

**TOW PERMITS: CUSTOMER INSTRUCTIONS**  
**TOW DRIVER**

1. All Tow Permits expire **September 30** of the year following the date of issuance.
  - a. Renewal applications must be submitted 30 days (by August 30) prior to permit expiration
2. Applicants must complete the Special Business Permit Application (IND1) and provide:
  - a. A valid California driver's license.
  - b. DMV driver's record (dated within last 30 days)
  - c. Two passport-sized photos (more photos may be requested, if needed)
  - d. A new applicant must also submit Live Scan fingerprinting results
3. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division  
Attn: Permits & Taxes  
915 I St., Room 1201  
Sacramento, CA 95814

## **TOW VEHICLE**

1. All Tow Permits expire **September 30**, the year following the date of issuance.
  - a. Renewal applications must be submitted 30 days prior to permit expiration (due by August 30)
2. Applicants for a Tow Vehicle Permit must provide:
  - a. Completed Vehicle Permit Application (VEH1)
    - i. If applying for more than one permit at the same time, you may use the Additional Vehicle Application (VEH1.A)
  - b. Proof of insurance:
    - i. Certificates of Automobile Liability Insurance
    - ii. Commercial General Liability (\$500,000 per occurrence)
    - iii. Additional Insured Endorsement (See attached page for insurance details)
  - c. Current vehicle registration for each vehicle
  - d. Brake and lamp inspection certificates OR CHP Tow Car Certification
  - e. An updated company rate sheet (if changed from previous year)
  - f. Personal Disclosure Form of each owner (10% or more)
    - i. This only needs to be completed if there is no form on file or ownership has changed.
  - g. Each tow company must have a valid Business Operations Tax Certificate with the City, which can be obtained here:  
<http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account>
4. All tow vehicles (new and renewal), must be inspected by Code Enforcement.
  - a. If you are renewing your vehicle during the annual September renewal cycle, an inspection clinic will be held to inspect all tow vehicles together
    - i. You will be notified of the inspection clinic date and location (typically held the end of September)
5. Outside of the annual renewal cycle, new vehicles that must be inspected by City of Sacramento Code Enforcement will be contacted by Code Enforcement to schedule an inspection appointment once your permit application has been approved. Your permit and permit sticker will be given to you by the Code Enforcement Officer following the completion of your inspection.
  - a. The permit sticker is to be placed **INSIDE**, on the driver's side lower corner of the windshield.