



## TRANSPORTATION LICENSING INSTRUCTIONS

*Please read these instructions in their entirety prior to completing the Transportation Licensing Application.*

### GENERAL

Upon completion of the Licensing Application, please sign and date the Application where indicated. If the Applicant is a corporation, the President or Vice President must sign the Application. Included with the completed application, a certificate of insurance must be provided with the following liability requirements:

1. \$125,000 for injuries per person in any one occurrence or accident; and
2. \$250,000 for injuries per occurrence or accident; or
3. \$300,000 for Combined Single Limit (CSL); and
4. \$ 50,000 for property damage in any one occurrence or accident; and
5. Workers' Compensation Insurance if your company has (3) or more employees

Said insurance shall be obtained by a carrier with an A.M. Best Rating of "A" or better. The Licensee shall furnish proof of said insurance by an appropriate certificate from the insurance carrier prior to commencing operations under this License with the requirement that such insurance carrier give to the County at least thirty (30) days advance written notice before such policy is cancelled. All policies of insurance to be maintained by the Licensee shall contain a separate endorsement naming the Port of Palm Beach District as an additional insured, and the Certificate of Insurance must reflect same.

The completed Application, Certificate of Insurance, and fee is to be returned to the Palm Beach County Consumer Affairs at the following address:

**Palm Beach County Consumer Affairs  
50 South Military Trail, Suite 201  
West Palm Beach, Florida 33415**

In the event additional space is necessary to complete the Application, or supporting documentation is submitted, attach additional pages as necessary.

Effective November 1, 2023, in order to operate at the Port, all taxi vehicles will be required to have an annual permit and decal displayed from Palm Beach County for entry.

Please be advised the Palm Beach County license year is from May to April.

### FEES

\$300: Vehicle with an occupancy capacity of less than 17 passengers. Includes 2 vehicle decals

\$500: Vehicles with an occupancy greater than 17 passengers. Includes 2 vehicle decals

\$25 each additional vehicle

**\*\*Pro-ration:** Fees, except additional vehicle decal fees shall be 50% of the cost of the yearly permit fee when there is 6 months or less remaining in the permit year (May 1 – April 30).

**NOTE: No services or miscellaneous activities subject to licensing may be performed at the Port of Palm Beach District unless a current license authorizing such activity is in effect.**