



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
312-746-4200 · BACPPV@CITYOFCHICAGO.ORG · Chicago.gov/PublicVehicles

2024-2025 COMMERCIAL PASSENGER VESSEL (CPV) LICENSE RENEWAL INSTRUCTIONS AND CHECKLIST (March 5, 2024)

RENEW BY EMAIL! Licensees are encouraged to renew by email. E-mail completed license renewal and other required documentation to BACPPV@cityofchicago.org.

Renewal applicants that choose to submit their renewal application in person at our office at 2350 W. Ogden Ave, Chicago must report before 2 p.m. Keep a copy of all documentation submitted to BACP. BACP staff are unable to make copies for personal use. Visit Chicago.gov/PublicVehicles for facility hours, walk-in service times, and appointment scheduling.

Current CPV licenses expire on April 30, 2024. Submit your application before April 22, 2024, to ensure timely renewal. The upcoming license term is from May 1, 2024, to April 30, 2025. Submit your completed, dated, and signed renewal application along with all required documents in person or via email to BACPPV@cityofchicago.org. Only complete applications submitted by licensees that have resolved City of Chicago debt and holds will be reviewed.

Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew a CPV license on behalf of the licensee.

APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE APPLICATION

1. Current Certificate of Good Standing from the Illinois Secretary of State if the license is held by a company or LLC. Document must be dated after February 1, 2024.
2. For each vessel/boat, documentation indicating that the vessel/boat is currently in compliance with federal and state requirements:
 - a. Copy of the Illinois Department of Natural Resources License (rental boat and/or passenger boat).
 - b. Copy of the Illinois Department of Natural Resources License Watercraft Registration Card.
 - c. Copy of US Coast Guard inspection information and/or certification.
 - d. For each individual which may potentially operate the vessel/boat, copy of US Coast Guard Captain Credentials which must include photo, name information, and all endorsements.
3. For each vessel/boat, documentation indicating proof of current insurance has been obtained and maintained.

4. For each vessel/boat, current documentation indicating compliance with applicable waste disposal requirements.
5. For each vessel/boat, provide the temporary or permanent dock location within the City of Chicago or State of Illinois and provide documentation of a lease, license, or other agreement by the owner of the property giving consent to such docking.
6. For each vessel/boat, provide all established routes of service, including all embarkation and destination locations, days and hours of service, and frequency of service.
7. For each vessel/boat, provide the refund and cancellation policy or procedures.
8. For each vessel/boat with scheduled service, provide the rates of fare, including whether any discounts are offered.

LICENSE FEES, APPOINTMENTS & QUESTIONS

- The CPV license fee is to be paid upon approval of the license.
 - ✓ The annual fee is \$350.00 if any one or more vessels has a passenger capacity of 20 or more passengers.
 - ✓ If all of licensee's vessels have a passenger capacity of less than 20 passengers, the annual fee is \$75.00.
- Payment may be online at the Chicago Business Direct webpage Chicago.gov/ChicagoBusinessDirect or in person by business check, money order or cashier's check.
- Submit all required license renewal documents and completed license renewal application to BACPPV@cityofchicago.org or drop off in person at BACP offices at 2350 W. Ogden, 1st Floor, Chicago, Monday thru Friday before 2 p.m.
- Contact BACP at BACPPV@cityofchicago.org to schedule an appointment.
- Direct questions to BACPPV@cityofchicago.org