



DEPARTMENT OF PORT CONTROL

CLEVELAND HOPKINS INTERNATIONAL AIRPORT

Commercial Vehicle Permit Application Checklist

Company Name: _____

All commercial vehicle providers are required to complete all documents and email/scan to the CLE Ground Transportation Office: gndtrans1@clevelandairport.com

All completed documents must include:

- Completed and signed application
- Current copies of vehicle registrations for all vehicles intended to be used for airport transportation service
- Current proof of registration with the **Public Utilities Commission of Ohio**;
(Not required for Courtesy vehicles)
- Current proof of liability insurance coverage. The proof must be presented on an authorized **ACORD Certificate of Liability Insurance** form completed by your insurance company.
No other proof of insurance will be accepted.
 - Minimum Liability Insurance required:
 - 1 to 15 passengers = \$1.5 million
 - 16+ passengers = \$5.0 million

All documents will be reviewed to ensure accuracy and compliance with requirements as listed above. Incomplete documents will NOT be granted a permit or registration until such time all documents are in accordance with the CLE Ground Transportation conditions.