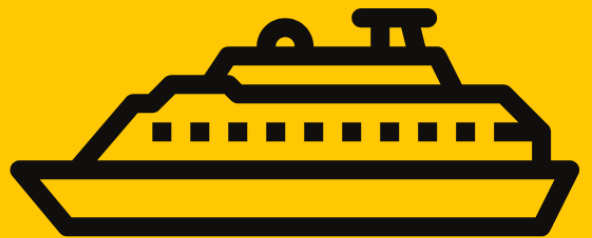




Public Passenger Vehicle License Toolkit



PUBLIC PASSENGER VEHICLE LICENSE TOOLKIT

August 30, 2023

**Livery ♦ Charter/Sightseeing ♦ Ambulance ♦ Medicar
Low-Speed Electric PPV ♦ Jitney ♦ Pedicab**

Congratulations! You now hold a City of Chicago public passenger vehicle and own a transportation business. Save and use this toolkit to familiarize yourself with the basics of operating a licensed City of Chicago public passenger vehicle business.

The Chicago Department of Business Affairs and Consumer Protection (BACP) created this tool kit to provide information and resources to support your business. This tool kit contains basic information only. Refer to the laws and rules on how to legally operate your business and keep the license in compliance.

1. **Save the e-mail address BACPPV@cityofchicago.org**
 - E-mail your questions directly to BACP. Be sure to include your full name and the license number that relates to your question.
 - E-mail BACPPV@cityofchicago.org to
 - Request a Change of Inspection Date
 - Start a Change of Equipment Process
2. **Keep connected to BACP for up-to-date information which impacts your business.**



- Keep your current address, phone number and e-mail address on file with BACP.
- Check your e-mail regularly for BACP communications.
- Scan this QR code with your phone camera to sign up for BACP Public Vehicle notices regarding news, laws, and events which impact your industry.

3. **Go to the source! Check the BACP website for current information that affects your public passenger vehicle business: [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)**



- BACP updates its webpages regularly to ensure the public is educated and informed on current BACP processes and policies.
- Use the Schedule a Public Vehicles Service Appointment button at this webpage to schedule appointments for the BACP Public Vehicle Licensing Facility.
- Scan this QR code with your phone camera to directly schedule an appointment:

4. **Take Advantage of BACP Remote Services**

- Submit questions, comments, requests and documents for the following services via email to BACPPV@CITYOFCHICAGO.ORG.
- Forms are available on the BACP website: [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)
- Renew Public Chauffeur License (form)
- Report Legal Name Change (form)
- Request Letter to Operate
- Report Lost License (form)
- Report Change of Address (form)
- Submit Change of Equipment (form)
- Submit Change of Affiliation (form)
- Submit Change of Safety Device (form)
- Submit Insurance Certificates
- Request Inspection Date Change

5. **The Department of Finance ([Chicago.gov/Finance](https://chicago.gov/Finance)) manages and collects City of Chicago taxes, fines, and fees.**

- Connect with the Department of Finance at (312) 747-4747 or by sending an e-mail to RevenueDatabase@cityofchicago.org
- Ground Transportation Tax (GTT) rates for different public passenger vehicles:
 - Vehicle capacity of 10 or less (Livery, Ambulance, Mediacar, Low-Speed Electric PPV, Jitney): \$3.50/taxable day per vehicle
 - Vehicle capacity of 11-24 (Charter/Sightseeing): \$6/taxable day per vehicle
 - Vehicle capacity of 25 or more (Charter/Sightseeing): \$9/taxable day per vehicle
 - Pedicab: \$1/taxable day per vehicle
- **Annual license taxpayer:** Payment due on July 15th
- **Quarterly license taxpayer** payment due dates and quarters as follows:
 - Oct 15th for quarter July - September
 - Jan 15th for quarter October – December
 - April 15th for quarter January – March
 - July 15th for quarter April – June

6. **Pay your City of Chicago taxes and WAV fund fees online through the Chicago Business Direct web portal:** Chicago.gov/ChicagoBusinessDirect
- If you do not already have a personal User Profile in Chicago Business Direct, you must first register and create a User Profile.
 - There are detailed instructions regarding the steps that you must follow to register and create a User Profile.

7. **Public Passenger Vehicle inspection dates are available at the City of Chicago data portal:** data.cityofchicago.org

- Livery vehicles and ambulances must receive regular inspections.
- Check the inspection dates scheduled for your livery vehicle or ambulance at the City of Chicago Data Portal.
- View and explore interactive scheduled livery vehicle and ambulance inspection dates in an on-line format which allows searches by license/vehicle number, by company, or by affiliation.
- The on-line format inspection schedule is updated daily and will display current inspection dates.
- Options to view and search a vehicle inspection date and time:

- 1) Start at the City of Chicago data portal website: data.cityofchicago.org



- In search box, type “Public Passenger Vehicle Inspection Schedule” and hit enter.

- 2) Click and bookmark this direct weblink to the Public Passenger Vehicle Inspection Schedule: <https://data.cityofchicago.org/Community-Economic-Development/Public-Passenger-Vehicle-Inspection-Schedule/kxfh-a6zz>

8. **Know the laws which govern and regulate your business.**

- The Municipal Code of Chicago (MCC) is available for free at amlegal.com.
- MCC Chapter 9-114 is titled “PUBLIC PASSENGER VEHICLES OTHER THAN TAXICABS”
- MCC Chapter 9-110 is titled “PEDICABS”
- MCC Chapter 4-68 is titled “AMBULANCES”
- MCC Chapter 9-104 is titled “PUBLIC CHAUFFEURS”
- MCC Chapter 3-46 is titled “CHICAGO GROUND TRANSPORTATION TAX”
- The “Chicago’s Guide to Public Passenger Vehicles” is at Chicago.gov/PublicVehicles
- Know the insurance requirements (auto liability and worker’s compensation) requirements which must be maintained on public passenger vehicles.
- Know the public vehicle advertising permit requirements. The public vehicle advertising permit web portal is at Chicago.gov/PublicVehicles.

- Know the triggers which will automatically suspend your public passenger vehicle license (example: lapse of insurance and missed inspections).
- Know that material representations or false statements to the City of Chicago could result in license revocation and/or fines up to \$10,000 per day.

9. Maintain your public passenger vehicle license in legal compliance by renewing the license BEFORE the license expires.

PPV License Type	Annual License Fee per Vehicle	License Term
Livery	\$500	January 1 to December 31
Charter/Sightseeing	\$500	July 1 to June 30
Medicar	\$500	July 1 to June 30
Low-Speed Electric PPV	\$500	July 1 to June 30
Jitney	\$250	July 1 to June 30
Ambulance	\$600	November 1 to October 31
Pedicab	\$250	April 1 to March 31

- 1. Expired Public Vehicle and Public Chauffeur licenses are not permitted to operate for hire. Citations for unlicensed operation will be issued.**
- Public Vehicle and Public Chauffeur license holders who have not renewed for the current licensing term must:
 - Surrender any expired public passenger vehicle license to BACP
 - Complete license renewal for current license term.

10. Verify license status and steps to correct license status.

- Check the license status and information for your license at the City of Chicago open data portal at data.cityofchicago.org.
- Any Public Vehicle or Public Chauffeur license operating in expired, or violation status may be subject to enforcement action including citations, license/medallion confiscation, vehicle impoundment and/or revocation.
- If status is expired or in violation, review the license renewal information and checklist at the BACP website ([Chicago.Gov/PublicVehicles](https://chicago.gov/PublicVehicles)).
- Resolve outstanding debt by contacting the Dept. of Finance at (312) 747-4747 or RevenueDatabase@cityofchicago.org. The Department of Finance web site is [Chicago.gov/Finance](https://chicago.gov/Finance) and can be used to identify outstanding tickets, fees, and taxes.
- Visit ilsos.gov for business entity verification that entity is in good standing with the Illinois Secretary of State’s webpage by performing a Corporation/LLC Search.
 - In search box, type **“Corporation/LLC Search”** and hit enter.
- Email BACPPV@cityofchicago.org to request forms or ask questions. You may also submit completed renewal applications with required supporting documentation.

11. BACP staff are not able to provide licensees administrative, accounting, or legal services.

- BACP staff will not be able to complete forms on your behalf.
- BACP staff will not be able to compile your license application or renewal packet.
- BACP recommends all businesses discuss succession planning with an attorney – a plan which considers illness or circumstances which disable capacity to operate your license and business. Make sure that your business succession plan takes into account BACP laws.
- [Visit Chicago.gov/BACP for resources for small businesses.](https://www.chicago.gov/BACP)



PUBLIC VEHICLE INDUSTRY NOTICE



**Make a Tax Payment,
File a Tax Return or Pay WAV Fees
Online at CHICAGO BUSINESS DIRECT**

1. Start at Chicago.gov/ChicagoBusinessDirect
2. If you are already an established Chicago Business Direct user, with valid User Id and Password, click the “Sign in” button.
3. If you are using Chicago Business Direct for the first time, you must first register and establish a personal user profile, which consists of a User Id and Password. The blue “register today” is a link that will route you to the page and through process. You only need to register once.
4. Once you log in, you may view all the Business Accounts to which you are linked, in your “MY BUSINESS ACCOUNTS” page. If you are not linked to your Business Account, please send an email to: ChicagoBusinessDirect@cityofchicago.org for assistance.
5. **PAY WAV FUND FEES ONLINE**
 - Log into the Chicago Business Direct web portal Chicago.gov/ChicagoBusinessDirect
 - Click on tile labeled “Make a Tax Payment”
 - Select the Business Account from the list
 - Select the Tax Form Code 7595
 - Select the WAV Fund Fees you wish to pay by entering a payment amount
 - Click “Continue” button at bottom of page when done

For payment plans or tax payment issues, contact the Chicago Department of Finance:
revenue@cityofchicago.org or (312)747-4747.

The City of Chicago’s Department of Business Affairs and Consumer Protection (BACP) ensures Chicago’s public passenger vehicles are safe, reliable and provide residents and visitors positive transportation options. BACP is committed to providing accessibility for all individuals, including people with disabilities.

Public Vehicle Division Operations:

- Schedule an appointment for service at the BACP Public Vehicle Licensing Facility at Chicago.gov/PublicVehicles
- Resolve an Administrative Notice of Violation (citation) remotely by emailing the ANOV number to BACP-AdministrativeHearings@CityofChicago.org
- Rules governing City of Chicago public vehicles and public chauffeurs are available at Chicago.gov/PublicVehicles

Public Vehicle Operations Division | 2350 W. Ogden, First Floor, Chicago IL 60608
BACPPV@cityofchicago.org | Chicago.gov/PublicVehicles | Chicago.gov/BACP | 312-746-4200



Secretary of State
Vehicle Services Department
Alexi Giannoulis

Secretary of State
Vehicle Services Department
Special Plates Division
5401 N Elston Ave, Room M-6
Chicago, IL 60630
(773)794-5848

Livery & Taxi Plate Requirements:

Proof of ownership of the vehicle (Original title or Registration card) If the title will be processed electronically by the dealer, please verify they have done so prior to coming in as we must be able to see the electronic file in our database.

Certificate of liability Insurance with the Secretary of State listed as the certificate holder.

Lease agreement if applicable: 2 copies needed

(Example: Car is registered to an individual and plate is issued to a company)

Power of Attorney needed if vehicle will be registered under a name or company other than your own.

Documents pertaining to the City of Chicago:

The following documents are needed in addition to the above requirements:

Taxis: Change of Equipment receipt for plate transfers. Release of interest and closing documents for medallion purchases.

Livery: City of Chicago Plate Issuance Letter for new plates

Please bring printed versions of all documents as digital versions are not accepted.