



What is required to license your tire business?

To obtain a license/permit for a tire shop a person must submit an annual application and provided to The Department of Building Safety. The application form requires the following:

- ✓ The **name and residence address of the applicant** (this information shall be listed for each member of a partnership or limited liability company and for each officer of a corporation);
- ✓ The **name, business address, physical address**, telephone number and nature of the proposed operation, existing operation or annexed operation;
- ✓ The present zoning and legal description of the premises for which application is being applied;
- ✓ The **tax identification number** or **tax payer identification** number for the operation and each owner and operator listed in the license application;
- ✓ For **tire businesses with mobile tire repair units or scrap tire transportation units**, the number and description of vehicles the applicant proposed to use as **mobile tire repair units** or **scrap tire transportation units**, including the year, make, model, vehicle identification number, and state license registration number for each vehicle, and **proof that each vehicle is in compliance with state requirements** for vehicle registration, vehicle inspection and vehicle financial responsibility;
- ✓ A copy of the National Pollution Discharge Elimination System Discharge Permit or notice of coverage for that location, (as applicable);
- ✓ A copy of the Storm Water Pollution Prevention Plan for that location, (as applicable);
- ✓ A copy of the state registration for a tire recycling facility, (as applicable);
- ✓ A copy of all other records and permits required by all state and federal agencies that regulate tire businesses including but not limited to the TCEQ and EPA.
- ✓ The Building Official may require code enforcement officers to physically ascertain the documents required by this article are kept on file at the facility as an alternative to the inclusion of such documents with an application. In such case, the application will not be approved until the officers have ascertained the documents' existence. Enforcement of federal or state requirements shall remain the responsibility of the appropriate agencies.

- ✓ All applications must be signed and sworn to by the party applying for the license.
- ✓ **A separate license is required for each separate Facility. A separate mobile tire repair unit or scrap tire transportation unit decal is required for each separate vehicle operated as mobile tire repair unit or scrap tire transportation unit.**
- ✓ Licenses and permits are not transferable between person, yard, businesses, or vehicles.
- ✓ Each application shall be accompanied by a non-refundable \$50.00 application fee and \$10.00 technology fee .

License/Permit Fee Schedule

<u>CATEGORY</u>	<u>CLASS</u>	<u>FEE</u>
<u>Tire business license</u>	I. <u>Less than 5,000 square feet</u>	<u>\$50.00</u>
	II. <u>5001 to 21,780 square feet</u>	<u>\$65.00</u>
	III. <u>21,781 to 43,560 square feet</u>	<u>\$80.00</u>
	IV. <u>More than 43,560 square feet</u>	<u>\$100.00</u>
<u>Mobile tire repair unit permit/decal</u>		<u>\$50.00</u>
<u>*each additional Mobile tire repair units</u>		<u>\$25.00</u>
<u>Scrap tire transportation unit permit/decal</u>		<u>\$50.00</u>
<u>*each additional scrap tire transportation units</u>		<u>\$10.00</u>
<u>Technology fee</u>		<u>\$10.00</u>

The fee for issuing a duplicate license or permit required under this article for one that is lost, stolen, or mutilated is \$50.

- ✓ The license or permit shall be renewable annually. A licensee or permittee shall apply for renewal at least thirty (30) days before expiration of the license or permit. Failure to apply for renewal prior to the expiration will result in a \$25.00 late fee if application received within the first 30 days, after which a \$50.00 late fee will be assessed in addition to the ordinary license or permit fee.
- ✓ A mobile tire repair unit permit or scrap tire transportation unit permit granted under this article expires upon expiration, revocation, suspension or non-renewal of the tire business license.

For additional information <http://amarillo.gov/buildingsafety> or contact a customer service specialist at (806) 378-3041

You are able to submit all documents electronically by emailing them to building@amarillo.gov