



## **Towing and Wrecker Service Business License Application Packet**

401 S Jefferson Ave. Lebanon, MO 65536

Phone: (417) 532-2156 Email: [clerks@lebanonmo.org](mailto:clerks@lebanonmo.org)

No towing or wrecker service may be utilized for a City tow through the Lebanon Police Department without first obtaining a license issued by the City. To receive a license, the business owner must complete an application and provide a certificate of insurance listing the City of Lebanon as an additional insured against claims for damages. All tow truck operators must also obtain a Towing/Wrecker Service Driver's Permit. Applicants must complete and undergo a fingerprint-based criminal background check.

### **Instructions and Checklist:**

#### **Submit the following to the City Clerk's Office:**

**Completed Application for Tow/Wrecker Service Business**

*(A notarized application is required)*

**Certificate of Insurance**

*(The certificate must list the City of Lebanon as an additional insured against claims for damages, and the limits of liability shall be One Million Dollars (\$1,000,000.00).)*

### **Next Steps:**

After submitting the required documents, the City Clerk's Office will provide instructions for obtaining a fingerprint background check through the Missouri State Highway Patrol. Once the background check is complete, the application will proceed through the City's administrative review process. You will be notified once your license is processed or if additional information is needed.



# Towing and Wrecker Service

## Business License Application

401 S Jefferson Ave Lebanon, MO 65536  
Phone (417)-532-2156 Email clerks@lebanonmo.org

Business Name

Business Address

Business  
Phone Number

Business  
Email Address

Type of Sole Proprietorship  Corporation   
Operation LLC  Partnership

If Business is a partnership, all members must complete an **Applicant Information Sheet**

### **Applicant (Managing Officer) Information Sheet**

Full Legal  
Name

Social Security  
Number

 Date of Birth 

Drivers License  
Number and State

 Phone  
Number 

Email  
Address

Residency  
Address

Mailing  
Address

Are you a US Citizen?

**YES**  **NO**

If a naturalized citizen,  
time, date, and place  
of naturalization:

Have you been  
convicted of a felony?

**YES**  **NO**

If yes, what  
offense?

## **AFFIDAVIT**

I (or we) swear that I (or we) am (are) the SOLE owner(s) of the business above described and the statements made on this application are true to the best of my knowledge. I agree and understand that any misstatement of material facts herein is cause for suspension or revocation of permit. I shall fully conform to all applicable laws, codes and standards of the state and the City of Lebanon, Missouri.

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Signature of Applicant/Business Owner

Date

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Signature of Applicant/Business Owner

Date

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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Notary Public

My Commission Expires  
(Notary Seal)

## **CITY OF LEBANON**

Office Use Only

Administration Approval for Towing/Wrecker Service Business License

### **Police Department Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **City Clerk Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Mayor for the City of Lebanon Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AN ORDINANCE BY THE CITY COUNCIL OF LEBANON, MISSOURI, AMENDING THE CITY CODE OF ORDINANCES CHAPTER 10 BUSINESSES, BY ENACTING A NEWLY CREATED ARTICLE XIII POLICE DEPARTMENT TOWING AND WRECKER SERVICE LIST REGULATIONS.

*WHEREAS*, that the Lebanon Police Department maintains a tow rotation list for police requested tows, and state; *and*

*WHEREAS*, that state statute does not regulate tow lists except to allow an agency to establish and manage such a list at the discretion of the agency head; *and*

*WHEREAS*, that City Staff recommends creating an ordinance to codify standards, requirements, and licensing of tow companies desiring to be on the rotation list.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, AS FOLLOWS:

SECTION 1: That the City Council of the City of Lebanon, Laclede County, Missouri, hereby amends Lebanon Code of Ordinances by creating Chapter 10 Article XIII, to read as follows:

CHAPTER 10-BUSINESSES

ARTICLE XIII.- POLICE DEPARTMENT TOWING AND WRECKER SERVICE LIST REGULATIONS

DIVISION 1. GENERALLY

Sec. 10-635- Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*City* means the City of Lebanon, Missouri.

*City tow* means all tows ordered through the City's dispatch service by the City of Lebanon, Missouri Police Department, or any other regulatory agency.

*Owner preference tow* means all tows in which the owner or operator of the vehicle subject to tow requests a specific tow service business tow the vehicle.

*Tow list* means a list of approved tow service businesses compiled, maintained, and utilized by the City or its designee.

*Tow service business* means any person, firm, association, corporation, partnership or organization engaged in the operation of one or more tow vehicles for a fee or as part of an auto salvage, auto repair or junk business.

*Wrecker* means any motor vehicle which is designed or equipped to or which does in fact provide any towing service, including but not limited to towing, pushing or car starting, for which a fee is charged or as part of an auto salvage, auto repair or junk business; except that vehicle transports or multicar hauling vehicles shall not be construed to mean tow vehicles for the purpose of this article; provided, however, rollback tow vehicles capable of towing two vehicles are not excluded from the definition of tow vehicles.

Sec. 10-636- Tow List- Kept by the Police Department.

(a) A tow list shall be maintained within the Police Department to provide for the fair and equitable handling and dispatching of city tows, provided such services meet and abide

by all guidelines and requirements as set forth in this Chapter. Any tow service business, firm, or individual that fails to comply with all conditions, requirements, and guidelines of this Chapter shall be removed from the tow list by the Chief of Police<sup>1</sup>. Tow service businesses shall be contacted for service in rotating order within noted guidelines.

- (b) Any person whose vehicle is disabled on any city street or property may request the assistance of any tow service business they prefer, and the Police Department will endeavor to contact such service on behalf of the person, as applicable<sup>2</sup>. This provision shall not apply in situations where the City will take custody of the vehicle, or if the driver/owner of said vehicle is incapacitated or otherwise unable or unwilling to make a choice within a reasonable time.

Sec. 10-637- Tow List- Guidelines for Tow Service Businesses.

- (a) All tow service businesses requesting to be included on the tow list shall meet the following requirements and guidelines:
  - (1) Provide twenty-four (24) hours per day services, seven (7) days a week, and must respond in a reasonable time as requested on a routine basis, unless such service has equipment or vehicle problems or other problems such as illness, etc., that would prevent same from responding normally as requested. In the event problems or situations arise that prevent a tow service business from responding, it shall be their responsibility to notify the Police Department as soon as possible of such problems and provide an estimated length of time they will be out of service.
    - a. The City of Lebanon recognizes that tow service businesses do not respond exclusively to calls from the tow list. Tow service businesses shall not be removed from the tow list if they can provide evidence they were unavailable due to a service call.
  - (2) Shall maintain business auto liability insurance written by a company authorized to do business in Missouri, naming and protecting the City of Lebanon against claims for damages, resulting from:
    - a. Bodily injury, including wrongful death,
    - b. Personal injury liability, and
    - c. Property damage which may arise from operations by such tow service business or anyone directly or indirectly employed by such tow service business.

The minimum acceptable limits of liability to be provided by such insurance shall be One Million Dollars (\$1,000,000.00).

- (3) Tow service business personnel responding to a scene in which debris is left or scattered on the roadway shall be responsible for removal from the roadway, all vehicle parts, glass, and/or other debris which is attributable directly or indirectly to cause for same, (i.e. vehicle accidents), but only after authorization to do so has been given by the investigating Police Officer at the scene of such accident<sup>3</sup>. Such person(s), however, shall not be required to clean up liquids or large spills of

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<sup>1</sup>State Law Reference(s)- RSMO 304.153.2 Towing Service List

<sup>2</sup> State Law Reference- RSMO 304.153.2 (2)- Owner's preference to choose tow service

<sup>3</sup> State Law Reference- RSMO 304.160- Duty to remove debris from roads

solid materials which require lengthy or specialized clean-up or any material classified as hazardous by the United States Department of Transportation.

- (4) Subcontracting of wrecker service shall not be allowed of any tow service business placed or maintained on the tow list.
- (5) All wreckers shall permanently display the tow service business' name and phone number on the side in letters at least three inches high. Magnetic signs will not be permitted.
- (6) Tow service businesses shall be available to release vehicles or personal property in stored vehicles twenty-four hours a day, seven days a week at the request of the Lebanon Police Department. In the event no one is available the tow service business shall release the vehicle the following day at the same rate, without adding the additional day storage fee.
- (7) Wrecker vehicles shall be equipped as emergency vehicles as defined by RSMo. 304.022<sup>4</sup>.
- (8) Each tow service business shall submit a complete list of towing prices. The tow service business shall adhere to this list until a new list is submitted by that tow service business and accepted by the chief of police. Any tow service business exceeding its provided prices or using unnecessary services to increase fees shall be subject to permanent removal from the tow list at the discretion of the chief of police. Storage prices shall be determined by industry standards and shall be included in the list of fees provided. A tow service business shall not charge more for City tows than they do for owner preference tows.
- (9) The tow service business must be able to accept payment at the incident scene, or the next safe location away from the scene, in the form of cash in United States currency, Travelers' checks, or money orders payable in United States currency at a minimum.
- (10) The tow service business must have a secure area for storage.
- (11) Tow service businesses admitted to the tow list shall maintain business premises for the service within the County of Laclede and within a twenty-minute normal drive time to any location within the City of Lebanon.
- (12) Each tow service business shall maintain a record of all city tows for three years. Records shall be made available to The City during regular business hours. The record shall contain the following information:
  - a. Date, time and location of the tow
  - b. Color, year, make, model, license plate and VIN of towed vehicle
  - c. Charges imposed for the tow

Secs. 10-638—10-645. Reserved.

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<sup>4</sup>State Law Reference- RSMO 304.022 2.- Requirements for emergency lights

## DIVISION 2. TOW SERVICE BUSINESS LICENSE

Sec. 10-646. City license required.

No tow service business shall be used for a City tow upon the streets of the City without first obtaining a license therefor from the City Clerk.

Sec. 10-647. Application; contents.

Applications for licenses for a Tow service business shall be made on blanks furnished by the city clerk. They shall contain the names of all persons possessing an interest in the tow service business as well as any other person listed as being involved in the operation of a tow truck. Each application for tow truck license shall be referred to the Chief of Police, who shall investigate the character and fitness of the proposed applicant as well as any other person(s) listed as being involved in the operation of a tow truck.

No applicant shall be eligible for a tow service business license when any person possessing an interest in the tow service business as well as any other person(s) listed as being involved in the operation of a tow truck has been convicted of any of the following:

- (1) A Class D Felony or higher;
- (2) A Class E Felony in the last 10 years;
- (3) Any crime in RSMo. Chapter 566 (Sexual Offenses);
- (4) Armed criminal action;
- (5) First Degree Elder Abuse
- (6) A violation of any statute, law or ordinance involving theft, possession of stolen property, interstate transportation of stolen vehicles;
- (7) A violation of the Lebanon Tow Services Code.

Sec. 10-648. Similar Corporate Names Prohibited Among Tow Service Businesses.

No license shall be issued to any tow service business having the same corporate name as any other person already licensed to operate a Tow service business within the limits of the city.

Sec. 10-649. Approval of applications by Police Chief.

Upon approval of the application by the Police Chief, he shall endorse and file the application with the City Clerk, who shall deliver the application to the Mayor for action in granting or denying the application.

Sec. 10-650. Issuance; fee; proration.

- (a) Every person holding a license for the operation of a Tow service business within the city shall pay the City Clerk an annual license fee of \$25.00 for each Tow service business they operate in the city.
- (b) In case of licenses issued as required by this division, on or after July 1 in each year, one-half only of the license fees shall be paid.
- (c) The license required by this division shall be issued as of the calendar year and shall be effective for that period of time unless sooner suspended or revoked.

Secs. 10-651—10-659. Reserved.

### DIVISION 3. DRIVER'S PERMIT

Sec. 10-660. Required; state commercial driver's license.

No wrecker driver shall drive a wrecker for a City tow within the city unless he has in his possession a currently effective and valid wrecker driver's permit which has been issued as hereinafter provided and, at a minimum, has been issued the lawfully required operator's license based on vehicle weight capacity.

Sec. 10-661. Application.

- (a) Any person desiring to secure a wrecker driver's permit shall make application therefore in writing to the Police Chief, upon a form provided by the Police Department.
- (b) The application form shall require the applicant to furnish his name, residence, sex, age, race, height, color of eyes and hair, place of birth, citizenship and nationality, places of previous employment, whether previously issued a state commercial driver's license, and if so, whether such license has ever been revoked, and if so, for what reason, and the applicant shall both sign and swear to the truth of the contents of the application.

Sec. 10-662. Fees.

Tow service businesses that are on the tow list prior to enacting this ordinance are exempt from the original permit fee. The following permit application fees shall be paid for wrecker driver's permits:

- (1) Original permit: \$5.00.
- (2) Permit renewal: \$1.00.

Sec. 10-663. Qualification of applicants.

- (a) Each applicant for a wrecker driver's permit shall be:
  - (1) 18 years of age or over;
  - (2) Of sound physical condition; and
  - (3) Clean in dress and person and not be addicted to the use of drugs or alcoholic beverages.
- (b) No applicant shall be eligible for a wrecker driver's permit who has been convicted of any of the following:
  - (1) A Class D Felony or higher;
  - (2) A Class E Felony in the last 10 years;
  - (3) Any crime in RSMO Chapter 566 (Sexual Offenses);
  - (4) Armed criminal action;
  - (5) First Degree Elder Abuse;

- (6) A violation of any statute, law or ordinance involving theft, possession of stolen property, interstate transportation of stolen vehicles;
- (7) A violation of the Lebanon Tow Services Code.

Sec. 10-664. Issuance.

If the Police Chief shall approve the application as meeting the requirements of Section 10-663, he shall endorse his approval and return the application to the city clerk who shall issue the permit.

Sec. 10-665. Destruction of entries on permit.

Any permittee who defaces, removes or obliterates any official entry made upon his permit issued under this division shall be subject to revocation upon recommendation of the police chief.

Sec. 10-666. Term.

Wrecker driver's permits shall be issued as of January 1 of each year and shall be valid to and including December 31 next succeeding.

Sec. 10-667. Renewal.

The Mayor may renew a wrecker driver's permit issued pursuant to this division from year to year upon recommendation of the Police Chief by appropriate endorsement thereon.

Sec. 10-668. Records.

- (a) There shall be kept in the offices of the city clerk and the police department a complete record of each permit issued to wrecker drivers and of all the renewals, suspensions or revocations thereof.
- (b) The police chief's records shall be kept on file with the original application of the wrecker driver for a permit.

Sec. 10-669. Suspension; revocation; restoration—Authorized; grounds.

A wrecker driver's permit may be suspended or revoked upon recommendation of the Police Chief or by the Mayor and City Council for cause. Any suspensions shall be noted on the permit, together with a statement of the reason therefor. No driver whose permit has been revoked shall again be permitted as a wrecker driver in the city, unless upon presentation of reasons satisfactory to the Police Chief and acceptable by the Mayor and Council. The approval of the Mayor and City Council shall be necessary before the restoration of the permit.

Sec. 10-670. Suspension; revocation; restoration—Hearing.

- (a) Upon conviction of the holder of a wrecker driver's permit for the reason stated in section 10-669, or, if a complaint shall be filed with the city council against the holder of a wrecker driver's permit alleging that the holder of the permit is either mentally,

physically or morally unsafe or unfit to operate a wrecker within the city, the city council shall set a day for the hearing on the suspension or revocation of the permit of the wrecker driver.

- (b) The permit holder shall be served with notice of the date, time and place of hearing, the offense or offenses charged against the holder of the permit and an order directing the holder of the permit to appear at the hearing to show cause why his permit to operate a wrecker within the city should not be suspended or revoked.
- (c) If at the hearing it should be proven that the holder of the wrecker driver's permit has been convicted of any offense mentioned in section 10-669, or, if it shall be proven by competent evidence that the holder of the permit is mentally, physically or morally unfit or unsafe to operate a wrecker within the city, taking into consideration generally the health, safety and welfare of the residents of the city, the city council may either revoke and cancel the permit or suspend same for a period of time not to exceed 90 days.
- (d) Failure of the holder of the permit to appear at the hearing shall be deemed an admission of the validity and truthfulness of any charge contained in the notice of hearing.
- (e) The council may suspend a permit, pending a hearing on revocation, if the holder is charged with conviction of any ordinance specified in section 10-669.

Secs. 10-671—10-680. Reserved.

#### DIVISION 4. TOW SERVICE LIST WITH THE CITY

Sec. 10-681. Soliciting Business Prohibited- Removal from Tow List.

No person(s) shall solicit business involving a wrecked or disabled vehicle in any manner, directly or indirectly, within the corporate limits of the City of Lebanon, or at any situation or scene under the control or direction of Police Department personnel, regardless of method or means that such tow service business learned of such need. Tow service businesses shall not attempt to remove vehicles or assist Officers at any scene or situation falling within the scope of this Chapter, unless such tow service business was first requested and authorized to do so by the Police Department or Officer on the scene, or by the person involved in the situation, provided that person's request was made prior to the Officer's arrival or request to the Police Department for assistance. "Scanner jumping" will constitute grounds for immediate removal from the tow list<sup>5</sup>.

Sec. 10-682. Police Request Dispatcher to Use Tow List-When.

Nothing in this Chapter shall be applicable to officers or other bona fide emergency personnel employed by agencies other than the City of Lebanon Police Department. They may set their own requirements and guidelines exclusive of this Chapter. The Lebanon Police Chief or designee shall attempt to enter into a memorandum of understanding with Laclede County Central Dispatch so that when the Lebanon Police Department receives a no preference call, officers shall request the tow list be used and the dispatcher should request the next appropriate tow service business as determined by rotation, and upon successful use, service shall then be counted as a use and moved to the end of list.

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<sup>5</sup> State Law Reference - RSMO 304.153 5.- Towing companies shall tow only if authorized

Secs. 10-683—10-696. Reserved.

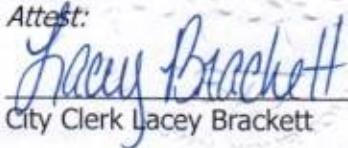
**SECTION 2:** Should any part of this Ordinance be rendered or declared invalid by a court of competent jurisdiction in the State of Missouri, such invalidation of such part or portion of this Ordinance shall not invalidate the remaining portions thereof and shall remain in full force and effect.

**SECTION 3:** That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 8th day of September 2025.

(Seal)

Attest:

  
\_\_\_\_\_  
City Clerk Lacey Brackett

  
\_\_\_\_\_  
Mayor Jared Carr

1<sup>st</sup> Reading: August 25, 2025

2<sup>nd</sup> Reading: September 8, 2025