

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

*(Changes from previous license year are in bold)*

Application:

- Corporations should apply in the corporation name and provide “doing business as” name.
- Non-corporations should use the business name or the business name registered with the Champaign County Clerk’s Office.
- **The license period is from November 1<sup>st</sup> to October 31<sup>st</sup> of each year.**
- Submit completed application, supporting documents and all applicable fees to the City of Urbana, Finance Department, 400 S. Vine St., Urbana, IL 61801.

Certificate of Insurance:

- A copy of the current certificate of insurance covering all vehicles licensed and showing coverage limits as required by the State of Illinois (\$300,000).
- 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.

Vehicle Inspection:

- Vehicle inspections must be performed by **certified mechanics**.
- Acceptable forms: Current state/federal inspection forms and/or **forms provided by the licensing authority, which are available upon request.**

Frequency of Vehicle Inspections:

- **Annually (365 days) – vehicles manufactured seven (7) or fewer years.**
- **Semi-annual (180 days) – vehicles manufactured seven (7) or more years.**
- Additional inspections may be required as often as vehicle condition warrants.

Vehicle Registration Card:

- Provide a copy of the current Secretary of State vehicle registration card for each vehicle registered at the time of licensing.
- 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

Rate Chart:

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

Taximeter Mileage	Per person Flat	Hourly
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- Posting of the rate chart, so that it is visible to passengers is required in all vehicles.
- **If you operate on a “Cash Only” basis, all vehicles must have posted inside the rear of the vehicle a sign stating “Cash Only.”**
- The method of charge must be agreed upon with the passenger BEFORE accepting the fare. **Every operator shall inform passengers prior to the start of any trip that a cash payment is the only acceptable method of payment, when operating on a “Cash Only” basis.**

- Rate changes must be on file with the City ten (10) days before effective date of change.

Receipt and/or Limousine Service Contract:

- Provide a sample of a customer receipt and/or limousine service contract.

Photographs of Company Vehicles:

- Photos of each company vehicle showing required markings and lettering (any changes will require a new photo). Picture of front, side and back views.
- There will be a \$5.00 photo fee per vehicle for photos taken and/or printed by City.

List of Current Drivers:

- List all current company drivers licensed and/or to be licensed.

Background Check:

- Annual state and **national** background check required.

Fees:

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

- All fees are payable to the City of Urbana.
- We accept cash, checks, money orders, and cashier checks. **We also accept Visa, MasterCard and Discover.**

Background Check Fees:

- **Live Scan Fingerprint submission is required for any applicant without a current Live Scan Fingerprint on file. Background fees are the following:**
  - **Live Scan Fingerprint & submission - \$73.25**
  - **Submission (if a current Live Scan Fingerprint is on file) - \$28.25**
  - **Annual resubmission (if license renewal hasn't lapsed) - \$20.00**

Driver Fees:

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

Late Fees:

- **The deadline for filing a renewal vehicle for hire business application is October 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 late fees at \$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 late fees of \$15.00 per day for each day past the expiration date.
- Payment of all outstanding fees must be paid in full, prior to license renewal approval and issuance.

If you have any questions, please contact Becki Jones at the City of Urbana Finance Department, (217) 384-2346 or email [rkjones@urbanailinois.us](mailto:rkjones@urbanailinois.us). Thank you.