



Instructions for Obtaining Commercial Passenger Vehicle Permits

Hotels, taxis, transportation companies and others operating commercial vehicles on airport grounds must have a permit to pick up 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.

PERMITS AND PRICING

Per-Trip Permits provide unlimited access onto the Airport for the permit year (June 1-May 31) for pre-arranged Airport pickups. 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, \$50.00 per trip

Daily Permits allow access onto grounds for one day pre-arranged pickup. The daily fee is \$50 per vehicle/van capable of carrying up to 14 passengers, or \$100 per vehicle/van capable of carrying 15 or more passengers. Operators who provide transportation services on Airport more than 3 calendar days in a year must apply for an annual permit.

APPLICATION PROCESS

1. Email all required forms and documents to permits@cvgairport.com. You may also mail your documents to KCAB, Ground Transportation Dept., P.O. Box 752000, Cincinnati, OH 45275. Upon receipt of all paperwork, your application will be processed. Please allow a minimum of three **business** days for this to be completed.

2. You will be contacted via email only (listed on your application), when your application has been approved and your vehicles can be inspected. The email notification will include your operating policies and the total amount due. 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 will conduct vehicle inspections and issue per trip permits and AVI tags Monday – Friday from 8:30 a.m. to 2:30 p.m. For a daily permit, arrive prior to your scheduled, approved pick-up. The driver must present the following at the time of inspection:

- 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 Per-Trip Permits for vehicles carrying up to 14 passengers, 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. For vehicles with a 15-plus passenger capacity, a placard will be provided, which will contain your permit sticker and

AVI, tag if required. Daily permits are also 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 pick-up.

Note: Commercial passenger vehicles registered in Kentucky must have a current Bus Inspection Permit on the front windshield if the vehicle is capable of transporting 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

Vehicle additions will require you to submit a request via your CVG vendor account and submit for the vehicle:

- 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 and commercial general liability coverage of not less than One Million Dollars (\$1,000,000.00) per occurrence, and must show specific vehicles covered.
 - 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 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 or call 859-767-7500.