

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

Commercial Vehicle Per Trip User Fee Permit Checklist

All applicants for Commercial Vehicle Permits are required to complete the permit application and hand-deliver it, along with required supporting documentation, 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 is located on the baggage claim level across from carousel 3, next to door # 2.

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.

 - _____ List of all drivers and copies of their licenses.
(CDL license is required for those who operate 15+ passenger vehicles.)

 - _____ Proof of **current** registration with the **Public Utilities Commission of Ohio**; (not required for courtesy vehicles)

 - _____ Current proof of insurance liability coverage;
This must be presented on an authorized **ACORD Certificate of Liability Insurance** form completed by your insurance company. No other proof of insurance is acceptable.
- Minimum liability insurance required is:
1-15 passengers - \$1.5 million;
16+ passengers - \$5 million;

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.