

City of Galveston

Application for Temporary Hauler

October 1, 2024 – September 30, 2025

# Instructions/Information for Applicants

1. Complete the attached application
2. Include with your packet all required information and payment for permit and stickers (payment may be in the form of check or credit card). *Please note that at this time, if you are using a credit card to make your payment, you must contact the Public Works Department at 409-797-3630 to make your payment.*
3. Return completed application to:

Mail Address:           City of Galveston  
                              Attn: Public Works - Temporary Hauler  
                              P.O. Box 779  
                              Galveston, TX 77553

Physical Address: \*   City of Galveston  
                              Public Works Facility  
                              3015 Market Street  
                              Galveston, TX 77550

## Monthly Temporary Hauler Payment Information:

1. Each month the permitted temporary hauler is required to file a collection report with the City of Galveston. A copy is attached for your information. The report must be submitted even if reporting \$0.00 collections.
2. Payment in the amount of 8% of gross collections must be included with the collections report.
3. Late fees are assessed on the 21<sup>st</sup> of each month if payment has not been received.
4. Payment may be made at either of the addresses above.
5. If mailing monthly collections payments, please ensure that your accounting department is aware of the City' s correct mailing address.
6. The permitted hauler is allowed to e-mail the collections report and customer listing ahead of the payment. You may email those documents to:  
[bgibbs@galvestontx.gov](mailto:bgibbs@galvestontx.gov) and [dbender@galvestontx.gov](mailto:dbender@galvestontx.gov).

# Required Documents

PLEASE MAKE SURE ALL DOCUMENTS LISTED BELOW ARE FILLED TO COMPLETION AND INCLUDED IN YOUR TEMPORARY HAULER APPLICATION PACKET BEFORE SUBMITTING TO OUR OFFICE.

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- Temporary Hauler Application
- Sworn Statement
- Delinquent Property Taxes/Moneys
- Statement of Liability Insurance
- Certificate of Liability Insurance\*

\*This must be the CERTIFICATE of Liability Insurance naming the City of Galveston as an additional insured and as certificate holder, and waiving subrogation.

- Vehicle List
- Officers, Operators and/or Principal Owners
- Assumed Name
- Contacts – Compliance and Payment

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OTHER FORMS PROVIDED IN YOUR APPLICATION PACKET

- Temporary Hauler Franchise Fee Collection Report



## TEMPORARY HAULER PERMIT/FRANCHISE

In accordance with the Galveston City Code:

Chapter 15, Article IV: Private Collectors Franchise

### **Section 15-61 – Required:**

- A. Franchise Holders – No person shall furnish, operate, conduct, advertise for or otherwise be engaged in the operation of private refuse, solid waste, garbage or trash collections upon the public streets, highways, alleys and right of way of the city without having first obtained a franchise in accordance with the terms and provisions of this article.
- B. Private residential recycling haulers are not required to obtain a permit as described under this Article but must comply with the provisions in section 15-76.”

### **Section 15-62. Temporary Haulers.**

Any person, individual or company, other than a residential customer that collects, removes and disposes of solid waste materials of another person or solid waste materials generated by the person, individual or company using a temporary container, shall obtain a permit as a temporary hauler pursuant to Article VI.

### **Sec. 15-101. Temporary Hauler Annual Permit Fee**

The Temporary Hauler permit form shall be accompanied by a permit fee payable to the city and shall be subject to an annual permit fee due every fiscal year, as established by the City Council.

1. The 2024-2025 permit fee shall be twenty-five dollars (\$25.00) per entity;
2. Each annual permit fee thereafter shall be twenty-five dollars (\$25.00) or as established by the City Council;
3. The permit is valid from the date the completed permit form is filed with the City and payment of the permit fee has been made;
4. A permit expires on September 30 of each year, unless otherwise provided herein;
5. The city shall automatically revoke any permit that is not renewed timely as set forth in this Article. In the event a permit is revoked for failure to timely renew, the applicant must apply for a new permit, as if a permit had never been issued.

### **Sec. 15-103. Vehicle or Container Permit Sticker**

Any vehicle or container used to collect the solid waste within the city, used to transport solid waste on the streets, alleys or public thoroughfares of the city, or used to dispose of any solid waste at a facility operated by the City, must have a permit with a vehicle or container permit sticker.

### **Sec. 15-105. Vehicle or Container Fee**

The temporary hauler vehicle or container fee(s) shall be as established by the City Council.

1. The 2024-2025 vehicle or container fee shall be one dollar per vehicle or container;
2. Each container or vehicle shall have an individually numbered permit sticker as provided by the City affixed to the container or vehicle;
3. The permit sticker expires on September 30 of each year and is subject to an annual vehicle or container sticker fee.

### **Sec. 15-108. - Insurance required.**

Temporary haulers shall provide and maintain satisfactory proof of general public liability insurance, including motor vehicle liability insurance available to protect the interest of the city and its residents. All insurance policies are to be issued by an insurance company authorized to do business in the State of Texas, using an insurance company with an A.M. Best rating of a B+ or better. Insurance policies shall name the City of Galveston as an additional insured and as certificate holder, and waiving subrogation.

The minimum insurance limits are as follows:

- (1) Insurance per occurrence - \$300,000.00
- (2) Insurance annual aggregate - 300,000.00
- (3) Insurance bodily injury - \$100,000.00
- (4) Insurance property damage - \$100,000.00

The policy shall contain a clause requiring thirty (30) days' notice be given to the city prior to cancellation. If the insurance company gives such notice of cancellation, the holder shall obtain new insurance before the expiration of the thirty (30) day period; if the holder fails to do so the permit shall be immediately revoked.



**CITY OF GALVESTON**

**TEMPORARY HAULER APPLICATION FOR PERMIT &**

**FRANCHISE Expires September 30, 2025**

**Company Name or Applicant Name:** \_\_\_\_\_

**Tradename:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Business Fax:** \_\_\_\_\_

**Business E-Mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Physical Address of Business:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Application Fee:** \$25.00 – expires 9/30/2025

**Number of permit stickers:** \_\_\_\_\_ (\$1.00 each)

**Amount remitted:** \$ \_\_\_\_\_

**FOR CITY OFFICE USE ONLY**

Permit Number(s) \_\_\_\_\_ Date Permit Issued \_\_\_\_\_

Fee (\$25.00 per permit) \$ \_\_\_\_\_ Fee (\$1.00 per sticker) \$ \_\_\_\_\_

Check # \_\_\_\_\_ MO# \_\_\_\_\_ Cash \_\_\_\_\_

**SWORN STATEMENT**

I \_\_\_\_\_ solemnly swear that any solid waste collected or  
(Applicant)

transported within the City will be disposed of at a facility that is authorized by the City  
to accept the type of solid waste that \_\_\_\_\_ has collected or transported.  
(Applicant)

I \_\_\_\_\_ further understand that the Transfer Station,  
located at 5515 Harborside Drive, Galveston, Texas 77550 is the original point of  
disposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The State of Texas

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by  
\_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_.

*(Personalized Seal)*

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Expiration Date



The City of Galveston will not do business with any person or business that owes delinquent property taxes and/or moneys to the City.

Please indicate whether you or your company, owe delinquent property taxes and/or any other moneys to the City whether an assumed name, partnership, corporation, or any other legal form.

\_\_\_\_\_ I do not owe the City property taxes or other moneys

\_\_\_\_\_ I owe City property taxes and/or other moneys

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Tax Identification Number

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Applicant's Printed or Typed Name

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Applicant's Signature

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Date

**STATEMENT OF LIABILITY INSURANCE:**

I \_\_\_\_\_ do hereby state that

\_\_\_\_\_ have obtained, or will obtain, liability insurance in accordance with the temporary hauler franchise permit requirements as stipulated by the City of Galveston. In the event that a temporary hauler franchise permit is granted, the liability insurance will be in effect, and a copy of the insurance policy will be provided to the City of Galveston, before

\_\_\_\_\_ will commence temporary hauler refuse service within the city limits.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The State of Texas

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_.

*(Personalized Seal)*

\_\_\_\_\_  
Notary Public Signature

## VEHICLES

The number of vehicles used by \_\_\_\_\_ is \_\_\_\_\_.  
The vehicles listed below will be used by \_\_\_\_\_ to remove refuse from the City of Galveston if granted a temporary hauler franchise permit. In addition, each vehicle will bear the name of \_\_\_\_\_ by means of clearly legible letters no smaller than six (6) inches. (If there are more vehicles please attach sheet.)

	<u>Make</u>	<u>Model</u>	<u>VIN #</u>	<u>Gross Weight</u>	<u>Tare Weight</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

In the event that any, or all, of the above vehicles are no longer utilized by \_\_\_\_\_, the City of Galveston Public Works Department, Sanitation Division will be notified in writing and a completed new listing will be provided.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OFFICERS, OPERATORS AND/OR PRINCIPAL OWNERS**

Listed below are the (please check one)

- Officer(s)**
- Operator(s)**
- Principal Owner(s)**

of \_\_\_\_\_ and their contact information. (Please print or type in information.) Any additional officers should be included on an attached sheet. (M/A = Mailing Address, P/A = Physical Address)

Name:	_____
Title & Co:	_____
M/A:	_____
P/A:	_____
Telephone:	_____
Fax:	_____
E-Mail:	_____

Name:	_____
Title & Co:	_____
M/A:	_____
P/A:	_____
Telephone:	_____
Fax:	_____
E-Mail:	_____

**ASSUMED NAME**

\_\_\_\_\_ ( ) does ( ) does not (please check one) operate under an assumed name. If operating under an assumed name, a copy of the assumed name certificate shall be attached to this application.

If operating under an assumed name, applicant must file an assumed name certificate with the county clerk's office identifying all persons having an interest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## CONTACTS

Many times, during the year, city staff may need to contact the franchise holder to discuss a variety of issues such as compliance, or franchise payments. Please list a contact person(s) for these issues.

For compliance issues please contact:

Name: \_\_\_\_\_

Telephone & Fax: \_\_\_\_\_

Email: \_\_\_\_\_

M/A: \_\_\_\_\_

For payment issues please contact:

Name: \_\_\_\_\_

Telephone & Fax: \_\_\_\_\_

Email: \_\_\_\_\_

M/A: \_\_\_\_\_

