

APPLICATION FOR BOOTING LICENSE
\$500 APPLICATION FEE IS NON-REFUNDABLE
\$250 ANNUAL RENEWAL FEE

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Section 41.5-2 No person shall engage in the business of providing booting services, neither installing nor removing, within the City of Memphis without first obtaining and keeping in force a Booting License issued by the Permits Office. An applicant for a Booting License must be at least eighteen (18) years of age.

1. If the applicant is an individual/sole proprietor:

_____	_____
Full Name	Residence Address
_____	_____
Residence Telephone Number	Email Address
_____	_____
Business Name	Business Address
_____	_____
Business Telephone Number	Email Address if Different from Above
_____	_____
Emergency Contact	Emergency Contact Telephone Number

Provide Proof that Applicant is Over 18.

2. If the applicant is a corporation:

_____	_____
Individual Filing the Application	Position of Individual
_____	_____
Individual's Telephone Number	Individual's Address
_____	_____
DBA	Business Address
_____	_____
Business Telephone Number	Email Address
_____	_____
Date of Incorporation	State of Incorporation
_____	_____
Name of Emergency Contact Person	Emergency Contact Telephone Number

Attach a document listing the name, residence address and residence telephone number, date of birth and social security number of all controlling persons.

Provide Proof that all controlling persons are at least 18 years of age.

Provide Proof that the corporation is in good standing under the laws of the State of Tennessee.

Provide a current background check (no more than ninety days old) based upon Fair Credit Reporting Act standards on all persons owning five 5 per cent (5%) or greater of all outstanding stock. The City of Memphis, through the Permits Office, reserves the right to deny a permit based on the content of the report which can be appealed to the Memphis Transportation Commission within ten (10) days of such denial.

3. If the applicant is a partnership or limited liability company:

_____	_____
Individual Filing the Application	Position of Individual
_____	_____
Individual's Telephone Number	Individual's Address
_____	_____
DBA	Business Address
_____	_____
Business Telephone Number	Email Address
_____	_____
Name of Emergency 'Contact Person	Emergency Contact Person Number

Attach a list of the name, residence address, residence telephone number, date of birth and social security number of all partners, if a general partnership; of all general and limited partners, if a limited partnership; of all managers, managing members and members, if a limited liability company; and of all controlling persons;

Provide proof that all controlling persons are at least 18 years of age.

Provide a current background check (no more than ninety days old) based upon Fair Credit Reporting Act standards on all controlling persons. The City of Memphis, through the Permits Office, reserves the right to deny a permit based on the content of the report which can be appealed to the Memphis Transportation Commission within ten (10) days of such denial.

If the applicant seeks to do business under an assumed name, provide proof of compliance with State of Tennessee relevant laws.

4. Provide a written description of the activities and services, as applicable, that the applicant will carry on or provide at the licensed premises: _____

5. Proof of Insurance

No license to operate a booting service shall be issued, become effective, or continue in force or effect unless all insurance requirements, as determined by the Risk Management Office of the City of Memphis, and proof thereof are submitted in a form prescribed by the City of Memphis prior to the issuance of a license. (See attachment 1).

Applicant must provide a Certificate of Liability listing the City of Memphis as an additional insured. The additional insured endorsements shall be attached to the Certificate of Insurance, which shall also state the following: **“The City of Memphis, its officials, agents, employees, and representative shall be named as an additional insured on all liability policies.”**

Is the Certificate of Insurance with required language attached? YES NO

6. It is a condition of the license that all information in the license application is kept current. Does the licensee agree to report to the Permits Office any change in the above required information within ten (10) business days of such change? ___ Yes ___ No

7. The Applicant/Company agrees to, at all times, abide by the required company identifications, employee dress codes and any other requirements of the relative ordinance, rules and regulations of the Permits Office and Rules and Regulations of the Memphis Transportation Commission as may be promulgated.

The Applicant makes oaths that the statement contained in the forgoing application are true; that he/she is authorized to bind the applicant company; that he/she has read the foregoing obligations, representations, limitations, and restrictions, and fully understand them; that said representations are true and will be strictly adhered to.

Applicant's Printed Name

Signature

Date

Subscribed and sworn to before me this ____ of _____, 20____.

My Commission Expires

OFFICE USE ONLY

Approved: _____ Denied: _____

Joy Touliatos, Permits-License Administrator

Date

**CURRENT INSURANCE REQUIREMENTS
BOOTING ORDINANCE CODE 41.5 SERVICES**

The Company shall not commence any work under this contract until it has obtained and caused its subcontractors to procure and keep in force all insurance required. The Company shall require all subcontractors to carry insurance as outlined below, in case they are not protected by the policies carried by the Company. The Company is required to provide copies of the insurance policies upon request. The Company shall furnish the Risk Manager a Certificate of Insurance and/or policies attested by a duly authorized representative of the insurance carrier evidencing that the insurance required hereunder is in effect. All insurance companies must be acceptable to the City of Memphis and licensed in the state of Tennessee with a Best Insurance Rating of A and Class VII or better and authorized to do business in the state where the work is performed.

If any of the Insurance Requirements are non-renewed at the expiration dates, payment to the company may be withheld until those requirements have been met, or at the option of the City. The City may pay the renewal premiums and withhold such payments from any monies due the Company.

The Company shall indemnify, defend, save and hold harmless the City, its officers, employees, and agents, from and against any and all claims, demands, suits, actions, penalties, damages, settlements, costs, expenses, or other liabilities of any kind and character arising out of or in connection with the breach of this Agreement by Company, its employees, subcontractors, or agents, or any negligent act or omission of Company, its employees, subcontractors, or agents, which occurs pursuant to the performance of this Agreement, and this indemnification shall survive the expiration or earlier termination of this Agreement. The provisions of this paragraph shall not apply to any loss or damage caused solely by the acts, errors, or omissions of the City, its officers, employees and agents. Contracts for third party service providers should include indemnity provisions that protect the City from any liability arising out of the Company's loss of City's sensitive information.

Each certificate or policy shall require and state in writing the following clauses:

Company shall provide notice to the City within three (3) business days following receipt of any notice of cancellation or material change in Company's insurance policy from Company's insurer. Such notice shall be provided to City by registered mail, to the following addresses:

City of Memphis
Attn: Risk Management
170 N. Main St., 5th Floor
Memphis, TN 38103

City of Memphis
Attn: Purchasing Agent
125 North Main, Room 354
Memphis, TN 38103

The Certificate of Insurance shall state the following: "The City of Memphis, its officials, agents, employees and representatives shall be named as additional insured on all liability policies." The additional insured endorsements shall be attached to the Certificate of Insurance and the Certificate of Insurance shall also state: "The additional insured endorsement is attached to the Certificate of Insurance."

WORKERS COMPENSATION:

The Company shall maintain in force Workers' Compensation coverage in accordance with the Statutory Requirements and with Minimum Limits of the State of Tennessee and shall require all subcontractors to do likewise.

Employer's Liability	\$100,000
Each Accident	\$500,000
Disease-Policy Limit	\$100,000
Disease-Each Employee	

AUTOMOBILE LIABILITY:

Covering owned, non-owned, and hired vehicles with Minimum Limits of:

\$1,000,000 Each Occurrence – Combined Single Limits

COMMERCIAL GENERAL LIABILITY:

Comprehensive General Liability Insurance, including Premises and Operations, Contractual Liability, Independent Contractor's Liability, and Broad Form Property Damage Liability Coverage with Minimum Limits of:

\$2,000,000	General Aggregate
\$1,000,000	Products-Completed Operations
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence (Bodily Injury & Property Damage)
\$ 50,000	Fire Damage any One Fire
\$ 5,000	Medical Expense any One Person

OR

GARAGE LIABILITY:

With Minimum Limits of:

\$2,000,000	Garage Liability General Aggregate
\$1,000,000	Garage Liability Each Occurrence
\$ 100,000	On Hook
\$ 200,000	Garage Keepers Legal Liability

*****NOTE: Garagekeepers Legal Liability is needed regardless of whether written on a GENERAL LIABILITY or GARAGE LIABILITY policy.**

PROPERTY INSURANCE:

The Company shall be responsible for maintaining any and all property insurance on their own equipment and shall require all subcontractors to do likewise. The Company shall require all sub-contractors to carry insurance as outlined above, in case they are not protected by the policies carried by the Company.

The Company is required to provide copies of the insurance policies upon request.