

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

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

All applicants for Shuttle and Limousine permits are required to complete the permit 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 for every vehicle;***
- \_\_\_ Proof of current registration with the Public Utilities Commission of Ohio;
- \_\_\_ Copies of current vehicle registration - **for all vehicles intended to be used for airport limousine 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 limousines and shuttles for the current year **must be presented on valid Acord form from your insurance company;**  
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.