



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**Application for Towing/Wrecking License**  
**License expires annually on June 30<sup>th</sup>**

<input type="checkbox"/> Application Fee: \$45	<input type="checkbox"/> Towing/Wrecking License Fee: \$278.00
<input type="checkbox"/> Renewal Fee: \$35	<input type="checkbox"/> SBI Background Check: \$21/principle officer

<b>Business Information</b>			
Business Name (d/b/a):		Phone:	
Business Mailing Address:			
Location of Office:			
Contact Person:		Phone:	
Contact Person Email:			
Manager of Establishment:		Phone:	
Owner of Premises (Landlord):			
Address of Premises Owner:			

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name	Corporate Mailing Address		
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address



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<b>About Your Business</b>	
Location of vehicle storage/release facility (storage/release facility must be within Portland or within a 5 mile radius of Portland City Hall):	
Size of storage/release facility:	
Security features:	
Landlord of premises where vehicles are stored:	
Address of landlord:	
Regular business hours (Must be available 24 hours a day for vehicle release):	
What services are you equipped to perform:	
Number of tow/wreckers (attach a list of the year, make & size of the wreckers):	
Description of 2-way mobile communications and base station:	
Do you wish to be placed on the Police Tow List?	Y/N
Does the Issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain:	

**Please provide:**

- **Garage keeper’s liability covering the premises, including fire, theft, windstorm, vandalism, and explosion in the amount of at least \$25,000 with each vehicle suffering damage or loss being deemed a separate claim.**
- **Road service liability coverage for the lifting, hoisting and towing of vehicles must be included in the garage keeper’s legal liability policy.**
- **General liability coverage in the amount of at least \$400,000.**
- **Copy of the Vehicle Registration**

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Applicant agrees to accept all responsibility for any and all itemized personal property theft in towed and stored vehicles. Applicant agrees and he/she has received a copy of the current police department rules and regulations.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/ We hereby authorize the release of any criminal history record information to the City Clerk’s Office or licensing authority. I/ We hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information, refer to the City Code of Ordinance Chapter 28, Traffic and Motor Vehicles, at: [www.portlandmaine.gov](http://www.portlandmaine.gov).*

**389 Congress Street, Room 307 • Portland, Maine 04101 • 207-874-8557**

**bl@portlandmaine.gov • [www.portlandmaine.gov](http://www.portlandmaine.gov)**

**PORTLAND POLICE DEPARTMENT**  
**MEMORANDUM**

TO: ALL TOW LICENSEES  
FM: Frank Gorham, CHIEF OF POLICE  
DT: January 1, 2022  
RE: TOWING REGULATIONS

1. The Portland Police Department shall maintain a towing list of licensees willing to accept towing work for the City of Portland. Towing work will include junk car removal, scofflaws, snow tows and crashes. All licenses on the tow list are expected to accept all types of work. Three refusals to provide towing service within a 60-day period, without good cause, shall be cause for suspension from the tow list. Three additional refusals within a 60-day period may result in removal from the tow list. "Good cause" for refusing a tow includes a documented equipment failure or documented proof that a truck was out of service for repairs and no other truck was available to handle the tow. Towing in another jurisdiction will not be considered to be "good cause." A licensee accepting a request to remove a junk car shall maintain the same status on the tow list.
2. Violation of the towing regulations established by the Chief of Police and/or the Portland City Ordinances regarding tow operators and/or business licenses may be cause for removal from the applicable tow list.
3. Licensees on the tow list, including their affiliates, shall neither employ or utilize the services of nor rely upon the advice of sworn members of the Portland Police Department in the regular conduct of their business, even if such services or advice are provided without pay or other remuneration. Business concerns, organizations or individuals are "affiliated" if directly or indirectly (a) either one controls or has the power to control the other; or (b) a third party controls or has the power to control both. Evidence of "control" includes but is not limited to: interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; or business entity organized after the removal or suspension of a licensee from the tow list that has same or similar management, ownership, or employees as the original licensee. Violation of this section is cause for removal from the tow list.
4. Licensees on the tow list shall have either a two-way radio or a cellular phone in the wrecker.
5. Licensees shall arrive on the scene within thirty (30) minutes of a receipt of request for service from the police. Licensees who are not able to respond to a

request for service must advise police dispatch of that fact within ten (10) minutes of the request. If a licensee asks another licensee to cover the tow, the vehicle must be towed to the storage lot of the licensee that received the original request for service from the police department. Both licensees must be listed on the police tow list.

6. A wrecker owned or operated by a licensee on the tow list shall be equipped with a means of removing a vehicle without wheels.
7. Licensees shall carry appropriate equipment for removal of debris *and fluids* from crash scenes. Licensees will be responsible for sweeping debris *and sand or "speedy dry"* from crash scenes. Licensees may not charge the vehicle owner or the City a fee for this service, unless the City council or the Chief's designee approves the fee. If debris is not removed, the tow company will be called and expected to remove all debris as soon as possible; but no later than one hour from the time of the call for removal.
8. Licensed wreckers must be equipped with a fire extinguisher and emergency lights.
9. Licensed wreckers must have the business name and phone number stenciled on both doors of the vehicle in letters at least three (3) inches high.
10. Licensees must maintain a business phone that is answered 24-hours a day.
11. Licensees must notify the police dispatcher of a private tow within thirty (30) minutes of the tow.
12. For the purposes of administering the ordinance fee schedule, a vehicle is considered "hooked" to the wrecker when the vehicle has been physically connected to the wrecker in some fashion.
13. Licensees must comply with the schedule of maximum rates permitted to be charged to vehicle owners that is contained in Section 28, Article IV of the Portland City Ordinances. Those rates apply to any tow of a vehicle without the owner's consent, including but not limited to private lot tows requested by a lot owner or manager, and to police requested tows of private vehicles, including but not limited to abandoned vehicle tows, snow tows, scofflaw tows and crash scene tows.
14. Licensees must advise vehicle owners prior to release of the vehicle, that there is an additional fee of \$30.00 if the vehicle is released between 7:00 p.m. and 7:00 a.m. any day and from 7:00 a.m. to 7:00 p.m. on Sundays. Licensees must also advise vehicle owners that a daily storage fee of \$30.00 will be charged for vehicles left longer than twenty-four (24) hours.

15. If cash is the only accepted means of payment, the vehicle owner must be notified of that fact at the time the owner calls to locate the vehicle. Wrecker operators must carry adequate currency to make change or tell the vehicle owners that they must have the exact amount of the tow when the owner calls. The owner should also be advised that the person who picks up the vehicle will need to provide identification.
16. Upon payment of the towing fee, licensees shall give the vehicle owner, operator or other responsible party a printed receipt that includes the name of the tow company, the name of the tow operator, and the tow company's current address and phone number. The receipt shall itemize the cost of towing, storage and any other fees paid when the vehicle is released. When a vehicle is released the licensee shall keep a record of where, when and to whom the vehicle was released. The person to whom the vehicle is released must show identification to the tow operator. A copy of the identification (or the name, date of birth, license number and issuing state from the identification) must be forwarded to the Traffic Division **along with receipts** from city tows every *fifteen 15 days*.
17. Storage lots must be fully enclosed *to a height of at least 8 feet and may include razor wire*, and have a locking gate *the same height*. The lot needs to be fully illuminated, including the area outside the entrance gate.
18. When a vehicle owner calls to locate a vehicle, the owner shall be told the location of the vehicle. Arrangements shall be made to meet the owner at that location within one (1) hour of the call.
19. By Tuesday of each week, the licensee shall notify the Portland Police Department's Traffic Division of any unclaimed vehicles. Notification may be made by e-mail, or mail and must be typed or legibly written. The notification must include the year, make, model, color, registration plate number and issuing state, and a legible VIN for each vehicle listed. The phone number for the Traffic Division is 874-8532.
20. No tow operator, owner or employee shall, during the course of business, engage in any rudeness, threats, arguments, fights or other disturbances. A tow operator, owner, or employee shall not, during the course of business, harass, threaten, or assault another person or intentionally damage, destroy, or threaten to damage or destroy any property or in any other manner engage in conduct detrimental to the orderly, safe, and efficient towing of vehicle.
21. The Traffic Division must be notified of any felons or registered sex offenders employed the licensee within *fifteen (15) days* of that person's employment. Registered sex offenders and felons shall not be assigned to perform City tows.

22. No tow operator, owner or employee shall during the course of business, use any illegal drugs or alcohol. No licensee shall condone or permit the use of any illegal drugs or alcohol by an employee.
23. Whenever the police department receives, initiates or generates a complaint regarding a tow operator, owner, licensee or employee, the complaint will be referred to the Traffic Division for investigation and review. If the complaint involves a tow that was initiated by another city department, (i.e. Parking, DPW) the complaint shall be referred to that department for investigation. If the Traffic Division investigates the complaint, the licensee and any other interested parties will be notified in writing of the nature of the complaint. Once the investigation is complete, the licensee and any other interested parties will be notified of the outcome of the investigation and, if appropriate, be given an opportunity to respond to the complaint before any penalty is imposed.
24. Any violation of these rules or applicable City ordinances may subject the licensee to any one of the following penalties:
  - A. Written reprimand
  - B. Suspension from the tow list
  - C. Removal from the list or
  - D. Referral of the matter to the City Clerk for action on the license.

The Traffic Sergeant will determine if the imposition of a penalty is appropriate. A record of the penalty will be provided to the licensee and the City Clerk, and will be maintained by the Traffic Division.

25. A licensee may appeal the Sergeant's penalty within thirty (30) days, in writing, to the ***Operations*** Lieutenant. The Lieutenant will review all material related to the complaint and determine if there are grounds for the penalty. The Lieutenant may remove the penalty, reduce it, or let the penalty stand as is. In any event the Lieutenant shall notify the Traffic Sergeant and the licensee of his/her decision, in writing, within fifteen (15) days of receiving the request.

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Frank Gorham  
Chief of Police