



Application for an Automobile License

Complete and submit this application for a **NEW** Motor Vehicle Repair / Motor Fuel Dispenser License, an Automobile Wrecking Yard / Tire Storage License, or a Public Parking Lot / Garage License.

PART A

• License Type

Type of License (select one):

Motor Vehicle Repair / Motor Fuel Dispenser Automobile Wrecking Yard / Tire Storage Public Parking Lot / Garage

• Property

Provide the full address of location of licensed activity (including zip code).

Property address: _____

Owner / Operator Name: _____

Owner / Operator Address: _____

Owner Email: _____ Phone #: _____

• Owner / Operator information

Provide the contact information for the owner / operator.
**Note: If the legal entity is a "company" then up to two (2) corporate owners must be named.*

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure.

*Name of Corporate Owner	Title	Home Address City/State/Zip

Provide the license and tax account information.

Philadelphia Business Tax #: _____ Federal Tax ID # / SSN: _____

Commercial Activity License #: _____ Date Activity Started at Property: _____

A

PART B

Supplemental Information

• Confirm the required documentation is provided for the specific license type:

(A) Auto Wrecking Yard / Tire Storage

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current: Yes
- A Zoning Permit for the USE is valid: Yes

(A) Auto Wrecking Yard / Tire Storage

- Fencing around wrecking yard made of durable material is provided. Yes
- Fencing conceals wrecking activities and materials from street view. Yes

(B) Public Parking Lot / Garage

(B) Public Parking Lot / Garage:

- Certificate of Insurance issued by a company licensed to do business in the Commonwealth of Pennsylvania that includes the following has been provided: Yes
 - \$5000 for each public parking lot or garage, or \$100,000 for all public parking lots and garages operated by one licensee.
 - States: "owners, landlords, and tenant's policy or garage liability policy".
 - Covers bodily injury liability.
 - Includes a garage keeper's legal liability policy. This policy must cover property damage due to fire, theft, explosion, collision, riot, civil commotion, malicious mischief, and vandalism.
 - Shows the location and the official capacity of Public Parking Lot or Garage.
 - Names the City of Philadelphia as Certificate Holder.

B

Note: The City of Philadelphia must be listed as the certificate holder on the Certificate of Insurance ACCORD form.



PART B
 Supplemental
 Information
 (continued)

B

Parking Garage (site currently licensed and no alterations to structure proposed)

- A statement of business hours is provided: Yes
- A rate schedule is provided: Yes

Parking Garage (site is new or alterations to structure is proposed)

- Approval from Department of Street's Right-of-Way unit and approved plot plan is provided: Yes
- Statement of business hours is provided. Yes
- A rate schedule is provided: Yes

Parking Lot

- Approved barriers and surfacing following Dept. of Streets regulations is provided. Yes
- Drainage for paved areas larger than 5000 square feet is provided. Yes
- Lights that allow safe access to the licensed area after dark is provided. Yes

PART C
 Limits and
 Conditions

C

Motor Vehicle Repair

- No person who owns, operates or controls or who is employed in the business of repairing motor vehicles shall use any portion of City sidewalks or streets for the repair of motor vehicles.

Public Parking Lots / Garages

- No person shall conduct, operate or maintain a public parking lot or public garage without obtaining a license from the L&I.
- Each licensee shall provide a distinctive badge, cap, shirt or uniform for the use of his employees, which shall bear the name of the parking lot and a number to be assigned to each employee and shall be worn by each employee while on duty.
- No licensee shall permit any person not employed at a parking lot to loiter in and about such garage.
- Every public garage shall be equipped with fire extinguishing apparatus of such type and in such quantity as shall be approved by the Fire Department.
- Each licensee shall be liable for any damage to or theft of any motor vehicle accepted for parking, and for the bodily injury to any individual, which shall occur as the result of the negligence of the licensee or of any of his employees.
- Any person who violates subsection 9-601(2)(d) shall have committed a Class II offense and be subject to the fines set forth in the Philadelphia Code.
- No person shall offer to provide or provide the service of valet parking unless the person has insurance in an amount determined by the Office of Risk Management in the areas of liability insurance, theft and property insurance, and worker's compensation insurance.

Declaration and Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Owner's / Operator's Signature: _____

Date: _____