

**City of Cleveland
Department of Port Control
Cleveland Hopkins International Airport**

**Courtesy Hotel and Offsite Parking Shuttle Permit Checklist
Effective August 1st through July 31st**

All applicants for Ground Transportation Center permits are required to complete the application and hand-deliver with supporting documentation and required fees to the Ground Transportation Office.

The Ground Transportation Office hours are Monday through Friday, 7:30 a.m. to 4:30 p.m., excluding holidays, and is located on the baggage claim level across from carousel 3, next to door # 2.

The application package must include:

- ___ A completed and signed application
- ___ Copies of current vehicle registrations for **all vehicles** intended to be used for airport shuttle service;
- ___ List of all drivers and copies of their licenses. CDL license is required for those who operate 15+ passenger vehicles.
- ___ Proof of insurance coverage for the current year. This must be presented on an authorized **ACORD Certificate of Liability Insurance** form completed by your insurance company. No other proof of insurance is acceptable.
Minimum liability insurance required is:
1-15 passengers - \$1.5 million;
16+ passengers - \$5 million;
- ___ Payment of \$550.00 for each permit

Cleveland Hopkins International Airport Ground Transportation staff shall review each application to ensure accuracy, completeness, and compliance with the requirements set forth in the application. Incomplete applications will be returned to the applicant for correction or submission of required documentation.