



Private For-Hire Transportation Company Permit Requirements (Excludes TNCs)



Please submit the following to the Regulatory Division [online portal](#).

Visit [Private For-Hire Permit Application Resources](#) for more detailed information.

- ☐ City of Portland Business License Certificate of Compliance
 - May be obtained from the [Revenue Bureau](#)
- ☐ Secretary of State Registration
 - Companies must be registered in all states they operate in ([Oregon](#) and/or [Washington](#) Secretary of State)
- ☐ Driver List
 - Driver Permit requirements can be found at [TransportationPermit.com](#)
- ☐ Vehicle Registration
 - Vehicle Title is not adequate
 - Vehicles must be less than 10 years old
 - The option for a Vehicle Age Exemption may be available as soon as October 2018. 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 Receipt(s)
 - 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](#)
- ☐ 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

- Address must be 1120 SW 5th Avenue, Suite 1331 Portland, OR 97204
- Automobile Liability
 - 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
 - List of covered vehicles
 - “The City of Portland, its Officers, Agents and Employees” must be named as Additional Insured
 - Address must be 1120 SW 5th Avenue, Suite 1331Portland, OR 97204

□ Payment

- New Company
 - \$250 application fee due at time of application
 - \$500 company permit fee due at time of approval
 - \$225 per vehicle due after company is approved and vehicle applications are submitted online
- Renewing Company
 - \$500 permit fee due when application is submitted online
 - \$180 vehicle renewal fee due after company renewal is completed and vehicle applications are submitted online

PLEASE NOTE: New company permits can take up to 60 days to complete. Renewing company permits can take up to 30 days to complete. Companies with expired permits may not operate in the City of Portland and are subject to penalties.

PDX ACCESS: After being permitted with PBOT, you must contact the Port of Portland Ground Transportation office directly: <https://www.flypdx.com/GroundTransportation>

*Questions? Contact the Regulatory Division (503) 823-DRIVE (7483)
or visit our website Transportationpermit.com*

The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCq>