



March 28, 2023

TO: All SJC Ground Transportation Operators

RE: RENEWAL OF SJC GROUND TRANSPORTATION PERMIT

The purpose of this letter is to notify you of the San Jose Mineta International Airport Ground Transportation Permit renewal process. Your permit expires on June 30, 2023. To renew your permit, please collect the required documents listed below and submit them to the Ground Transportation Office. The Airport is offering “drop-in” opportunities on the dates listed below for GT Operators who wish to submit paperwork in person starting on **Monday, April 24, 2023**. Means to submit renewal paperwork electronically will be announced soon.

Documents should be brought to the following address during the times listed below:

**San Jose Mineta International Airport  
McDonnell Douglas Conference Room (Signs will be Posted)  
1701 Airport Blvd., Suite B-1130  
San Jose, CA 95110**

Please park in Hourly Lot 2 (Terminal A Garage), and we will validate up to 3 hours.  
Do not park on the curb or in the Airport Administration lot.

**Drop-In Schedule:**

**April 24<sup>th</sup> - Monday 8:00 am to 3:00 pm**  
**April 25<sup>th</sup> - Tuesday 8:00 am to 3:00 pm**  
**April 26<sup>th</sup> - Wednesday 8:00 am to 3:00 pm**  
**April 27<sup>th</sup> - Thursday 8:00 am to 3:00 pm**  
**April 28<sup>th</sup> - Friday 8:00 am to noon**

To be eligible for the Airport Ground Transportation Permit renewal, your company must:

- Have no past-due invoices. To pay invoices, contact Airport Finance at 408-392-3668.
- Have no unpaid Citations. It is the company’s responsibility to ensure that all citations are paid. To check if your company has any unpaid citations, call 408-535-7055, option 5.
- Have a valid AVI transponder on each vehicle operating at the Airport.
- All renewal forms should be completed and submitted to the Airport by June 26, 2023. Incomplete applications or illegible forms will not be accepted. **All documents with expiration dates must expire after July 1, 2023.**
  - Submit a current Authorized Vehicle List
  - Submit a current insurance (Vehicle and Worker’s Compensation, if applicable)
  - Submit a Charter Party Certificate from the Public Utilities Commission, if applicable
  - Submit a current City of San Jose Business Tax License Certificate
  - Submit a signed Renewal Form. By doing so, you are agreeing to all the terms and provisions of your Permit and are further agreeing to abide by all Federal, State and Local rules and regulations.

**All Ground Transportation operators are required to submit permit renewal paperwork.**



**The Ground Transportation Permit and Exhibits are being updated and will be posted on the Airport website. Operators are strongly encouraged to review these prior to renewing.**

Failure to renew will result in the expiration of your permit and the withdrawal of your authorization to operate at the Airport. Operating without a valid Permit may result in the issuance of \$250 citations to your company for each pick-up or drop-off conducted without a permit.

**If you do not intend to renew your Permit, please submit a Permit Closure Form to the Ground Transportation Office.**

Airport Operations would like to remind you that the Ground Transportation Permit and AVI Transponders are non-transferable. In addition, operators must inform the Airport, in writing, of any changes to your mailing address, telephone number, contact name or vehicle fleet. All forms are available on our website at [www.flysanjose.com/business/gt-office](http://www.flysanjose.com/business/gt-office) on the "Apply for a New Permit" page.

Operators are responsible for maintaining proper insurance coverage, required licenses, and permits from the proper regulatory agencies.

If you have any questions, please contact the Ground Transportation Office at (408) 392-3554 or [airportgt@sjc.org](mailto:airportgt@sjc.org). We appreciate your prompt attention to this matter and look forward to working with you in serving the needs of our Airport customers.

Sincerely,

Noah Daneman  
Airport Operations Supervisor – Landside Operations

