



## Instructions for Obtaining Commercial Passenger Vehicle Permits

Hotels, taxis, transportation companies and others operating commercial passenger vehicles on airport grounds must have a permit to pick up or drop off passengers. Anyone operating a commercial passenger vehicle is subject to Airport Rules and Regulations. To apply for a permit or to obtain other forms, visit [CVGairport.com/VehiclePermits](http://CVGairport.com/VehiclePermits).

### **PERMITS AND PRICING**

**Annual Permits** provide unlimited access onto the Airport for the permit year (June 1-May 31) for Airport Trips. Fees include:

Vehicles carrying a maximum of 14 passengers: \$100 per vehicle registration fee, \$3.00 per trip

Vehicles carrying 15 or more passengers: \$100 per vehicle registration fee, \$25.00 per trip

**Daily Permits** allow access onto grounds for trips on a given day. The daily fee is \$25 per vehicle/van capable of carrying up to 14 passengers, or \$50 per vehicle/van capable of carrying 15 or more passengers.

### **APPLICATION PROCESS**

**1. Email all required forms and documents to [permits@cvgairport.com](mailto:permits@cvgairport.com).** Upon receipt of all paperwork, your application will be processed. Please allow a minimum of three **business** days for this to be completed. An administrative fee of \$25.00 will apply if a complete application is submitted less than 3 business days in advance of the first trip for which a permit is required.

**2. You will be contacted via email only** (listed on your application), when your application has been approved. The email notification will include your operating policies and the total amount due. If an annual permit is approved, you will be instructed to report to the Police Department for the inspection and to obtain your permit sticker and an AVI (automated vehicle identification) tag. The application approval will expire after 30 calendar days. You must report to the police department within 1 month of obtaining approval to avoid having to submit another application and paying an additional application fee. Note: Do not report to the police department until you are notified.

**3. The Police Department, located at 3222 Terminal Drive, Hebron KY 41018, will conduct vehicle inspections** and issue annual permits and AVI tags Monday – Friday from 8:30 a.m. to 2:30 p.m. For daily permits, arrive prior to the earliest approved Airport Trip. The driver must present the following at the time your permit is provided:

- Current registration
- Insurance card
- Valid driver's license
- Payment of amount due as stated in your email notification, via check or money order payable to KCAB

For Annual Permits, a permit sticker will be affixed to the driver side rear bumper and an AVI tag will be affixed to the center of the front windshield. Daily permits are issued in the form of a placard. All placards must be placed on the driver side of the vehicle's dashboard for the duration of the Airport Trips.

Note: Commercial passenger vehicles registered in Kentucky must have a current Bus Inspection Permit on the front windshield if the vehicle can transport 9–14 persons, including driver. (Vehicles registered in Ohio and Indiana do not require a Ky. Bus Permit.) Permit can be obtained from the Ky. Dept. of Transportation. Call the Boone County scales office at 859-485-6778, or the Kenton County office at 859-356-1111.

### **ADDING ADDITIONAL VEHICLES**

For existing permit holders with an Annual Permit, adding additional vehicles will require you to submit the following documentation to [permits@cvgairport.com](mailto:permits@cvgairport.com) :

- Vehicle Information Sheet – available online
- Fee Receipt Copy for applicable vehicle (Kentucky taxi companies only)
- Legible copy of registration for each applicable vehicle
- Certificate of Liability
  - Must show proper auto liability amounts as required by K.R.S. 281.655 showing the specific vehicle is covered, AND commercial general liability coverage of not less than One Million Dollars (\$1,000,000.00) per occurrence.
  - Both certificates must name the Kenton County Airport Board as an additional insured. The Certificate Holder should read: Kenton County Airport Board, Risk Manager, and P.O. Box 752000, Cincinnati, OH 45275.
- Copies of any mechanical inspections completed as required by law.

Follow steps 2 and 3 of the Application Process above. Note: Certificates of Operating Authority and Authorization/Existence are not required when submitting an application to add a vehicle to an existing annual permit umbrella.

Registration fees will be prorated to the number of months during which the permit will be valid. No refunds will be issued for fees paid should the vehicle be removed

### **Questions:**

For questions about the application process, you may email [permits@cvgairport.com](mailto:permits@cvgairport.com).