

March 23, 2016

## ***TOP Applications: Applying early helps you get a decision in time***

The PT Board and PT Branch seek to process Temporary Operating Permits (TOPs) within **2-3 business days**. Processing involves:

- *PT Branch* receives request and payment, checks for completeness, transfers file to PT Board - same day turnover if a complete application and payment are received before 2 p.m.
- *PT Board* receives application, staff prepares TOP review sheet and transfers file to Board member, who writes a decision and sends it to staff to format and issue decision – 1-2 days
- *PT Branch* issues permit if vehicle documentation is received—minimum of 1 business day.

*If you know that you are going to apply for a TOP, please do not leave it until the day before or the day you want the TOP to start. We cannot guarantee processing in this short a time period. We may have multiple TOP requests.*

Your requested **start** date of the TOP should match the **first booking date** for which you need the additional vehicle. **If you need a TOP for the weekend, we strongly recommend that you submit your application by Wednesday morning.**

If you accept “last minute” bookings before a TOP application is submitted or approved, you risk not being able to provide service to your client.

Your application should have information that shows that there is an “urgent” and “temporary” need for the permit. The information may include:

- Contracts to provide service at a conference or special event
- Written confirmation of additional bookings for a time limited period
- Booking information that proves that bookings exceed existing fleet capacity, for a set time period.

Information should be presented clearly. If there are reams of data, such as fleet utilization by days or months, the information should be summarized in a table.

We appreciate your cooperation in this process. We will continue to do our best to process your TOP applications quickly and efficiently.