



Instructions

The following Permit application sets out the City of San Diego requirements for a shared mobility device Operator participating in the 6-month Shared Mobility Device Permit.

One hard copy must be submitted in person and one digital copy (PDF) must be sent by email to SharedMobilityDevice@sandiego.gov.

Operator must include all information listed below. The application will not be considered complete until all documentation has been received.

Permit processing will take approximately 4-6 business days upon receipt of a complete application. If application is received incomplete, expect delays in processing. Applications will only be processed during the months of January and July. The earliest date Permits will be issued is **January/July 1st**.

The following documents are required to process your permit:

- Application (DS-801)
- Business Tax Certificate
- Insurance Requirements (DS-802) and Proof of Insurance
- Indemnification Agreement (DS-803)
- Performance Bond (DS-804)
- Operator Verification (DS-805)
- Fleet Information (DS-806)
- Letter of Application Program Interfaces (API) Compliance
- Equity Program (Optional)
- Permit Fees Worksheet + Payment



City of San Diego
Development Services

Shared Mobility Device Application

**FORM
DS-801**
JUNE 2021

Type: Initial Permit Renewal Application Amendment of Permit Application

Permit No.: *For City Use Only*

Name/Firm Name

San Diego Business License
Number

Business Address

City, State, Zip Code

Primary Contact Name

Title

Phone Number

Email Address

Alternate Contact Name

Title

Phone Number

Email Address

Local Contact Name

Title

Phone Number

Email Address

General Contact Phone Number

Local Address

Application Materials:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Business Tax Certificate | <input type="checkbox"/> Indemnification | <input type="checkbox"/> Fleet Information | <input type="checkbox"/> Equity Program (optional) |
| <input type="checkbox"/> Insurance Requirement & Proof of Insurance | <input type="checkbox"/> Performance Bond | <input type="checkbox"/> Letter of Application Program Interfaces (API) Compliance | <input type="checkbox"/> Permit Fees Worksheet |
| | <input type="checkbox"/> Operator Verification | | <input type="checkbox"/> Usage Data |

I CERTIFY BY SIGNING BELOW, EACH CRITERION OUTLINED IN THE PERMIT HAS BEEN MET AND WILL BE CORRECT AND ACCURATE UPON AN AUDIT CONDUCTED BY THE CITY OF SAN DIEGO

Print Name

Title

Signature

Date

FOR CITY USE ONLY

Date Documents Received

Permit Approved

Permit Denied

Documents Reviewed By

Permit Issued Date

Number of Approved SMD:

Motorized Scooter# _____

Electric Bike# _____

Motorized: Bike# _____

Number of Temporary Approved SMD:

Motorized Scooter# _____

Electric Bike# _____

Motorized: Bike# _____

NAME/FIRM NAME _____ PERMIT NO.: _____

VERIFICATION OF RENEWAL PERMIT REQUIREMENTS

DIRECTIONS: *Read and initial below to signify Operator verifies or assents to each statement.*

Shared Mobility Device Operators are responsible for providing updated documents when they expire.

_____ Operator verifies continuation of liability coverage requirements. If liability insurance expires during this permit period, the Operator will provide the City of San Diego with the updated liability policy documents within 30 calendar days of expiration.

_____ Operator verifies bond coverage meets requirements based on fleet size applied for this permit. If bond coverage expires during this permit period, the Operator will provide the City of San Diego proof the bond premium renewal has been paid within 30 calendar days of expiration.

Note: If the bond amount has changed, you will need to provide updated bond documents with the required seals and notarized stamps.

_____ Operator verifies continuation of valid business license certificate with the City of San Diego. If business license certificate expires during this permit period, the Operator will provide the City of San Diego with a copy of the updated business license certificate within 30 calendar days of expiration.

No Shared Mobility Device permit will be issued unless the operator provides up-to-date documents and this form has been initialed, signed, and submitted with the application.

Name (print): _____

Title: _____

Signature: _____

Date: _____