

Arkansas Towing and Recovery Board Licensing & Permitting Instructions

Application for a Business License

To operate a tow company in the State of Arkansas, non-consent or consent only you must have a Business License issued by the Arkansas Towing & Recovery Board. In order to obtain a Business License, you must fill out the Application for a Business License completely. The application must be signed and initialed by the business owner in the appropriate places or it will not be accepted. You must be able to show proof of insurance, \$50,000 Garage Liability for your non-consent business license and for any tow vehicles you are permitting for that location. Ask your insurance agent for a Certificate of Insurance, this is a standard industry form they should be familiar with.

When obtaining a Business License, you are confirming that your tow facility meets the criteria for a tow business in accordance with the statutes and rules and regulations administered by the Arkansas Towing & Recovery Board.

A tow facility must:

- Be domiciled in the State of Arkansas (except Texarkana, TX and Memphis, TN)
- In a location that is easily accessible, located in Arkansas.
- Maintain a secure filing system for record keeping on site
- Display signage with the company name As it appears on the business license, physical address, telephone number(s) and hours of operation. Signs must be 4'x6' or meet local building codes or sign ordinance standards.
- A 16"x20" sign posted in the public area notifying customers of the complaint process.
- Your maximum rate schedule must be posted in a conspicuous place.
- All vehicles are stored in a manner that protects a customer's vehicle and personal property while in the care and custody of the tow facility.
- Your tow business must meet all the requirements required by other state agencies or local governmental bodies including registering your business with the Arkansas Secretary of State's office.
- Your COMPANY NAME on the business application must be the same as the name on your other business documents. You may be asked for a copy of your Articles of Incorporation, other legal documents or proof you've filed with the Secretary of State's office.

NOTE: You may be asked by the ATRB for photographs of your facility to ensure compliance. Note that falsifying the Application for a Business License could result in the suspension or revocation of your business license or civil penalties up to \$5,000.

Mail: your application for a Business License and any supporting documents can be **sent by mail** to:

Arkansas Towing and Recovery Board

7418 North Hills Blvd.

North Little Rock AR 72116

(mailed applications will be processed and returned in the mail typically the following day)

Faxed application packets: may be Faxed to 501-682-3589 note that the three requisite photos may not be clear in a Faxed application packet. The ATRB may have you email them if that occurs.

E-mailed packets: may be emailed to billy.simpson@arkansas.gov. **Make sure all documents are emailed as PDF files.** Put in subject line YOUR COMPANY NAME business license renewal.

Walk-in's: are welcome at the ATRB office before 3:30 PM. It is strongly suggested you call the office first, particularly if you are making a long trip. Their office number is (501) 682-3801. **Be aware of their current COVID-19 protocols (as of June 2020) you will enter through the meeting room door for walk in service.**

Permitting Your Tow Vehicles and Equipment

You will need a Tow Vehicle Safety Inspection Form for each vehicle you intend to use in your business. Each vehicle must be inspected by a certified law enforcement officer or an ATRB investigator. A separate form must be used for each tow vehicle permitted. The items on the inspection form are there for a reason, Compliance ensures a safe and well-equipped tow vehicle that is ready for any situation. The Vehicle Safety Inspection form must be signed by both the inspecting officer and the tow company owner.

Certificate of Liability Insurance (COLI)

You must have Proof of Insurance on each vehicle permitted. You will need to provide a certificate of Insurance from your agent. \$50,000 on-hook minimum coverage is required.

3 photographs of each tow truck (must be new each year)

Submit three (3) photographs with Vehicle Safety Inspection Form. A side view of the driver and passenger side and one of the license plate mounted on the tow vehicle.

Note: If it is a new truck and you've not yet been issued a license plate by the Arkansas DFA-Office of Motor Vehicles you will have 30 days from the day your permit is issued to submit a photograph.

Once Permits are received

As soon as you receive your permit decals for your tow vehicle they should be permanently attached to the windshield, driver's side in the lower corner.

Once you've licensed your tow vehicle with the Arkansas Towing & Recovery Board you can acquire your license plate from the Arkansas DFA Office of Motor vehicles. In addition to the commercial tag you will receive the tow vehicle decal that is to be displayed on the plate.

CHECK LIST

- Business application
- Tow Vehicle Safety Inspection Form (one for each truck)
- 3 photographs each truck (both sides and rear)
- Current Certificate of Liability Insurance

Double check for completeness and accuracy as incomplete/inaccurate forms will delay your Tow Business renewal.

As of June 2020, Business license is \$150.00 and each Tow truck is \$72.00

More information may be obtained at <https://www.artowing.arkansas.gov/licensing-instructions/>

Application for a Business License

State of Arkansas Towing & Recovery Board

PLEASE FILL OUT THIS FORM COMPLETELY AND PRINT LEGIBLY • THIS FORM **MUST** BE SIGNED BY THE OWNER

Check One: **CONSENT** **NON-CONSENT** **VEHICLE IMMOBILIZATION** Date _____

County _____ Arkansas State Police Troop _____

Company Name _____
Please Indicate Db a or Incorporated

Physical Address _____
City _____ Zip _____

Mailing Address _____
 CHECK HERE IF THE SAME AS THE PHYSICAL ADDRESS

Telephone • Day [] _____ • Night [] _____
• FAX [] _____ • Cell [] _____
Optional

E.Mail Address _____
 Please check if you do not have access to E.Mail. Some information is only available electronically.

Owner(s) _____

Key Contact _____
If different than Owner **Signed by Owner**

FACILITIES • Self Certification

In accordance with the rules and regulations of the Arkansas Towing & Recovery Board all tow businesses are required to meet certain standards at any facility. A tow facility must

- Be in a location that is easily accessible, located in Arkansas.
- Maintain a secure filing system for record keeping
- Display signage with the company name, physical address, telephone number(s) and hours of operation. Signs must be 4'x6' or meet local building codes or sign ordinance standards.
- A 16"x20" sign posted in the public area notifying customers of the complaint process.
- Your maximum rate schedule must be posted in a conspicuous place.
- All vehicles are stored in a manner that protects a customer's vehicle and personal property while in the care and custody of the tow facility.

As owner or the designated representative I hereby certify and confirm that the tow facility noted above meets the criteria established in the rules and regulations administered by the Arkansas Towing & Recovery Board including the items highlighted above.

Owner / Designated Representative Please Print **Signed**

INSURANCE COVERAGES

I understand that the minimum insurance coverage required for licensing a tow facility or permitting a tow vehicle in Arkansas must remain in effect throughout the licensing period. A lapse in coverage for any reason will result in the immediate suspension or revocation of my business license. ATRB must be notified immediately of any change in coverage or insurance provider. PLEASE INITIAL

State of Arkansas Towing & Recovery Board

7418 North Hills Boulevard • North Little Rock, Arkansas 72116 • Office 501/682-3801
FAX . 501/682-3589 • E.Mail artowing@arkansas.gov • Website www.artowing.org

Office Use Only
NO: _____
Exp. _____



TOW VEHICLE SAFETY EQUIPMENT INSPECTION FORM

[Any Arkansas certified law enforcement officer is authorized to examine the vehicle noted below and sign the inspection form. A separate form must be used for each tow vehicle.]

CONSENT TOW VEHICLE **NON CONSENT TOW VEHICLE**

Firm _____ City _____

Vehicle Year _____ Make _____ Model _____

VIN Number _____ Commercial Tag Number _____

Type : Wrecker Hauler Rollback **Gross Vehicle Weight Rating :** Light ↓ Medium ↓ Heavy ↓
9,000-15,000 lbs. 15,001-33,000 lbs. 33,001 + lbs.

Please write **Y**- Yes or **N** -No or **N/A** -Not Applicable for each safety item listed below.

- Fire Extinguisher, ABC Type** of at least a nine (9) pound capacity. [Two 4.5 pound extinguishers are acceptable]
- Amber Flashing Lights** which are visible on a 360° rotation around the tow vehicle. Lights must be visible in bright daylight for highway and/or right-of-way use when engaged in hooking, unhooking or winching vehicles.
- Ability to attach **Tail, Turn and Stop Lights** to the rear of the towed vehicle for visibility when towing.
- Safety Chains or Straps** to secure a vehicle to the tow vehicle.
- Flares, Reflective Cones or Triangle Safety Signals** or other similar safety devices.
- Shovel and Broom** for tow vehicles used in accident recovery.
- Tow Business Name and Phone Number**, not less than **2" in size, permanently affixed** [paint or decal] on each side of the tow vehicle and visible from a distance of fifty (50) feet and displayed in a legible manner.
- Light and Air Brake Hook-Ups** required on equipment capable of towing semi-trucks and/or trailers.
- Safety Straps** for wheel lift equipment as required by the equipment manufacturer.
- Winch(s) on Tow Vehicles** used for recovery and/or hoisting and carrying a vehicle during transport shall have a minimum capacity of (L) 8,000 pounds and minimum cable size of 3/8" in diameter. Winch capacity and cable size shall increase proportionally with Gross Vehicle Weight Ratings.
- Dual Rear Wheels** and rated at a minimum of 9,000 GVWR.¹
- Trailer, Dolly or Other** separately hitched towing device to transport or facilitate the movement of vehicles on vehicles on public roadways.
- Medium Duty Tow Vehicle** (excluding rollbacks) equipped with an under-lift device rated at no less than 6,500 pounds at full extension.²
- Heavy Duty Tow Vehicle** with tandem rear axles equipped with an under-lift device rated at no less than 12,000 pounds at full extension.²
- Three (3) Photographs** • Commercial license tag. • Entire driver's side of the tow vehicle. [For verification of tow vehicle type, take from a distance] • Passenger side of the tow vehicle

INSPECTION Date : _____ Time : _____ AM/PM Location : _____

Inspecting Officer : _____ Badge Number : _____

Officer.Signature : _____ Agency _____

Owner.Signature : _____ **Date** _____

¹ Requirement waived for any truck where the safety permit application was filed 90 days after July 1, 1994.

² Requirement waived for any truck where the safety permit application was filed 90 days after June 27, 2006.
Minimum Requirements: Refer to Rule 7 of Rules & Regulations; ACA §27-50-1201 et seq.