Private for-Hire Transportation
Company/Vehicle Permit Application Requirements
(Excludes TNC's)

Applications are submitted to the Regulatory Division through an online portal at transportationpermit.com

Company Permit Application Requirements:

- City of Portland Business License (Certificate of Compliance)
  - May be obtained from the Revenue Division
- Secretary of State Registration
  - Companies must be registered in all states they operate in (Oregon and/or Washington)
- Insurance Documents
  - Insurance company must carry a rating of A.M. Best A- or better
    - Commercial General Liability Requirements:
      - Coverage minimum: $2 million Aggregate and $1 million per occurrence
      - "The City of Portland, its Officers, Agents and Employees" must be named as Additional Insured.
    - Commercial Automobile Liability Requirements:
      - Combined Single Limit of not less than $500,000
      - Coverage must include claims arising out of, but not limited to, bodily injury and property damage incurred from the business use of any scheduled, non-owned, and hired automobile
      - Vehicle Schedule (List of covered vehicles)
      - "The City of Portland, its Officers, Agents and Employees" must be named as Additional Insured.
- Non-Emergency Medical Transportation (NEMT) only
  - To operate in the City of Portland, new NEMT companies must first secure a contract with the local brokerage.

Vehicle Permit Application Requirements:

- Vehicle Registration
  - Vehicle Title is not adequate
  - Vehicle must be less than 15 years old
    - The option for a Vehicle Age Exemption is available. Restrictions Apply.
- Vehicle Mechanical Inspection
  - Inspection form used must be approved by PBOT (download form at transportationpermit.com)

    - Inspection must be performed by an ASE Master Mechanic or a Blue Seal Certified shop
    - Inspection cannot be older than 6 months at time of submission
- Repair Receipts
    - Must be submitted for any item on the mechanical inspection marked as "needs repair"
- ADA Certificate of Compliance
    - Any vehicle with wheelchair accessibility must be inspected annually
    - Inspection cannot be older than 12 months at time of submission
- ODOT Motor Carrier Division Registration
    - Vehicles designed to carry 8 passengers or more must register with ODOT

Driver Permit Requirements can be found here.

Fees:

- New Company
    - $262.50 non-refundable application fee due at time of application submission
    - $525 company permit fee due at time of approval
    - $236.25 per vehicle due after the company is approved and vehicle applications are submitted for approval
- Renewing Company
    - $525 company permit fee due at time of approval
    - $189 vehicle renewal fee due at time of application submission
      Please Note: renewal fee prices are only valid if permits have NOT expired.

New company permit applications can take up to 60 days to review and approve after all correct and required documentation is provided.
Renewing permit applications can take up to 30 days to review and approve after all correct and required documentation is provided.
Fees are non-refundable
Companies with expired permits may not operate in the City of Portland and are subject to penalties.

Visit Private For-Hire Permit Application Resources for more detailed information.

Questions? Contact the Regulatory Division (503) 823-DRIVE (7483)
regulatory@portlandoregon.gov or visit our website at TransportationPermit.com

It is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any city program, service, or activity on the grounds of race, color, national origin, disability, or other protected class status. Adhering to Civil Rights Title VI and ADA Title II civil rights laws, the City of Portland ensures meaningful access to City programs, services, and activities by reasonably providing: translation and interpretation, modifications, accommodations, alternative formats, and auxiliary aids and services. To request these services, contact the Portland Bureau of Transportation at 311 (503-823-4000), for Relay Service & TTY: 711.