APPLICATION FOR TOWING LICENSE

New Application ($145.00) Renewal ($145.00)

****ALL ITEMS IN THIS APPLICATION MUST BE COMPLETED****

Applicant's Name:_____ Towing License # on Record:_____

Applicant's Email :_____@_____

Billing Address:_____

Zipcode:_____Billing Phone:_____

Occupancy Permit #: _____

Parking Lot Location/Lot & Block: _____

_____

Parking Lot License #_____ Lot Operator's Name :_____

Number of Signs: _____ (*up to 4 stickers are included to be placed at each entrance, additional stickers over 4 are $5 each)*

Towing Co. Name: _____ Towing Operator's Name: _____

Towing Co. Email: _____@_____ Towing Company Phone #: _____

******A valid parking lot occupancy permit is required for all towing licenses.******

INSURANCE: *Public liability insurance covering the parking place with limits of not less than $100,000 per personal injuries and not less than $25,000 for property damage are required.*

Insurance Co:_____Policy #_____Exp. Date:_____

Policyholder Name: _____

Amount Personal Injuries $_____Amount Property Damage $_____

APPLICANT SIGNATURE: _____ DATE:_____

NOTE: Incomplete applications will not be processed, only one check/ money order per application payable to Treasurer, City of Pittsburgh. Please be aware that all Towing licenses expire October 31st every year, regardless of when the license is issued. Also, license holders with expired licenses will be required to pay a penalty fee of **$93.00** in addition to a renewal fee.

ADMINISTRATION USE ONLY:

APPLICATION TECH: _____ **LICENSE #** _____ **INSPECTION DATE:** _____

INSPECTOR: _____ **LICENSE ISSUED DATE:** _____ **ADMINISTRATOR:** _____

Department of Permits, Licenses, and Inspections

200 Ross Street, Rm 320, Pittsburgh, PA 15219

www.pittsburghpa.gov/pli—(412) 255-2858

TOWING LICENSE:

- The City of Pittsburgh requires that the operator of a non-residential parking lot secure an annual Towing Permit before towing unauthorized vehicles from the location per Code of Ordinances, Title 7, Section 763. This ordinance does not apply to public streets, residential parking areas, abandoned vehicles, or lots that are attended or have physical barriers.
- Please be aware that all Towing licenses expire October 31st every year, regardless of when the license is issued. Also, license holders with expired licenses will be required to pay a penalty fee in addition to a renewal fee.

HOW TO OBTAIN A TOWING LICENSE:

Submit a completed application and license fee to the PLI Cashier Counter, located at 200 Ross Street, 3rd floor or mail to:

City of Pittsburgh
Department of Permits, Licenses, and Inspections
200 Ross Street Room 320
Pittsburgh, PA 15219

Additional Requirements for New Applications:

- Inspection - Once the completed application is received, an inspector will visit the site to check for compliance with applicable regulations. These regulations include those in the City Code as well as PennDOT signage regulations (PA Code Sections 217.1).
- If there are violations, these will need to be corrected before the license can be issued.
- After the Inspector signs off, the Towing license will be issued.