

Checklist for the OWNER for a VFH Business Application



Application – corrected, updated and completed in full, if needed.
Please provide most current E-MAIL ADDRESS.

On-time Deadline is Friday, 03-01-2024.



Notarized agreement signed by the owner, president or an officer of the corporation.



Articles of Incorporation and/or **Partnership Agreement**, if applicable to you. (www.sunbiz.org); *Cannot be signed by an Authorized Representative.*



Copy of **Palm Beach County Local Business Tax Receipt** for 2023-2024 (www.pbctax.com)



Insurance –Have the certificate of insurance faxed or emailed from your insurance company to Consumer Affairs PRIOR to application submittal. Certificates sent within last 3 months will be accepted as long as there are no additional vehicles. Palm Beach County Board of County Commissioners must be listed as certificate holder and the vehicles **MUST** be listed. **Levels of coverage:** \$125,000 for bodily injury (per person)/\$250,000 for bodily injury (per occurrence or accident)/\$50,000 for property damage (per accident); OR \$300,000 combined single limit (CSL)



Current Vehicle Registrations for each vehicle to be decaled.
The vehicle decal is **not transferable** from one vehicle to another.



Driver list reviewed and updated.



Copy of Driver's License for the individual signing the notarized agreement.
Signature must be an officer of the company/owner of business.



ASE Mechanical/Safety Inspection for vehicles older than 1 model year; 2023 & 2024 do not require this inspection.



Fees – accepted in the form of Check/Money Order/Visa, MasterCard, or Discover; Credit and Debit cards accepted.

- **\$100.00 - Vehicle for Hire Business Permit Fee**
- **\$ 50.00 – Consumer Affairs decal fee for each vehicle**
- **\$ 50.00 - Airport Decal**
- **\$ 25.00 - 30 Day Short Term vehicle permit with rental agreement**
- **Port Decals – See enclosed application, instructions, and fees**

LATE FEES AFTER THE DEADLINE ARE AS FOLLOW:

1-30 Days - \$50.00 31-60 Days - \$75.00 61 Days – 1 Year - \$100.00

If you have questions, please contact the Consumer Affairs Division at (561) 712-6600 (main office)