



INSTRUCTIONS FOR VEHICLE-FOR-HIRE BUSINESS LICENSING

BY APPOINTMENT ONLY

Application:

- Corporations must apply using the legal corporation name and provide “doing business as” (DBA) name.
- Non-corporations must use the legal business name as registered with the Champaign County Clerk’s Office.
- **The license period is from November 1st to October 31st of each year.**
- Submit completed application, supporting documents and all applicable fees to:
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. 2nd, 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	Per person	Hourly
Mileage	Flat	

- 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 <u>per</u> vehicle
Transfer or Replace City Sticker	\$ 15.00 <u>per</u> vehicle
Transfer State Vehicle Registration	\$ 15.00 <u>per</u> 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 - \$73.75**
 - **Submission (if a current Live Scan Fingerprint is on file) - \$28.75**

Driver Fees:

Annual Vehicle for Hire Driver Fee	\$50.00
Late Licensing Fee (renewals after October 25th)	\$25.00

Late Fees:

- **The deadline for filing a renewal vehicle for hire business application is October 25th.**
- Applications not filed by that date are subject to a \$50.00 late fee, **plus** an additional \$10.00 for every day after the 25th 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** at the City of Urbana Finance Department, **(217) 384-2346** or email RKJones@urbanaininois.us.