



CHECKLIST

Ensure the following items are included with your Household Goods Moving application:

New Provisional Application

- Completed application and fee
- Register with [Department of Labor & Industries](#)
- Register with [Employment Security Department](#)
- Register with [Department of Revenue/Business Licensing Service](#) (UBI #)
- Register with [Secretary of State's Office](#) (if corporation or LLC)
- Completed required [Household Goods Industry Training](#)
- Copy of valid driver's license or government issued photo ID card for each person named in the application (upload as a separate document)
- Evidence of enrollment in a drug and alcohol testing program, or evidence that you have in place your own drug and alcohol testing program, *if your company operates commercial vehicles and has CDL drivers. See 49 CFR 382(e) and 383.5.*
- Evidence of insurance - combined single limit of public liability and property damage (Form E) and cargo insurance (Form H)
- Attachment A - Three or more completed statements of support from people in the community supporting the proposed service

**HOUSEHOLD GOODS MOVING COMPANY
 PERMIT APPLICATION**

<i>FOR OFFICIAL USE ONLY</i>			
Date Filed:	Company:		Docket #:
Receipt ID:	Payment ID:	Amount Paid:	
111-0268-207-02	111-0268-032-20		

Type of Household Goods Authority Requested – Check One

Fee

Provisional and permanent authority. The fee for provisional and then permanent authority is a one-time fee. Complete pages 3-7 and Attachment A. Note: Per [RCW 81.80.075\(2\)](#), applications must be on file with the commission for at least 30 days before issuance.

\$550

Reinstatement of permit Must be filed within 30 days of cancellation, depending on criteria set forth in [WAC 480-15-450](#). Complete pages 3 and 7, and include a statement justifying the reinstatement. Business Letter format is preferred.

\$250

If longer than 30 days after cancellation, you may not reapply for 12 months per [WAC-480-15-302\(11\)](#).

Household Goods Permit #: (T)HG -



Section 1 - BUSINESS INFORMATION

Legal Name: **Me & My Truck McClaine, Steven R.**

Trade Name, if applicable: **Me & My Truck**

Physical Address: **827 Harold St, Moscow, ID 83843**

Mailing Address: **P.O. Box 9335, Moscow ID 83843**

Telephone Number: **208 882 5641** Email: **meandmytruck1@gmail.com**

Contact Name: **Steven McClaine**

USDOT#: **913309** If you do not have a USDOT number, go on-line at <https://cms8.fmcsa.dot.gov/registration> to apply or call 360-596-3812 for assistance.

Is your business registered with the **Department of Revenue**? No Yes

Business License/UBI#: **601-074-320**

Department of **Labor & Industries** (L&I) Worker's Comp Account #: **MEMYT 033PF**

Employment Security Department (ESD) registration #:

If you will not be setting up an account with L&I or ESD because you do not have employees, please explain how you plan to obtain workers. Per [WAC 480-15-555](#), a criminal background check must be completed on each person you intend to hire. If you intend to hire day labor from a temp agency, they must perform the criminal background check. Refer also to [WAC 480-15-302](#) and [305](#).

Type of Business

Individual Partnership Corporation Other (LP, LLP, LLC)

State of Incorporation

List the name, title, and percentage of all partner's share or stock distribution for major stockholders:

Name	Title	Stock Distribution/% of Shares
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Provide a copy of a valid driver's license or government-issued photo identification card for each person named in the application. Upload or email as a separate attachment. Application processing will not begin until the commission/ Licensing has received this.



Section 2 - APPLICATION QUESTIONNAIRE

1. Describe the services you wish to provide. Explain how your services will enhance customer choice, promote competition, or fill an unmet need for service:

We wish to provide our customers and real estate agents with the type of service that is exceptional. We help many college students with their moving needs. We also work closely with the nursing homes throughout the Palouse to facilitate easy relocation for their residents. We have very fare pricing and work with budget needs.

2. Briefly describe your experience in the transportation/household goods moving industry:

I have owned Me & My Truck for over 30 years. I work with real estate agents, college students, residential home owners and commerical business owners. I have helped customers move both locally and cross country.

3. Do you currently hold, or have you ever held, a Household Goods permit in Washington?

No Yes If yes, please indicate your permit number: HG011886

4. Have you ever applied for and been denied a Household Goods permit in Washington?

No Yes If yes, please explain:

5. Do you currently operate interstate? No Yes

If yes, please indicate your MC#: 395783

6. If you have interstate authority, have you registered for Unified Carrier Registration? No Yes

7. Do you operate interstate as an agent of another company? No Yes

If yes, what is the name of the company?

8. Have you completed commission-sponsored training? No Yes If "yes" date: 05/01/2016

9. Will you be employing CDL drivers? No Yes

If "yes", you must attach evidence of enrollment in a drug and alcohol testing program.

Please answer the following questions completely. If there are multiple persons listed in this application with legal proceedings or criminal convictions to declare, provide documentation on a separate attachment.

10. Does any person named in this application have, or has ever had a business-related legal proceeding against you in Washington state, or in any other state? No Yes If "yes" please list below*:

Type of Legal Proceeding	Date	State

*attach additional pages if necessary



11. Has any person named in this application ever been convicted of any crime involving theft, burglary, assault, sexual misconduct, identity theft, fraud, false statements, or the manufacture, sale, or distribution of a controlled substance? No Yes If yes, please list below*:

Type of Conviction	Date	State

*attach additional pages if necessary

12. Has any person named in this application been: 1) convicted of a criminal offense in Washington state, 2) found to have committed a civil offense in Washington state, or 3) found to have violated Commission rules? No Yes If yes, please list below*:

Violation	Date of conviction	RCW/WAC

*attach additional pages if necessary

13. If you would like to receive information about new household goods carriers, check here

Section 3 - FINANCIAL STATEMENT			
Complete the following or attach a balance sheet, profit and loss statement, or business plan.			
Assets		Liabilities	
Cash in Bank	\$ 10	Salaries/Wages Payable	\$ 0
Notes Received	\$ 0	Accounts Payable	\$ 0
Investments	\$ 0	Notes Payable	\$ 0
Other Current Assets	\$ 0	Mortgages Payable	\$ 0
Prepaid Expenses	\$ 0	Total Liabilities	\$ 0
Land and Buildings	\$ 0	Net Worth	\$ 250,153
Trucks and Trailers	\$ 3	Preferred Stock	\$ 0
Office Furniture	\$ 150	Common Stock	\$ 0
Other Equipment	\$ 15	Retained Earnings	\$ 0
Other Assets	\$ 0	Capital	\$ 0
TOTAL ASSETS	\$ 250,153	TOTAL LIABILITIES AND NET WORTH	\$ 250,153

Section 4 - EQUIPMENT LIST				
List the equipment you own or lease to provide moving services (attach additional sheets if necessary). You must own or have a long-term lease for any vehicle you operate, you may not rent vehicles on a job-by-job basis.				
Year	Make	License Number	Vehicle ID (VIN)	GVW
2013	Ford F250	1LF0559	1FTBF2B6XDEB90497	9,900
1995	Ford F250	KS3938	1FTHF26F5SNA07511	8,600
1992	Ford F250	KZ5024	2FTHF26M9NCB01187	8,600

*attach additional pages if necessary



Section 5 – SAFETY

Identify the person and position responsible for understanding and complying with the **Federal Motor Carrier Safety Regulations** (FMCSR), Washington state laws (RCW) and commission rules (WAC) as described below. Please refer to the WAC rules, Fact Sheets and publication “Your Guide to Achieving a Satisfactory Safety Rating” for assistance with requirements that may apply to your specific operations.

Controlled Substance and Alcohol Use and Testing (Title 49, Code of Federal Regulations Part 382 and Part 40). If you operate commercial motor vehicles, your drivers must be in a controlled substance and alcohol use and testing program. You must have an alcohol and controlled substances testing program. **Please attach evidence of your enrollment in a drug and alcohol testing program if your company has commercial vehicles and employs CDL drivers.**

Commercial Driver's License (CDL) Standards Requirement and Penalties (Title 49, Code of Federal Regulations Part 383). If you operate commercial motor vehicles, your drivers must have a valid CDL.

Driver Qualification Requirements (Title 49, Code of Federal Regulations Part 391). Each of your drivers must meet minimum qualification requirements. You must maintain driver qualification files for each driver.

Drivers Hours of Service (Title 49, Code of Federal Regulations Part 395). Each of your drivers must maintain hours of service logs. You must maintain true and accurate hours of service records for each driver.

Inspection, Repair and Maintenance (Title 49, Code of Federal Regulations Part 396). You must systematically inspect, repair, and maintain all motor vehicles.

Parts and Accessories Necessary for Safe Operation (Title 49, Code of Federal Regulations Part 393). You must maintain parts and accessories in a safe condition.

Liability Insurance Requirements (WAC 480-15-530). You must file and maintain **proof of public liability and proper damage insurance** (\$300,000 minimum coverage for vehicles under 10,000 pounds GVWR and \$750,000 minimum coverage for vehicles 10,000 pounds GVWR or more).

Cargo Insurance Requirements (WAC 480-15-550). You must maintain **cargo insurance coverage** (\$10,000 for household goods transported in motor vehicles under 10,000 pounds GVWR and \$20,000 for vehicles 10,000 pounds GVWR or more).

Name: under 26,000lbs N/A	Position:
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Section 6 - OPERATIONAL RESPONSIBILITIES

Identify the person and position responsible for understanding and complying with the requirements of each category shown below.

Annual Reports and Regulatory Fees (**WAC 480-15-480**). You must annually file a report of your financial operations and pay regulatory fees.

Name: Steven McClaine	Position: Owner
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STATE OF WASHINGTON – general laws, rules and regulations: Individuals and companies doing business in the state of Washington must comply with the regulations of local, state, and federal agencies. Please state the name and position of the person in your organization who will be responsible for ensuring compliance with the laws of the state of Washington, such as, but not limited to the Department of Labor & Industries (industrial insurance, safety, prevailing wage); Department of Licensing vehicle and drivers licenses, business licensing, Unified Business Identifier (UBI number), fuel permits, fuel tax; Secretary of State (corporate registrations); Department of Transportation (over-size or over-weight permits); Department of Revenue, Internal Revenue Service (taxes); and Employment Security.

Name: Steven McClaine	Position: Owner
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Section 7 - DECLARATION OF APPLICANT

INITIAL

- SM** I understand that filing this application does not in itself constitute authority to operate as a household goods mover.
- SM** As the applicant for a household goods permit, I understand the responsibilities of a motor carrier and I am in compliance with all local, state, and federal regulations governing businesses, including household goods movers, in the state of Washington.
- SM** I understand that if the commission grants my application as a new entrant, I will receive temporary authority to provide service as a household goods carrier on a provisional basis for at least six months. During this time, the commission will evaluate whether I have met the criteria in WAC 480-15-305 to obtain permanent authority. I also understand that I must comply with all conditions placed on my temporary permit and that failure to do so will result in cancellation of my permit.
- SM** My employees are sufficiently trained to comply with commission rules regarding estimates, bills of lading, rates and charges and terms and conditions of household goods moves. In addition, my employees are sufficiently trained to comply with commission rules regarding vehicle operation, maintenance, and all other safety requirements. My company will provide a copy of the customer survey to each customer for whom we provide transportation service.
- SM** I understand the commission will complete a criminal background check on each person named in the application.
- SM** I certify or declare under penalty of perjury under the laws of the state of Washington that the information contained in this application is true and correct.

Applicant Name: **Steven McClaine**

Date: **05/26/2020**

Section 8 - ADDITIONAL REQUIRED ATTACHMENTS

- For New Applications:** provide three "*attachment A - HOUSEHOLD GOODS STATEMENT OF SUPPORT*" forms. Forms may be typed or hand-written.
- For Reinstatement of Permit:** provide a personal statement justifying the reinstatement. Business letter format preferred.



ATTACHMENT A

HOUSEHOLD GOODS STATEMENT OF SUPPORT

Your application must include at least three shipper or public statements supporting the proposed household goods moving service. Shipper statements may come from persons or organizations with a need for household goods moving services, or who support your request for a permit to provide those services. These forms may be copied by you as needed.

Applicant Name:

The following must be completed by the Supporter of the applicant

Name, Title, and Business Name:
Bishop Place Senior Living

Address (include street address, mailing address, city, state, zip, and county):
**815 SE Klemgard St
Pullman, WA 99163
Whitman County**

Phone Number: **509-334-9488** Email: **communityrelations@bishopplace.net**

Do you currently need the services of a residential household goods moving company?
 No Yes If yes, please describe your current moving needs:
We are a senior living community. We have people moving into our building to receive care and current residents that move into areas of our community for increased care needs.

Do you anticipate a future need for the services of a residential household goods moving company?
 No Yes If yes, please describe your future moving needs:
Same as above, we continuously utilize movers to move in seniors and move our current residents to different care areas.

Briefly describe how granting this company a permit to provide household goods moving services in Washington State will benefit you, your business, and/or your community:
Me and My Truck is a great asset to not only to Bishop Place but to the community as well. We have families that need help moving fairly quickly. Me and My Truck is time responsive, professional and follows all regulations necessary. They help out in a pinch, when families need to move their loved one ASAP.

Is there anything else the commission should consider when making a determination about this company's application for a household goods permit?
Me and My Truck offers a safe and simple option to moving, especially when you are not able to do the heavy lifting yourself. Their pricing is very fair and they are very efficient.

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Mandi Kramer

05/18/2020

Printed Name of Person Completing Form

Signature

Date



ATTACHMENT A

HOUSEHOLD GOODS STATEMENT OF SUPPORT

Your application must include at least three shipper or public statements supporting the proposed household goods moving service. Shipper statements may come from persons or organizations with a need for household goods moving services, or who support your request for a permit to provide those services. These forms may be copied by you as needed.

Applicant Name: Steve McClaine, DBA: Me & My Truck

The following must be completed by the Supporter of the applicant

Name, Title, and Business Name:
Ben Cooper, owner of Precision Cleaning Services

Address (include street address, mailing address, city, state, zip, and county):
**610 SW Cherry Lane
Pullman, WA 99163**

Phone Number: **206-355-1774** Email: **bencooper10575@gmail.com**

Do you currently need the services of a residential household goods moving company?
 No Yes If yes, please describe your current moving needs:
I am purchasing a new home and will need moving services in the near future.

Do you anticipate a future need for the services of a residential household goods moving company?
 No Yes If yes, please describe your future moving needs:
Yes my father is down sizing from two properties to one and will need help moving house hold goods from one location to another.

Briefly describe how granting this company a permit to provide household goods moving services in Washington State will benefit you, your business, and/or your community:
There is not a lot of business' like Steve's in our community and by allowing this permit will help make his services available to local residents. I also can use his services to help my customers who in a lot of cases are moving in and out of homes in the area.

Is there anything else the commission should consider when making a determination about this company's application for a household goods permit?
I've known Steve now for over five years and have used his services many times and find his business as an added value to our local community.

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Ben Cooper

05/19/2020

Printed Name of Person Completing Form

Signature

Date



ATTACHMENT A

HOUSEHOLD GOODS STATEMENT OF SUPPORT

Your application must include at least three shipper or public statements supporting the proposed household goods moving service. Shipper statements may come from persons or organizations with a need for household goods moving services, or who support your request for a permit to provide those services. These forms may be copied by you as needed.

Applicant Name: Steve McClaine

The following must be completed by the Supporter of the applicant	
Name, Title, and Business Name:	Jessica Van Nuland, Licensed Real Estate Assistant, ^{RE/MAX} Home & Land
Address (include street address, mailing address, city, state, zip, and county):	600 SW Center St. Pullman, WA 99163
Phone Number:	(509) 595-1400
Email:	jdvannuland@gmail.com
Do you currently need the services of a residential household goods moving company?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, please describe your current moving needs:
Do you anticipate a future need for the services of a residential household goods moving company?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, please describe your future moving needs: we may purchase a new home and would need his moving services.
Briefly describe how granting this company a permit to provide household goods moving services in Washington State will benefit you, your business, and/or your community:	Having someone like this whom I can trust with my valuable goods providing this service is of value to me and my community
Is there anything else the commission should consider when making a determination about this company's application for a household goods permit?	moving He is the only local company I know I can trust and the only one I would recommend for this service.
I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.	
Printed Name of Person Completing Form	Jessica Van Nuland
Signature	
Date	5/25/2020