

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

**Motor Coach Permit Checklist**

All applicants for Commercial Vehicle Permits are required to complete a permit application and deliver it, along with required supporting documentation and payment, to the Ground Transportation Office. The annual permit period is August 1<sup>st</sup> through July 31<sup>st</sup> of each year.

The Ground Transportation Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., excluding holidays, and is located on the baggage claim level across from carousel 3, next to door # 2. Please contact us at 216-265-6794 with any questions.

**The returned package must include:**

- \_\_\_\_\_ A completed and signed application.
- \_\_\_\_\_ Copies of current vehicle registrations for all vehicles intended to be used for airport transportation service.
- \_\_\_\_\_ Proof of current registration with the **PUCO** or **UCR**
- \_\_\_\_\_ Current proof of insurance liability coverage;  
Minimum liability insurance required is:  
16+ passengers - \$5 million;
- \_\_\_\_\_ \$550 per permit fee is payable by check, cash, or credit card (Visa, MasterCard, or Discover). Checks should be made payable to Treasurer, City of Cleveland.  
(Cost of permits purchased mid-year will be prorated.)

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