

Registered Tow Truck Operator Checklist

Use this checklist of commonly missed items to avoid delays in the application process for your registered tow truck operator license. Please be sure to read the Instructions for Completing the Vehicle Transport/Disposal Addendum for detailed information.

- Each different business location requires a separate Business License Application. This includes storage yards or any other place you conduct your business that have a different address than your main place of business. If the Washington State Patrol Inspection Report form (see checkbox below) lists additional addresses, you will need a separate Business License Application and Addendum for each one.
- Have you obtained an Inspection Report from the Washington State Patrol? You must arrange to have all your business facilities and equipment inspected by the Washington State Patrol before submitting your application. Attach the completed **Washington State Patrol Tow Truck Business Operator Equipment Inspection Report** form to your applications.
- Is your insurance complete and accurate? You must submit proof that the business carries the following insurance coverage and that it is listed clearly on your insurance certificate:
 - At least \$100,000 liability for bodily injury or property damage;
 - At least \$50,000 on-hook/cargo coverage; and
 - At least \$50,000 Garage keepers.
- Have you included the correct fees? See [Vehicle – Related License and Fee Description Sheet \(BLS-700-185\)](#).
- Remember to include \$50 for each truck permit. Each truck operated by your business must have a permit.
- Have you signed the [Bond form \(DLR-430-205\)](#) or are all partners' signatures provided? Does your business name and city on the application exactly match the business name and city on the bond? Please refer to section B of the [Vehicle Transport/Disposal Addendum instructions \(BLS-700-188\)](#) as to who should sign the bond and how the bond name should appear. Does the bond have a commencing date? Is the bond form signed by the Attorney-In-Fact for the bonding company? Incorrect bonds delay license approval.
- Have you included your [Registered Tow Truck Operator Official Fees form \(DLR-430-234\)](#), stating the fees you charge for the various tow truck services you offer?
- Have you included your completed Driver List with the names of all employees who will serve as tow truck drivers at the location named on the application?
- Listserv Activation
 - What is Listserv?
Listserv is a free and automated email distribution service through which we distribute our Industry Newsletter and other very important information to our licensees. It's economical and ensures you get this information quickly.
 - Ensure the integrity of your license by keeping up-to-date on any changes to statutes, changes in the Department, and any other new information for licensees. The newsletter is the primary way that Dealer Services communicates important information to you.
 - How do I sign up for Listserv?
 - Click on the link below, and then follow the directions on the page:
[Registered Tow Truck Operators, Transporters, Wreckers, Scrap Processors, and Hulk Haulers](#)
 - For more information, contact Dealer Services at (360) 664-6455.
- Your business location must meet the requirements as described in 46.55.060. Refer to location requirements provided below.

It is your responsibility to ensure that your business site complies with all applicable building codes, zoning, and other land-use ordinances (contact the city/county zoning department). You must have a local zoning official sign Section F of the addendum to certify compliance of your business location with land use ordinances.

The files shall be kept at the address that is listed on the Business License Application. Each separate business location requires a separate Business License Application and Vehicle Transport/Disposal Addendum. If you operate additional impound areas away from this business, you must register each location separately. The application shall also list all locations of secure areas for vehicle storage and redemption.

Here's a list of requirements for your business location(s):

- Each business location must have a sign displaying the firm's name that is readable from the street.
- At the business locations listed where vehicles may be redeemed, the registered operator shall post in a conspicuous and accessible location:
 - The current towing and storage charges itemized on a form approved by the Department;
 - The vehicle redemption procedure and rights; and
 - Information supplied by the Department as to where complaints regarding either equipment or service are to be directed.
- On any day when the registered tow truck operator holds the towing services open for business, the business office shall remain open with personnel present who are able to release impounded vehicles in accordance with this chapter and the rules adopted under it. The normal business hours of a towing service shall be from 8:00 a.m. to 5:00 p.m. on weekdays, excluding Saturdays, Sundays, and holidays.
- A registered tow truck operator shall maintain personnel who can be contacted twenty-four hours a day to release impounded vehicles within a reasonable time.
- A registered tow truck operator shall provide access to a telephone for any person redeeming a vehicle, at the time of redemption.