

## Green Bay Airport Permit Instructions

**Please note:** a permit is required if you are picking up passengers at GRB. A permit is not required if you are only dropping off passengers at GRB.

1. Review and sign the ***Limousine Permit***. A copy of the permit form can be found on the GRB airport web site :  
<http://www.flygrb.com/sites/default/files/pdfs/FINAL%20LIMO%20PERMIT%2090117.pdf>

Scan and return the signature page to [bertrand\\_sk@co.brown.wi.us](mailto:bertrand_sk@co.brown.wi.us).

2. Complete and return the ***Application Limousine Company Permit***, including all of the limousine vehicles you will have operating at the airport (Your company **must** be in good standing with the Wisconsin Department of Financial Institutions).

A copy of the permit form can be found on the GRB airport web site :

<http://www.flygrb.com/sites/default/files/pdfs/APPLICATION%20LIMOUSINE-%2090117.pdf>

3. Provide the annual permit fee of \$2,000 per year or \$200 per limousine vehicle operated at the airport, whichever is less; if the maximum annual fee of \$2,000 is paid, the Airport Director will waive both the requirement to provide the Airport a list of vehicles and the requirement to issue and display a decal.

***Note: the permit fee is not prorated and is good until Feb 28 each year.***

4. An insurance certificate reflecting limits specified in the permit; the insured name on the insurance certificate must match the Limousine name on the permit.

### Questions regarding the permit process may be directed to:

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