



Permitting and Inspections Department  
 Michael A. Russell, MS, Director  
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

**Application for Towing/Wrecking License**  
**License expires annually on June 30<sup>th</sup>**

<input type="checkbox"/> Application Fee: \$35	<input type="checkbox"/> Towing/Wrecking License Fee: \$265
<input type="checkbox"/> Renewal Fee: \$25	<input type="checkbox"/> SBI Background Check: \$21/principle officer

Business Information	
Business Name (d/b/a):	Phone:
Business Mailing Address:	
Location of Office:	
Contact Person:	Phone:
Contact Person Email:	
Manager of Establishment:	Phone:
Owner of Premises (Landlord):	
Address of Premises Owner:	

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name	Corporate Mailing Address		
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address

### About Your Business

Location of vehicle storage/release facility (storage/release facility must be within Portland or within a 5 mile radius of Portland City Hall):	
Size of storage/release facility:	
Security features:	
Landlord of premises where vehicles are stored:	
Address of landlord:	
Regular business hours (Must be available 24 hours a day for vehicle release):	
What services are you equipped to perform:	
Number of tow/wreckers (attach a list of the year, make & size of the wreckers):	
Description of 2-way mobile communications and base station:	
Do you wish to be placed on the Police Tow List?	Y/N
Does the Issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain:	

**Please provide:**

- **Garage keeper's liability covering the premises, including fire, theft, windstorm, vandalism, and explosion in the amount of at least \$25,000 with each vehicle suffering damage or loss being deemed a separate claim.**
- **Road service liability coverage for the lifting, hoisting and towing of vehicles must be included in the garage keeper's legal liability policy.**
- **General liability coverage in the amount of at least \$400,000.**

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Applicant agrees to accept all responsibility for any and all itemized personal property theft in towed and stored vehicles. Applicant agrees and he/she has received a copy of the current police department rules and regulations.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/ We hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/ We hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information, refer to the City Code of Ordinance Chapter 28, Traffic and Motor Vehicles, at: [www.portlandmaine.gov](http://www.portlandmaine.gov).*

**For Administrative Use Only**

Amount: _____	Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	
CC _____ CA _____ CK _____	PD: _____ / _____	
	Treasury: _____ / _____	
	Zoning: _____ / _____	
	SBI#: _____ / _____	