



Planning and Development Division
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APPLICATION FORM SIGHTSEEING AND TOUR FRANCHISE

City Council Meeting Schedule - 2026

Deadline / Meeting		Deadline / Meeting		Deadline / Meeting		Deadline / Meeting	
January	12/26.....1/22	April	3/27.....4/23	July	6/26.....7/23	October	9/25.....10/22
February	1/30.....2/26	May	5/01.....5/28	August	7/31.....8/27	November	10/16.....11/12
March	2/27.....3/26	June	5/29.....6/25	September	8/21.....9/17	December	11/13.....12/10

City Council meetings typically are 5:00 pm in City Council Chambers, 823 Rosenberg. Verify with staff prior to meeting date.

It shall be unlawful for any person to operate a commercial sightseeing or tour service, or to drive or cause to be operated or driven any sightseeing or tour service motor vehicle, to include amphibious vehicles, upon and over the streets of the city, until such time as the city council by ordinance has approved the issuance of a franchise for such service and a sightseeing and tour franchise has been issued, or at a time when a franchise previously issued, has been suspended or cancelled. The owner of a business and the driver of a vehicle that violates this section shall be fined not less than two hundred dollars (\$200.00) nor more than five hundred dollars (\$500.00). Each instance of a vehicle providing a sightseeing or tour service while not operating under a sightseeing and tour franchise shall be a separate offense. For more information pertaining to sightseeing and tour franchise, please refer to Galveston City Code, Chapter 35, Vehicles for Hire, Sec. 35-211 – 35-306.

I. PROPERTY / BUSINESS INFORMATION

Street Address/Location/Legal Description

Business Name

II. APPLICANT / OWNER INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

III. QUALIFICATIONS FOR FRANCHISE HOLDER (Chapter 35, Article III of Galveston Municipal Code):

- Are you at least 21 years of age? Yes No
- Are you currently authorize to work full-time in the United States? Yes No
- Can you communicate in the English language? Yes No
- Have you ever been convicted or placed on probation
or deferred adjudication for a crime? Yes No
1. Criminal homicide as described in Chapter 19 of the Texas Penal Code;
 2. Kidnapping as described in Chapter 20 of the Texas Penal Code;
 3. A sexual offense as described in Chapter 21 of the Texas Penal Code;
 4. An assaultive offense as described in Chapter 22 of the Texas Penal Code, other than a Class C misdemeanor;
 5. Robbery as described in Chapter 29 of the Texas Penal Code;
 6. Burglary as described in Chapter 30 of the Texas Penal Code;
 7. Theft as described in Chapter 31 of the Texas Penal Code, but only if the violation is punishable as a felony;
 8. Fraud as described in Chapter 32 of the Texas Penal Code;
 9. Tampering with a governmental record as described in Chapter 37 of the Texas Penal Code;
 10. Public Indecency (prostitution or obscenity) as described in Chapter 43 of the Texas Penal Code;
 11. The transfer, carrying, or possession of a weapon in violation of Chapter 46 of the Texas Penal Code, but only if the violation is punishable as a felony;
 12. A violation of Chapter 483, Dangerous Drugs, of the Texas Health and Safety Code that is punishable as a felony;
 13. A violation of the Controlled Substances Act, Chapter 481 of the Texas Health and Safety Code that is punishable as a felony; or
 14. Criminal Attempt to commit any offense listed above.

IV. APPLICANT CHECKLIST - ALL OF THE FOLLOWING ITEMS MUST BE INCLUDED:

- [] Written Narrative - the following information must be included:
1. The form of business under which the applicant operates and intends to operate the sightseeing and tour franchise;
 2. A description of the business history of the applicant, particularly in providing passenger transportation services, with an identification of any disciplinary actions taken against the applicant which pertain to transportation services;
 3. A description of the vehicles and the facilities that the applicant proposed to use in the sightseeing and tour operation;
 4. A description of the proposed operations, services, routes, schedules, and fares that the applicant intends to offer;
 5. A description of the proposed insignia and color scheme for the applicant's sightseeing and tour vehicles and a description of the distinctive item(s) of apparel to be worn by the applicant's drivers; and,
 6. Additional information as the applicant desires to provide to assist in the evaluation of whether the requested operating authority should be granted.
- [] Fee schedule for tour services
- [] Proof of authorization to work in the United States (any document in accordance with Form I-9)
- [] Actual or pro forma statement and balance sheet showing the liabilities, and equity of the business
- [] Current tax certificate of property to be used in connection with business (County Tax Office – 722 Moody Ave)
- [] Proof of insurance (City of Galveston must be co-insured by endorsement; \$250,000 bodily injury to one person & \$750,000 for all persons injured/killed in accident; \$100,000 property damage. Risk Manager may designate other amounts)
- [] Proof of a permanent business telephone number and business office address (e.g. utility bill)
- [] Criminal background check
- [] Nonrefundable application fee of **\$150.00** (payable to the City of Galveston)

Printed Name and Signature of Applicant

Date