

LAX Ground Transportation Permits Office

2018 Required Documents and Fees – Reference Guide*	
1	<p>\$150 Annual Administrative Fee (2018 and past due fees, if any)</p> <ul style="list-style-type: none"> Company Check, money order, or cashier's check only. No new checks or personal checks will be accepted.
2	Completed Ground Transportation Information Form (website link, see below)
3	<p>Insurance "Approved"/"Complete" by LAWA Risk Management (424-646-5487)</p> <ul style="list-style-type: none"> If the company profile is not in Pins Advantage the Vehicle Schedule must be emailed to Risk Insurance with a cc: to Infolandside@lawa.org before you begin bringing in vehicles for re-decal. Call our office for more information.
4	<p>Current DMV Commercial Registrations for all vehicles in fleet</p> <ul style="list-style-type: none"> No vehicles will be added until the entire current fleet is re-decaled.
5	<p>California Public Utilities Commission (CPUC) compliance</p> <ul style="list-style-type: none"> All vehicles in the current fleet must be on the authorized equipment list; you may contact the LAX Ground Transportation Permits Office ahead of time to confirm the vehicles on your authorization list.

*NOTE: Your renewal will not be processed without all of the above. You may call the Ground Transportation Permit ahead of time for information on any of the above.

Contact our Office: **Telephone:** 424-646-6460 **Email:** infolandside@lawa.org
Website: www.lawa.org/en_airport_operations_GTPermits

Office Hours: **Monday – Thursday** 7:30am – 3:30pm
Fridays 7:30am – 12:00pm
Closed all Holidays

Frequently Asked Questions

Q: May I pay the annual fee later?

A: No. Required payments, all required documents, and all vehicles must be brought in for inspection within the assigned re-decal period to avoid late fees.

Q: May I have my decals mailed to me?

A: No. We must visually inspect each vehicle in your fleet every year that we re-decal.

Q: When do I have to pay late fees?

A: After your assigned re-decal period has passed. If you have not paid your Annual Fees (past annual & late fees if applicable) and if you have not re-decaled your entire fleet you must pay \$20 per month every month until everything is complete. We will not process any transactions until all fees have been paid.

Q: May I mail in my paperwork and payment?

A: Yes, but the vehicles in your fleet must be brought to the Ground Transportation Permit Office for visual inspection & re-decal before the end of the assigned re-decal period for your company. Otherwise a late fee will be applied every month until the fleet is completely re-decaled.

Q: May I submit my annual payment and bring my vehicles before my assigned re-decal period?

A: Yes. The basic annual fee is \$150 per company. Contact the Ground Transportation Permits Office if you think you have not paid for last year and we will check your company status.

Q: I have current insurance so why is my insurance “Not Approved”?

A: You may have insurance but possibly have not had your insurance agent/broker submit proof of your insurance to LAWA Risk Management. Contact the Ground Transportation Permits Office to check your insurance status.