

**City of Cleveland
Department of Port Control
Cleveland Hopkins International Airport**

**Delivery and Courier Permits
Rules, Regulations and Information**

Cleveland Hopkins International Airport has developed rules, regulations, and procedures for Delivery and Courier Vehicle Operators intending to conduct business at the Airport. Staging is available in the Ground Transportation Center lot to qualified Delivery or Courier Operators conducting package and other non-passenger related deliveries to Cleveland Hopkins International Airport. **No pick up of luggage is allowed.**

The Delivery or Courier Operator must return the completed application to the Ground Transportation Office, along with a current vehicle registration for each requested permit. The annual cost per permit is \$50.00. The application must also be signed and dated by an authorized representative from one (1) of the airlines or concessionaires with which the Operator conducts business at the Airport. If all paperwork is in order, the Operator will be issued a hang tag. This tag is to be displayed prominently in the front windshield of the Delivery or Courier vehicle. Unless special circumstances warrant, no more than four (4) permits will be issued per Delivery or Courier Company. *Note: If you already have a hangtag from a previous year, you must submit a new application to renew for the current year and return the previous year's hangtag(s).*

Delivery or Courier Operators are permitted to stage in the Ground Transportation Center for a period of two (2) hours at no cost.

As indicated above, permit holders shall conduct only package and other non-passenger related deliveries in the designated staging area. This area is not intended for employee parking, passenger limousine service, or any other activities. Anyone violating the rules may be subject to ticketing, towing, permit revocation, and/or prosecution by the City. The City, at its discretion, reserves the right to deny the issuance of permits to any applicants not complying with the rules and regulations stated herein or which may be applicable in the future. Furthermore, the City reserves the right to cancel and/or revoke any permits with or without cause and also reserves the right to recapture the delivery/courier area for other uses.

Note: these rules may be subject to change. Permits and/or the privilege to park in this area may be cancelled at the discretion of the Department of Port Control at any time. If a hang tag is lost or stolen, a replacement can be obtained for an additional \$50.00 payment. If there are any questions, contact the Ground Transportation Office at (216) 265-6794 between the hours of 7:00 a.m. and 4:30 p.m.