

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

**Hotel and Offsite Parking Shuttle Permit Checklist  
Effective August 1<sup>st</sup> through July 31<sup>st</sup>**

All applicants for Ground Transportation Center permits are required to complete the enclosed application and hand-deliver the application, supporting documentation, and required fees to the Ground Transportation Office.

The Ground Transportation Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., excluding holidays, and located on the baggage claim level across from carousel 3 next to door # 2.

**The returned package must include:**

- \_\_\_ A completed and signed application – **one per vehicle**;
- \_\_\_ Copies of current vehicle registrations for **all vehicles** intended to be used for airport shuttle service;
- \_\_\_ Copy of current driver's license for all drivers; CDL license is required for those who operate 15+ passenger vehicles;
- \_\_\_ Proof of insurance coverage for shuttles for the current year presented on an authorized **Acord Form** from your insurance company. No other proof of insurance is acceptable.  
Minimum liability insurance is required:  
1-15 passengers - \$1.5 million;  
16+ passengers - \$5 million;
- \_\_\_ Payment of \$550.00 for each vehicle;

Cleveland Hopkins International Airport Ground Transportation staff shall review each application to ensure accuracy, completeness, and compliance with the requirements set forth in the application. Incomplete applications will be returned to the applicant for correction or submission of required documentation.