

	<b>FEES:</b>		<b>PLEASE RETURN TO:</b> Planning and Development 25 West Main Street Auburn, WA 98001 Phone: (253) 931-3090 Fax: (253) 804-3114
	<b>Tow Truck Business Fee</b>	<b>\$60.00</b>	
	<b>Tow Truck Drivers Fee</b>	<b>\$40.00</b>	
	<b>Tow Truck License Renewal Fee</b>	<b>\$20.00</b>	
	<b>Business License Fee/Renewal Fee</b>	<b>\$50.00</b>	

**APPLICATION FOR TOW TRUCK INDIVIDUAL LICENSE**

The Auburn Municipal Code requires that business activity which meet the criteria for individual licenses be applied for in addition to a City of Auburn business license from the City Clerk's office. City of Auburn business licenses and individual licenses are required to be renewed by December 31<sup>st</sup> of each year.

<b>TYPE OF LICENSE</b> [ ] BUSINESS    OR    [ ] OPERATOR
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<b>TOW TRUCK BUSINESS INFORMATION:</b>			
Name:			
Address:			
City:	State:	Zip:	Telephone:

<b>APPLICANT/DRIVER'S INFORMATION:</b>			
Name:			
Address:			
City:	State:	Zip:	Telephone:
Maiden Name:	Alias/Previous Name:		
Drivers License No.:	Eye Color:	Hair Color:	
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	HT:	WT:	
Social Security No.:	Date of Birth:	Place of Birth:	
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please indicate status:			
Previous Home Address Past (5) years:			
1.	2.		
Previous Employment Past (5) years:			
1.	2.		

STATE OF WASHINGTON  
COUNTY OF KING

I, \_\_\_\_\_, being first duly sworn, on oath deposes and says: I am the above named applicant and make this affidavit for the purpose of obtaining from the City of Auburn a TOW TRUCK individual license. I have personal knowledge of the matters stated in the individual license application, and the statements therein contained are true. I have read the individual license regulation in Auburn City Code 5.20.240 and the legal requirements contained therein.

I, \_\_\_\_\_, hereby give permission to the City of Auburn to conduct an investigation into my background. I waive any and all claims against any company, corporation or individual pertaining to information received from such company, corporation or individual by the city as a result of such investigation.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn before me this \_\_\_\_ date of \_\_\_\_\_,  
20\_\_\_\_, Notary Public in and for the State of Washington, residing  
at \_\_\_\_\_. My Commission Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	
<input type="checkbox"/> Planning _____	Date Received: _____
<input type="checkbox"/> Building _____	Amount Paid: _____
<input type="checkbox"/> Fire _____	TR Receipt #: _____
<input type="checkbox"/> Police _____	Business License #: _____

## VEHICLE REQUIREMENTS

**DUAL TIRES/BOOMS/WINCHES:** Be equipped with dual tires or have a comparable capacity single tire (balloon-type, dual booms and dual winches with at least a 6-ton capacity (manufacturer's rating). Winches are to be of a type that may be operated independently or jointly, and each must contain a minimum of 100-feet of cable of a continuous length per drum, 3/8"-minimum [ ] YES OR [ ] NO

**LIGHTS:** Comply with all legal light requirements and, in addition, have mounted thereon a revolving red light capable of 360 degree visibility. This revolving red light will be used only at accidents or emergency scenes [ ] YES OR [ ] NO

**TAIL/STOP LAMP:** Carry a portable tail and stop lamp bracket with an extension cord capable of being mounted on the rear of a damaged or disabled vehicle [ ] YES OR [ ] NO

**EQUIPMENT:** Carry a broom, shovel, flags and flares, hydraulic jack, a standard 24-hour unit first-aid kit, one 5-pound or two 2-pound fire extinguishers, two pinch bars which shall be 4-ft and 6-ft in length, and two snatch blocks or equivalent of sufficient strength to carry any strain capable of being applied by the wrecker when required [ ] YES OR [ ] NO

**DOLLY:** Carry a portable dolly for hauling vehicles that are not towable [ ] YES OR [ ] NO

**MECHANICAL CONDITION:** Be maintained in good mechanical condition and be presentable at all times. The interior of each truck shall be maintained in a clean condition [ ] YES OR [ ] NO

**WA STATE MOTOR VEH LIC:** Be properly licensed and any such tow truck vehicle shall be registered with the Washington State Department of Motor Vehicles in the name of the tow truck permit holder [ ] YES OR [ ] NO

**OPERATOR REQUIREMENTS:** All tow truck operators licensed by the city pursuant to Chapter 5.20.240 will:

- a) Not respond to accidents or remove vehicles from the roadway unless a private call is received or their presence is requested by the police department or other duly authorized police agency;
- b) Notify the police department of any accidents or of the vehicles off the roadway prior to removal. In no event will vehicles be removed unless authority is granted by the police department or other duly authorized police agency. Vehicles off the roadway shall not include incidents that transpired in their entirety off the public right-of-way, except in cases of personal injury or death;
- c) Be experienced and efficient. In the event a new operator is being trained, an experienced operator will also be in attendance;
- d) Be available 24-hours a day, 7-days a week. It shall be the responsibility of the operator to advise the police department when he will be unavailable and to further advise when he is again available;
- e) Be available 24-hours a day, 7-days a week to release vehicles to persons whose vehicles have been placed in the tow truck operator's storage area;
- f) Not refuse to surrender property from any vehicle stored when such property is not an integral part of the vehicle;
- g) Be responsible for the security of property in vehicles stored or impounded in their facilities. Officers will have inventory sheets available, which will be made out in duplicate and signed by the tow truck operator. The officer and each person concerned will retain a copy;
- h) Comply with rates generally charged in the area. The rates charged shall be posed in a conspicuous location within the place of business. A copy of these rates shall be given to the police chief and he shall be notified of any changes;
- i) Notify the police department in the manner prescribed by the police chief when a patrol – impounded or stored vehicle is released;
- j) Maintain records on all vehicles towed in for the city and those released. This record shall contain the year, make and model, license number, from where towed, to whom released, and all charges. These records shall be subject to examination by the police department during business hours. These records shall be maintained for a period of one year from the date of release;
- k) Be presentable at all times. For the purpose of these requirements, "presentable" includes but is not limited to clean and neat appearance, no alcohol on breath, no use of profanity, and all other acceptable standards of conduct attributed to a gentleman;
- l) Maintain a respectable place of business;
- m) Maintain and use storage facilities inside a secure building for all death cars and cars held for evidence. Operators shall maintain and use storage facilities inside a sight-obscuring fence capable of being locked for all wrecked, impounded or abandoned vehicles. This fence shall meet the requirements of the building code of the city.
- n) Furnish proof of insurance for loss or damage of each stored vehicle and contents and damages to vehicles being towed;
- o) Not refuse to remove any vehicles when called on rotation;
- p) Be enroute to the accident or incident within five minutes between the hours of 7 a.m. and 10 p.m. or within 10-minutes at any other time;
- q) Maintain at least three tow trucks or a type satisfying the requirements of this chapter. In addition, all tow trucks shall be painted and marked as similarly as practical so as to enable the general public to identify the vehicle as belonging to one tow truck vehicle permit holder. The driver of any tow truck responding to any accident scene or other call shall be responsible to forthwith clean up and remove any debris located at the site of the response or call.