

Attention all Commercial CCAA Permit Holders

As we near the end of the 2023 permitting period and prepare for 2024 permitting/permit renewal period, we'd like to make you all aware of the following upcoming renewal procedures:

Note: New vehicles or vehicles needing replacement decal/ NFC tags will need to be brought to the Landside Operations office for installation.

New Permit

Charter, taxi, baggage carrier and courtesy vehicles will need to have all required documentation from the Renewal Checklist for each vehicle (Go to below URL and view checklist for vehicle classification type) along with payment, to purchase/renew permit. Once the vehicle is processed a decal will be issued, digitally registered, and installed by our office personnel on the corresponding vehicle(s) windshield. **Vehicle(s) will need to be present at the time of permit purchase for installation.** If you are unable to have the vehicle present, you must bring the vehicle(s) in for decal installation before it's next pick up. **Special arrangements can be made for large fleets.**

We are asking all companies to print out and prefill applications before coming to office. This will help ensure a better and more time efficient renewal during your visit. The application and requirement checklist can be found at the URL located at the bottom of this memo.

HIGH IMPORTANCE

Important: Permits purchased between January and June will be \$120.00. Permits Purchased between July and December will be \$60.00.

The deadline for all initial renewals will be 4:30pm January 31, 2024.

Failure to renew before this date and time will result in your permit status being temporarily revoked until the renewal process has been completed. The revocation will be implemented and enforced starting February 1, 2024.

It is the operator's responsibility to have all required documents completed as described in the attached requirement list and 2018-01 Ordinance upon arriving for renewal. **If required documents are not present, or completed in the format required, the company/operator will be immediately turned away and will not be renewed until all documents are present and meet our full requirement.**

Any vehicles that have not renewed by the above-mentioned deadline will have to purchase a temporary permit for each pick up until renewal for that vehicle has been completed. **Temporary permit purchase will only be authorized if your vehicle is in full compliance with the ORS office and has the proper insurance certificate on file with our office.**

The application and renewal requirement pdf's can be found on the CCAA website at the following URL:

<https://www.iflychs.com/Ground-Transportation-Permit>