



TRANSPORTATION LICENSING INSTRUCTIONS

Please read these instructions in their entirety prior to completing the Transportation Licensing Application.

GENERAL

Upon completion of the Licensing Application, please sign and date the Application where indicated. If the Applicant is a corporation, the President or Vice President must sign the Application. The Application must be notarized. Included with the completed application, a certificate of insurance must be provided with the following requirements:

1. Auto liability insurance;
2. \$125,000 for injuries per person in any one occurrence or accident
3. \$300,000 for injuries per occurrence or accident
4. \$50,000 for property damage for property damage in any one occurrence or accident
5. Workers' Compensation Insurance if your company has (3) or more employees

Said insurance shall be obtained by a carrier with an A.M. Best Rating of "A" or better. The Licensee shall furnish proof of said insurance by an appropriate certificate from the insurance carrier prior to commencing operations under this License with the requirement that such insurance carrier give to the Port at least thirty (30) days advance written notice before such policy is cancelled. All policies of insurance to be maintained by the Licensee shall contain a separate endorsement naming the Port as an additional insured, and the Certificate of Insurance must reflect same.

The completed Application, Certificate of Insurance, and fee is to be returned to the Port of Palm Beach District (Port) at the following address:

**Department of Finance and Administration
Port of Palm Beach District
One East 11th Street, 6th Floor
Riviera Beach, Florida 33404**

In the event additional space is necessary to complete the Application, or supporting documentation is submitted, attach additional pages as necessary.

INITIAL APPLICATIONS

Following receipt by the Port of a completed Licensing Application supporting documentation, certificate of insurance, and non-refundable Initial Application Fee which is located on our website at www.portofpalmbeach.com, the Port of Palm Beach District's Executive Director shall consider and may approve the Application.

No services or miscellaneous activities subject to licensing may be performed at the Port of Palm Beach District unless a current license authorizing such activity is in affect.