



Date _____
Tracking Number _____

# BRAKE TAG INSPECTION STATION APPLICATION

# NEW/RENEWAL

**GENERAL EXPECTATIONS** **NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- The inspection of vehicles as prescribed in the LA Department of Public Safety & Corrections Official Motor Vehicle Inspection Manual is conducted in privately owned and operated garages and repair shops which have been approved by the City of New Orleans Motor Vehicle Inspection Bureau. Although these approved inspection stations are privately owned businesses, the inspection of vehicles in compliance with the law is not entirely a private matter. During the course of performing these inspections, the station and its personnel are acting as representatives of the City of New Orleans. The guiding principal of station personnel should be, and must be, providing honest and efficient service to the citizens of our city.
- Official motor vehicle inspection station operators and employees should be courteous and patient when explaining that the requirements of the motor vehicle inspection laws are designed to promote safety. It should be clearly understood by all employees that the primary function of the inspection station is not an arbitrary enforcement of the law but rather the advancement of highway safety.
- All inspection station personnel must adopt the attitude that they sell safety. They must also bear in mind that the placement of one inspection certificate on an unsafe vehicle may be the cause of a serious crash. They owe a duty to themselves, their families, other vehicle owners and operators not to jeopardize lives through error, carelessness or indifference.
- The Official Motor Vehicle Inspection Station License may be revoked if any station owner, operator or employee fails to achieve and maintain a high standard of service to the motoring public.
- Each Official Motor Vehicle Inspection Station shall give priority to customers seeking motor vehicle inspections.
- Any Official Motor Vehicle Inspection Station that withdraws from the program must give a written 30 day notification. The station must post signs indicating the last day of service.

## CLASSES OF INSPECTION STATIONS

The classes of Official Motor Vehicle Inspection (MVI) Stations authorized in the City of New Orleans are:

- **PUBLIC SATELLITE STATION** is a facility authorized by the motor vehicle inspection bureau to conduct motor vehicle inspections on behalf of the department of safety and permits, subject to the inspection standards outlined in Chapter 154 of the Municipal Code of the City of New Orleans.
- **FLEET STATION.** Any person, corporation, partnership, or other business entity owning or holding leases for more than ten motor vehicles registered in New Orleans and operating at least one vehicle repair and maintenance shop, may, upon request, have one or more of his vehicle repair and maintenance shops designated as fleet inspection stations for the purpose of inspecting and certifying those motor vehicles which are owned or leased by him. Such fleet inspection stations are required to maintain compliance with all applicable provisions of sections 154-1308, 154-1309, and 154-1310.

## INSPECTION STICKER FEES

VEHICLE WEIGHT	Fee to be paid by the vehicle owner or operator or fleet station for an annual certificate		Fee to be remitted by operator of permitted satellite inspection stations to Safety and Permits	
	1 Year Tag	2 Year Tag	1 Year Tag	2 Year Tag
Vehicles >10,001 lbs gross vehicle weight	\$40.00	NOT ELIGIBLE	\$35.00	NOT ELIGIBLE
Vehicles with a rating between 6,001 and 10,000 lbs gross vehicle weight	\$30.00	NOT ELIGIBLE	\$25.00	NOT ELIGIBLE
All other vehicles (<6,000lbs)	\$25.00	\$50.00	\$20.00	\$40.00

**For inspection certificates providing two years of validity as set forth in this chapter; the fee for such certificates shall be equivalent to the fee required for two annual inspections.**

**LATE FEES** shall be assessed at a rate of \$2.00 per month beginning on the first day of the calendar month following expiration. Late fees shall not exceed the price of an annual inspection certificate.

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## NEW/RENEWAL

### OTHER FEES

#### ANNUAL FEES FOR SATELLITE INSPECTION STATIONS

- Permitted satellite inspection stations shall remit an annual fee of \$25.00 to the department of safety and permits plus an annual fee of \$5.00 for each inspector named on the permit application.
- If additional inspectors are added subsequent to the new or renewal application, the satellite inspection station shall remit the \$5.00 fee when that inspector is submitted to the department of safety and permits for approval.

#### SURETY BOND

Satellite inspection stations are required to submit and maintain a surety bond for the amount of \$5,000.00 to provide for any damages which may occur to private vehicles during inspection due to negligence on the part of the satellite inspection station or its employees.

### CRITERIA FOR APPROVAL

- Any business seeking approval as a satellite inspection station must guarantee inspections will be conducted in accordance with the code for a minimum of 40 hours per week. Subject to the determination of the director of safety and permits, approval of a satellite inspection station may be conditioned upon a guarantee of operation on specific days or during specific times to ensure adequate service to the public.
- Satellite inspection stations shall only be approved at locations operating under the use classification of “gas station” or “motor vehicle service and repair, major and minor” in compliance with the standards of the Comprehensive Zoning Ordinance.
- Businesses applying for approval as a satellite inspection station must have been in operation for a minimum of 90 days at the time of application, as evidenced by the business’s occupational license issued by the department of finance.
- Satellite inspection stations shall have a minimum of two approved motor vehicle inspectors on staff and registered with the department of safety and permits, with at least one approved motor vehicle inspector on duty during all inspection hours to perform motor vehicle inspections.
- Motor vehicle inspection stations shall conduct vehicle inspections throughout the calendar year.
- Inspection stations shall display signage in compliance with the Comprehensive Zoning Ordinance and as proscribed by the director providing information including, but not limited to, hours of motor vehicle inspections, types of vehicle inspections performed, and standards for inspections. Posting of signage without approval from the Directory of Safety and Permits is PROHIBITED.
- Restrooms must be available within the facility for use of customers.
- All motor vehicle inspections must be conducted on the premises of the approved inspection station and must be conducted on a hard surface (concrete or asphalt). Notwithstanding any law, rule or administrative policy to the contrary, inspection stations are not required to reserve a service bay or stall for the exclusive purpose of conducting motor vehicle inspections.
- Inspection stations must have available space to conduct a 20 mile per hour road test approved by the department of safety and permits. Alternatively, a properly installed and calibrated brake testing machine may be utilized in lieu of the road test.
- Inspection stations are required to maintain telephone service to the place of business and ensure that the telephone number is published in the local telephone directory and is made available on the internet.
- Required equipment shall be present at all inspection stations at all times during inspection hours.
- Inspection stations shall give priority to customers seeking motor vehicle inspections.
- Inspection stations may inspect vehicles for good condition and proper adjustment during rain if the conditions are safe and the vehicle can be accurately inspected.
- Inspection stations shall offer certificates of inspection which are valid for both one year and two year periods. The owner of the vehicle shall have the option of purchasing a one year or a two year certificate, if such vehicle is eligible for a two-year certificate under the code.
- Inspection stations shall maintain an inventory of certificates of inspection adequate to satisfy the needs of the public, subject to the determination and standards of the department of safety and permits.



Date	_____
Tracking Number	_____

## BRAKE TAG INSPECTION STATION APPLICATION

## NEW/RENEWAL

### ONGOING SUBMISSIONS REQUIRED

Each Monday, Public Satellite Stations are required to submit inspection documentation for all inspections performed during the previous week (Sunday through Saturday). These may be submitted in person to the Motor Vehicle Inspection Bureau at 1300 Perdido St., Rm. 7W03, New Orleans, LA 70112 or via email to [braketag@nola.gov](mailto:braketag@nola.gov) as a scanned PDF document.

Prior to the change of any signage or any of the foot print of the inspection facility, approval must be obtained using the Brake Station Change form.

### REQUIRED INSPECTION EQUIPMENT

#### ALL INSPECTION STATIONS

The following equipment shall be present at all inspection stations at all times during inspection hours:

- Windshield scraper (for removal of expired certificates).
- Standard single hole punch.
- Digital tire depth gauge.
- Measuring tape at least six feet in length.
- Flashlight.
- Tint meter (two-piece type).
- Adjustable mirror.
- Numerical stamps, numbered 1 through 12, and an "X" stamp, 1" size, and a black indelible ink stamp pad.
- The motor vehicle inspection bureau may require additional or alternate equipment for the proper operation of a satellite inspection station in the interest of ensuring public safety. Any additional or alternate equipment requirements will be provided to inspection stations in writing after which the station will have 30 days to obtain such equipment.

#### 10,001+ POUNDS STATIONS

The following additional equipment shall be present at all satellite inspection stations performing inspections on vehicles with a gross vehicle weight rating in excess of 10,001 pounds:

- Mechanic's creeper.
- Soapstone marker.
- Floor jack or lift, required only for stations which will perform inspections on school buses.

### REQUIRED ATTACHMENTS TO APPLICATION (INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED)

1. Photos of site and Plot Plan of premises showing inspection area as well as space for vehicle queuing and to conduct a 20 mile per hour road test, all buildings, canopies, poles, curb cuts, drainage basins, and other obstructions and their distance from the testing area.
2. Photo or mock up of signage displayed to the public with hours of motor vehicle inspections, types of vehicle inspections performed, and standards for inspections. (Mock up is only acceptable for new applications and must be completed as actual signage before the station is authorized to operate.)
3. A valid occupational license from the City of New Orleans for its current business. The business must not be delinquent in the payment of any taxes as demonstrated by a City of New Orleans Tax Clearance Form, and must be in business for at least 90 days.
4. Valid Louisiana Driver's License for each operator of the business.
5. Federal Background Check (no criminal convictions within 5 years of date on application) on business owner and individuals who will perform inspections and pick up inspection stickers.
6. Two Mechanic Inspector applications. Business is required to have two approved mechanic inspectors.
7. Non-refundable application fee of \$25, check or money order payable to the City of New Orleans.
8. \$5,000 Surety Bond to provide for any damages which may occur to private vehicles during inspection due to negligence on the part of the satellite inspection station or its employees.



Taxicab and For Hire  
Vehicle Bureau License



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# BRAKE TAG INSPECTION STATION APPLICATION

# NEW/RENEWAL

Type of Station :    Public Satellite Station    Fleet Station

## BUSINESS INFORMATION

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Business Phone \_\_\_\_\_

Email address \_\_\_\_\_

### LIST BELOW NAME(S) OF OWNERS, OR OFFICERS, IF A CORPORATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

- Have you or any member of the partnership or any officer of the corporation ever had a motor vehicle inspection station license refused, suspended, or revoked?    Yes    No
- Has any employee requesting certification as an inspector ever had a motor vehicle inspector license refused, suspended, or revoked?    Yes    No

## LOCATION INFORMATION

What type of business is primarily operated at this location?

gas station    vehicle service and repair, major and minor    other transportation fleet inspection station

Which inspection types will your facility perform? (Check all that apply)

Passenger/Light Commercial    Heavy Commercial    Motorcycle/Trailer

Operating Hours (DO NOT INCLUDE LUNCH CLOSURE in Total Hours)

Day	Opening	Closing	(Lunch Closure)	Opening	Closing	Total Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Is the insp. lane on the same plane for 25ft?    Yes    No    Do you have restroom facility for customers?    Yes    No

Do you have adequate space to accomodate vehicles awaiting inspection with out normally using public streets and roads for parking?    Yes    No



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## NEW/RENEWAL

### PERSONNEL INFORMATION

Please enter your Inspection Staff information below. (At least 2 inspectors are required.)

Name	Driver License Number	Years of experience as a mechanic	Has completed State Certified Training as Motor Vehicle Inspector?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

**STATION POINT OF CONTACT** This individual is the person to whom all mail or email is to be directed and who will be responsible for overall supervision of the inspection facility.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### ACKNOWLEDGMENTS

I agree that all records regarding the Motor Vehicle Inspection Program will be available for inspection by representatives of the Department of Safety and Permits.

In making this application, it is expressly understood and agreed, that all the provisions, covenants, and conditions which are stipulated for appointment as an Official Station of the above described business, shall be adhered to, understanding that my license is subject to cancellation, suspension or revocation for failure to fully comply with the rules and regulations set forth by the Department of Safety & Permits Motor Vehicle Inspection Bureau, the City Code of New Orleans and Louisiana State Law.

I hereby certify that all information in the application is true and correct.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_