



**City of Chicago**  
**Business Affairs and Consumer Protection**  
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**PRINCIPAL PLACE OF BUSINESS AS DEFINED IN CHICAGO CODE**  
**February 15, 2024**

Every Public Vehicle licensed under Title 9 of the Municipal Code of Chicago (MCC or Code) must have a "Place of business in the City of Chicago".

The Municipal Code of Chicago under Chapter 9-112 (Taxis), Chapter 9-114 (Other PV including Livery) and Chapter 9-110 (Pedicabs) defines Place of Business in the City of Chicago the same way for licenses issued under those three chapters.

The Department of Business Affairs and Consumer Protection (BACP) cannot issue a license to an applicant that does not meet the requirements and qualifications of the Municipal Code of Chicago.

The Chicago Code/Law definition of a **"Place of business in the City of Chicago"** is:

- (1) a location within the City where the City may send, and the licensee shall accept, notices of hearing or other notices from the City;

**and**

- (2) a location within the City where a licensee **maintains** its business and financial records relating to the licenses involved.

The Chicago address must meet **both** of the above listed criteria of the ordinance.

Therefore, the address cannot be a virtual mailbox; it cannot be a virtual office space where you can schedule a conference room or office, but where you have no permanent, designated, space in which to **maintain** business and financial records.

If a taxi licensee changes its affiliation, it must also change the Place of Business address as the previous affiliation will no longer accept notices or maintain records for the former affiliate.

The same is true for a licensee that uses their insurance company for their place of business address, if the licensee changes their insurance company, the previous insurance company will no longer accept notices or maintain records for that licensee.

In both cases, the licensee will need to provide us with proof of a new Place of Business address in the City of Chicago in a form acceptable to BACP or the vehicle(s) cannot be licensed.