

PRE-ARRANGED GROUND TRANSPORTATION BUSINESS PERMIT APPLICATION CHECKLIST

Permit Application

Certificate of Liability Insurance

- Certificates of Liability Insurance evidencing insurance must name **Miami-Dade County** and **PortMiami** as the Certificate Holder and must include Miami-Dade County and PortMiami as an Additional Insured as respects General Liability.
- The minimum insurance coverage shall not be less than \$100,000 per person and \$300,000 per accident for bodily injury and \$50,000 per accident for property damage.
- Must include schedule of vehicles (VIN numbers) included by insurance policy

Permit Fee

- Initial Fee: \$696.00 (Includes \$348.00 Non-Refundable Processing Fee plus \$348.00 Permit Fee)
- Renewal Fee: \$348.00
- Permit renewals not received by the expiration date are considered late and the initial processing fee is required for reinstatement
- In addition to the annual permit fee, Ground Transportation Companies shall be subject to the following per trip fees for each vehicle:

Pre-paid Accounts

Limousines and Vans	14 passengers or less	\$	4.50
Mini-Buses	15 - 32 passengers	\$	9.00
Bus	33 or more passengers	\$	18.00

Non Pre-paid Accounts

Limousines and Vans	14 passengers or less	\$	6.00
Mini-Buses	15 - 32 passengers	\$	11.00
Bus	33 or more passengers	\$	20.00

Local Business license / Corporation’s Articles of Incorporation

- Companies providing passenger motor carrier services must present copy of Passenger Motor Carrier Certificate of Transportation (If Applicable).
- Motor coaches and companies involved in interstate transport must provide proof of Operating Authority (MC Number) with U.S. Department of Transportation’s Federal Motor Carrier Safety Administration.

Vehicle Registrations

Pre-Paid Account Consent Form

Transponder Receipt Affidavit

Permit allows the holder to conduct business at PortMiami in accordance with rules and requirements of the Port Tariff and any other pertinent regulations issued by the Port Director and the Miami-Dade County Code. Companies are expected to comply with all applicable local, State and Federal regulations.