATION AND BELIEF.

 Signature of Owner, President or Legal Representative

 Print Name and Title



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TOWING SERVICE LICENSE SURETY BOND

Bond No.: _____

KNOW ALL MEN BY THESE PRESENTS, THAT (*Company Name*) _____

(*Company Address*) _____

hereinafter referred to as Licensee and (*Surety Company*) _____

hereinafter referred to as Surety, are held and firmly bound unto Prince George's County, Maryland in the full sum of ten thousand dollars (\$10,000) to be paid to Prince George's County, Maryland, its assigns, or any other party protected by Section 5-268.01 "Bond" of Subtitle 5, Division 21 of the Prince George's County Code to which payment well and truly to be made and done; we bind ourselves, our heirs, executors, administrators and successors, jointly and severally firmly by these presents.

PROVIDED that a surety may, without prejudice to any liability incurred prior to such cancellation, cancel such bond upon thirty (30) days written notice filed with the Director, Department of the Environment, Maryland and the Licensee.

Sealed with our respective seals and dated the _____ day of _____, 20 _____
 (This date must match the date on the Power of Attorney)

WHEREAS, the above named Licensee has made application pursuant to Subtitle 5, Division 21 of the Prince George's County Code for a **TOWING SERVICE LICENSE**.

WHEREAS, it is a condition of the issuance of said license that these presents should be executed.

NOW THEREFORE, the condition of this obligation is such that the above named Licensee, his agents and servants, shall in all respects comply with the applicable terms, conditions, provisions, and requirements of Section 5-268.01 and the terms and conditions of said license when issued; and, further, the condition of these presents is such that is the above bound licensee, jointly and severally, their heirs, executors, and administrators, at all times hereafter well and sufficiently save harmless and keep indemnified Prince George's County; against all losses, costs, charges, damages, and expenses, including those relating to actions or proceedings at law or in equity, then the above obligation shall be void, otherwise to be in full force and effect.

 Witness for Principal

 Witness for Surety

ACCEPTED _____
 Director

APPROVED AS TO LEGAL SUFFICIENCY

 County Attorney

 Principal (Owner/First Corporate Officer)

 Surety (SEAL)

By: _____

Address: _____

MD Resident Agent (Print): _____

(Signature): _____

Address: _____

Phone #: _____

MD Registration #: _____

CERTIFICATE OF GOOD STANDING IN MARYLAND AND CERTIFICATE OF AUTHORITY MUST ACCOMPANY APPLICATION

ACKNOWLEDGMENT

STATE OF _____)
)
COUNTY OF _____) SS.

Individual

On this _____ day of _____, 20 _____ before me personally appeared _____ to me known and known to me to be the individual described in and who executed the foregoing instrument and (s)he acknowledged to me that (s)he executed the same.

Partnership

On this _____ day of _____, 20 _____ before me personally appeared _____ to me known and known to me to be a general partner of the firm of _____ described in and who executed the foregoing instrument(s) and (s)he thereupon acknowledged to me that (s)he executed the same as and for the act and deed of said firm; that the following are partners of said firm.

Corporation

On this _____ day of _____, 20 _____ before me personally appeared _____ (Second Corporate Officer)

and acknowledged to me that (s)he is the _____ of _____ (Title) (Corporation Name)

a corporation is good standing in the State of Maryland and named as a principal in the attached instrument(s); that

_____ as _____ (First Corporate Officer) (Title)

being so authorized, did sign the foregoing instrument(s) on behalf of the principal, that said signature is genuine and that said instrument(s) was/were duly signed, sealed, and attested for in behalf of the said corporation and is a free act and deed of the said corporation by authority of the following officers of said corporation:

(Second Corporate Officer) (Title)

(Other Corporate Officer) (Title)

(Other Corporate Officer) (Title)

(Other Corporate Officer) (Title)

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____