



# CITY OF URBANA / CITY OF CHAMPAIGN INSTRUCTIONS FOR VEHICLE FOR HIRE BUSINESS LICENSING



## Application:

- Corporations apply in the name of the corporation and the “doing business as” name, non-corporations use business name OR the business name registered with the Champaign County Clerk’s Office.
- The license period is from July 1<sup>st</sup> to June 30<sup>th</sup> of each year.
- Submit completed application form, supporting documents and applicable fees to the City of Urbana Finance Department, 400 S. Vine St., Urbana, IL 61801.

## Fees:

Annual Business License Fee	\$270.00
Vehicle Registration (per vehicle)	\$ 75.00
Transfer or Replace City Tag	\$ 15.00 per vehicle
Transfer State Vehicle Registration	\$ 15.00 per vehicle

- All fees are payable to the City of Urbana.
- We accept personal checks, money orders, cashier checks and cash.

## Rate Chart:

- File a rate chart listing all methods used to calculate fares and any additional charges for carrying extra persons, luggage and parcels. Acceptable methods of charge are:

Taximeter	Per person
Mileage	Flat
Hourly	Zone

- If you charge by zone you must use the zone chart and map that the City supplies.
- Posting of the rate chart, so that it is visible to passengers, is required in all vehicles.
- The method of charge must be agreed upon with the passenger BEFORE accepting the fare.
- Changes in rates must be filed with the City ten days before the effective date of the change.

## Receipt and/or Limousine Service Contract

- You must provide a sample of customer receipt and/or a sample of a limousine service contract.

## Vehicle Registration Card:

- A copy of the current Secretary of State vehicle registration card for each vehicle being licensed.
- Apply for taxi, livery and public transportation plates through:

Office of Secretary of State  
Non-Standard Plate Section  
501 S. 2<sup>nd</sup>, Room 541  
Springfield, IL 62756  
(217) 785-4175

Beck’s License & Title Service  
1506 S. Neil St  
Champaign, IL 61820  
(217) 398-6061

## Certificate of Insurance:

- A copy of a **current** certificate of insurance covering all vehicles licensed and showing coverage limits as required by the State of Illinois.
- The certificate must name **both** the City of Urbana and the City of Champaign as certificate holders, address: 400 S. Vine St., Urbana, IL 61801.

### **Criminal Background Check:**

- Annual background check required through the Illinois State Police.
- **First time applicant, or if a gap in license renewal, a Live Scan Fingerprint submission is required with a fee of \$40.00, plus \$15.00 for State submission for a total fee of \$55.00.**
- Renewal licenses require an online background check, with a fee of \$10.00.
- Live Scan Fingerprints require an appointment. To schedule an appointment for fingerprints contact the Urbana Police Department at 384-2320.

### **Photographs of Company Vehicles:**

- Photos of **each company vehicle** must be submitted, showing required markings and lettering:
  - Picture of driver's side or passenger's side of vehicle.
  - Picture of back side of vehicle.
- ***There will be a \$5.00 photo fee per vehicle if photos are taken by City staff.***

### **List of Current Drivers:**

- List of current company drivers must be provided, as well as notification each time a new driver is hired.
- Notification to City of Urbana when any driver is dismissed or leaves company.

### **Driver Fees:**

Annual Vehicle for Hire Driver Fee	\$50.00
Late Licensing Fee (renewals after June 25 <sup>th</sup> )	\$25.00

### **Vehicle Inspection:**

- Vehicle inspections must be performed by state certified garages.
- The inspection(s) must be completed **BEFORE** submitting your application to the Finance Dept.

### **Frequency of Vehicle Inspections:**

Depending on the age and mileage of a vehicle, multiple inspections are required within the license year. The schedule of inspection is:

- One inspection – vehicles less than five (5) years old **or** mileage of less than 125,000 miles.
- Two inspections (one every 6 months) – vehicles older than five (5) years **or** mileage of 125,000 or more.
- Additional inspections may be required as often as vehicle condition warrants.

### **Late Fees:**

- The deadline for filing a renewal vehicle for hire business application is June 25<sup>th</sup>.
- **Applications not filed by that date are subject to a \$50.00 late fee, plus an additional \$10.00 for every day after the 25<sup>th</sup> that the application is late.**
- Subsequent vehicle inspections are subject to a late fee of \$15.00 per day per vehicle for each day past the due date of a required vehicle inspection.
- Subsequent certificate of insurance is subject to a late fee of \$15.00 per day for each day past the expiration date.
- Subsequent state vehicle registrations are subject to a late fee of \$15.00 per day for each day past the expiration date.

*If you have any questions, please contact Dawn Price at the City of Urbana Finance Department, (217) 384-2346 or email: [dmprice@urbanaininois.us](mailto:dmprice@urbanaininois.us)*