



Taxicab and Vehicle for Hire- New Business Packet

Lee County Board of County Commissioners, Lee County Municipalities, and the Lee County Tax Collector have worked together to revise the existing county ordinance for taxicabs and vehicles for hire.

The revised ordinance requires each business owner who operates a taxicab or vehicle for hire business in Lee County to obtain a Certificate to Operate, a Vehicle Permit, and two stickers for each vehicle. All drivers working for the business are required to obtain a Driver Identification Card.

Each year, certificates, Vehicle Permits, vehicle stickers, and Driver Identification Cards will be issued exclusively from the Lee County Tax Collector's main office: 2480 Thompson Street, Fort Myers, FL 33901. This convenient and efficient process will replace the requirements of each of the municipalities within Lee County, subject to each municipality adopting Lee County Ordinance 15-05.

Enclosed with this letter is a packet containing the information required to meet the provisions of the revised ordinance.

The packet includes:

- New Business Certificate to Operate Checklist
- Taxicab and Vehicle for Hire Service Fees
- Certificate to Operate Application
- Real Estate Owner Authorization Affidavit
- List of Vehicles for Hire
- Vehicle for Hire Inspection Form
- Driver Authorization List

There are new provisions within Lee County Ordinance 15-05 that require your immediate attention.

Owner: Prior to obtaining a Certificate to Operate, all vehicles need an Automotive Service of Excellence (ASE) certified inspection. The ASE Certified Mechanic must complete and sign the attached Vehicle for Hire Inspection Form (or equivalent) upon completion of the inspection.

Visit our official website at www.leetc.com/taxi to schedule an [appointment](#) to process and issue a Taxicab and Vehicle for Hire Certificate to Operate (appointment confirmation required).



New Business Certificate to Operate Checklist

- ☐ Provide a copy of your current Lee County Local Business Tax Receipt
- ☐ Complete an application
- ☐ Remit \$30.00 Non-refundable application fee
- ☐ Provide one of the following with regard to the business location:
 - Proof you own the property (Property Appraiser record or other proof of ownership)
 - If you are not the owner of the property, the Real Estate Owner Authorization Affidavit must be completed by the real property owner; the document must be notarized
- ☐ Provide current Commercial Certificate of Liability Insurance for all vehicles (email updated insurance to Vehicleforhire@leetc.com); the following information must be included):
 - The Insured Name must list the name and address of the business or independent contractor
 - The Automobile Liability section must list one of the following:
 - Combined Single Limits must be at least \$300,000
 - Or
 - Bodily Injury (per person) \$125,000
 - Bodily Injury (per accident) \$300,000
 - Property Damage (per accident) \$100,000
 - The Description of Operations section must list the Year, Make, Model and VIN
 - The Certificate Holder section must list the following:

Lee County BOCC
C/O Lee County Tax Collector
Post Office Box 630
Fort Myers, FL 33902
- ☐ Provide a List of Vehicles for Hire-electronic format preferred (Excel or Comma Delimited File)
- ☐ Provide a completed and signed Vehicle for Hire Inspection Form (or equivalent) by an ASE Certified Mechanic; required upon initial application and every 3 years thereafter
- ☐ Remit \$5.00 for a Vehicle Permit and 2 stickers for each vehicle
- ☐ Provide a Driver Authorization List-electronic format preferred (Excel or Comma Delimited File)
- ☐ Submit all documents to:
 - Drop off: 2480 Thompson Street
 - Mail to: Lee County Tax Collector, Post Office Box 630, Fort Myers, FL 33902

A Lee County Tax Collector representative will contact you when your documents are ready for pick-up.



Taxicab and Vehicle for Hire Service Fees

(New Businesses)

1. Certificate to Operate:
 - a. Application \$30.00
 - b. Vehicle Permit and stickers \$5.00
2. Replacement Stickers:
 - a. Vehicle Permit and sticker \$5.00
3. Mail Fee:
 - a. Certificate to Operate \$0.50
 - b. Vehicle Permit and stickers \$0.50

Note: Stolen vehicle stickers will be replaced at no fee if a law enforcement report is presented.



Certificate to Operate Application

Business Name (DBA): _____

Owner/Corporation Name: _____

Physical Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Business Phone: _____ Business Email: _____

Lee County Local Business Tax Account #: _____ Expiration Date: _____

All owners must be listed below:

1) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

2) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

3) Owner Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

Note: Attach additional sheets if necessary.

All managers must be listed below:

1) Manager Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

2) Manager Name: _____

Home Address: _____
Number and Street City State ZIP

Mailing Address: _____
Number and Street City State ZIP

Telephone Number: _____ Cell Phone: _____

Note: Attach additional sheets if necessary.

The undersigned hereby makes application for a Taxicab and Vehicle for Hire Certificate to Operate within Lee County under Lee County Ordinance 15-05.

Owner Signature: _____

Owner Printed Name: _____

Date Signed: _____

Reminder: All information on file must be current. If there are any changes or updates, please forward the information to our office.

Under Florida law, communication, including email address, with our agency is considered public record and may be released upon a public records request.

Real Estate Owner Authorization Affidavit
(complete if applicable)

I, _____ (owner of the real property) located at

_____ (location of real property)
hereby authorize _____ (applicant) permission to conduct
_____ (name of business) on the premises.

Signature

Printed Name

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____,
20 _____ by _____, who ☐ is personally known to me or
☐ who produced a _____ as identification.

Notary Signature

Notary Printed Name

Seal

Notary Public in and for the State of _____.

My commission expires _____.



List of Vehicles for Hire

Business Name: _____ **Date:** _____

USE-Taxi, Limo, Shuttle, Transportation Network Company, or Non-Emergency
TYPE-Specify if vehicle is a low speed, sedan, stretch, SUV, or van

USE	TYPE	YEAR	MAKE	MODEL	VIN #	PLATE #	COLOR

Note: Attach additional sheets if necessary.
Electronic format preferred (Excel or Comma Delimited File)

Lee County Tax Collector

Vehicle for Hire Inspection Form

Business Name: _____

Sticker Number: _____

CTO Number: _____

Vehicle Number: _____

VIN: _____

Color: _____

ASE Inspection Items	Pass	Fail	N/A
Brakes: pads, shoes, rotors, calipers			
Wheels: lug nuts, studs, bearings			
Front end: steering, tie rods/ball joints			
Exhaust System			
Suspension system			
Leaks i.e. oil, coolant, fuel, brake fluid			
Heating and A / C			
Visual inspection Item	Pass	Fail	N/A
Trip tracking software			
Windshield wipers and fluids			
Dash light			
Dome light(s)			
Horn			
Steering wheel			
Windows			
Locks			
Mirrors (rear & side)			
Headlights (high / low)			
Front hazard lights			
Front directional lights			
Bandit			
Rear hazard lights			
Rear directional lights			
Tail lights			
Brake lights			
Reverse lights			

Visual inspection Item	Pass	Fail	N/A
Emergency / Parking brake			
Doors			
Seatbelts			
Trunk compartment			
Cleanliness			
License plate light			
Tire jack			
Spare tire			
Bumpers			
Front grill			
Hood			
Body, fenders, trim			
Light covers / lenses			
Tires			
Vehicle signs - 4" minimum (taxi only)			
Numbers (taxi only)			
Transportation Network logo / name			

I, _____, under penalty of perjury, certify that I have inspected the vehicle
 (ASE Certified Mechanic Printed Name)
 identified on this form and using the above listed items as my criteria, certify this vehicle as safe and roadworthy as of the date of this inspection.

Passed Inspection: Yes ☐ No ☐ ASE Certificate Number: _____

 Inspecting Officer / ASE Certified Mechanic Signature

 Inspection Date



Driver Authorization List

Business Name: _____ Date: _____

Driver Name	Driver Phone Number	Driver License Number	Social Security Last 4	Request Temporary Permit *	Check box below
				<input type="checkbox"/>	
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* I am hereby requesting a Temporary Permit for the above named driver, if eligible.
The Criminal Background check has been requested from FDLE.

Note: Attach additional sheets if necessary.
Electronic format preferred (Excel or Comma Delimited File)