



TOWING COMPANY LICENSE CHECKLIST

**Feel free to submit the form in your native language. NOTE: For a faster response, please complete it in English.*

- | | |
|--|---|
| <p><input type="checkbox"/> Completed Application</p> <p><input type="checkbox"/> Surety bond in the amount of \$10,000 (MUST be on Bond Form provided by the Business License Section) 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. (Money Order or Certified Check only, made payable to Prince George's County. Fees are NON-REFUNDABLE)</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> |
|--|---|



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



APPLICATION TO OPERATE A TOWING SERVICE

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

**Feel free to submit the form in your native language. NOTE: For a faster response, please complete it in English.*

☐

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