

Checklist for the OWNER for a VFH Business Application



Application – corrected, updated and completed in full, if needed. Please provide most current **E-MAIL ADDRESS**.



Notarized agreement signed by the owner, president or an officer of the corporation. **Must attach Articles of Incorporation and/or Partnership Agreement IF APPLICABLE TO YOU.** (www.sunbiz.org); **cannot be signed by an Authorized Representative.**



Palm Beach County Local Business Tax Receipt for 2018-2019
NOTE: **YOU MUST PROVIDE COPY WITH APPLICATION**



Insurance – Have the certificate of insurance faxed or emailed PRIOR to application submittal. If we have received it within the last 3 months we will accept the one on file as long as you have not added any new vehicles within this time frame. Palm Beach County Board Consumer Affairs must be listed as certificate holder and the vehicles MUST be listed.

Levels of coverage: \$125,000 for bodily injury (per person)/\$250,000 for bodily injury (per occurrence or accident)/\$50,000 for property damage (per accident); OR \$300,000 combined single limit (CSL)



Current Vehicle Registrations for each vehicle to be registered. The vehicle decal is **not transferable** from one vehicle to another.



Driver list completed



Copy of Driver's License for the individual signing the notarized agreement. **Signature must be an officer of the company/owner of business.**



ASE Mechanical/Safety Inspection for vehicles older than 1 model year; **2019 & 2020 do not require this inspection.**



Fees – accepted in the form of Check/Money Order/Visa, MasterCard, or Discover; Credit and Debit cards accepted.

- **\$100.00 - Vehicle for Hire Business Permit Fee**
- **\$ 50.00 – Consumer Affairs decal fee for each vehicle**
- **\$ 50.00 - Airport Decal**
- **\$ 25.00 - 30 Day Short Term vehicle permit**

(provide rental agreement for example: Budget/Enterprise/Avis, etc.)

LATE FEES AFTER THE DEADLINE ARE AS FOLLOW:

1-30 Days - \$50.00 31-60 Days - \$75.00 61 Days – 1 Year - \$100.00

If you have questions, please contact the Consumer Affairs Division at (561) 712-6600 (main office) or 1-888-852-7362 (Boca/Delray/Glades toll free).