

Town of Jackson Ground Transportation Business License Application



150 E Pearl Avenue
PO Box 1687
Jackson, WY 83001
P: (307)733-3932
F: (307)739-0919
www.jacksonwy.gov

This application is required for businesses seeking to provide ground transportation services to the public within, to, and from the Town of Jackson. The application must be fully completed by the applicant to be processed. The applicant must have a Town of Jackson Ground Transportation Business License, Operator's Permit, and Vehicle Permit before it is legal to engage in ground transportation services.

Expiration and Renewal: Ground Transportation Business Licenses expire one year after the date of issuance and must be annually renewed by submitting this application.

Annual License Fees: The annual license fee must be submitted with the application, and the fee is non-refundable. Submission of the fee does not constitute approval of an application. If the application is denied, a refund of the fee will be issued minus a \$49.00 application fee.

Change of Location: If a ground transportation business seeks to change business locations, a new application is required for the approval of the location. An application based on a change of location does not require resubmission of the annual license fee, but does require a \$50.00 application fee.

Transportation License Fee:

10 or fewer employees = \$133.00

11 or more employees = \$267.00

APPLICANT INFORMATION

Business Name: _____

Doing Business As (DBA): _____

Is this business in your residence?

☐

Yes

☐

No

If YES, and if it is within the Town of Jackson corporate limits, submit with the application a Home Occupation Form.

Business Owner's Name: _____

Business Mailing Address: _____

Business Physical Address: _____

Business Phone Number: _____

Business Email Address: _____

Does the business have a designated monogram, name, or insignia?

☐

Yes

☐

No

A copy of the monogram, name, or insignia is required for the application.

How many vehicles are in the Business? _____

How many parking spaces are allocated to this Business? _____

How many employees working in the Town will be on the business payroll? _____

Does the business have a current insurance policy that complies with JMC 5.50.040B, has coverage for \$500,000 in property damage, \$500,000 for personal injuries (combined coverage of \$1 million), and lists the Town of Jackson as a "certificate holder" on the policy?

☐

Yes

☐

No

A copy of the insurance policy is required for the application.

If the answer is YES to any of the following questions, the Town may contact you for more information.

Have you ever been convicted of a crime?

☐

Yes

☐

No

Have you ever been convicted of a crime involving dishonesty, a false statement, or a felony?

☐

Yes

☐

No

Have you ever been charged with a crime?

☐

Yes

☐

No

Do you have any criminal charges pending?

☐

Yes

☐

No

I (print your full legal name), _____, do hereby swear and affirm, under penalty of perjury, the information I have provided on this application is true and correct to the best of my knowledge and I understand the information provided herein may be investigated for accuracy.

Signature of Applicant _____

Date _____

Submit completed form in person at Town Hall, 150 E Pearl Avenue or by mail to TOJ Attn: Finance Dept, PO Box 1687, Jackson, WY 83001.

For Official Use Only

Approving Department	Initials	Date Approved	Comments
Finance Department			
Building Department			
Fire Department			
Planning Department			
License Fee \$		Date Paid:	Date Application Received:

All applications shall be processed within 30 days of receipt of the application.

Change of Location applications shall be processed within 14 days of receipt of the application.

Business License Number: