



# 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](mailto:BACPPV@CITYOFCHICAGO.ORG) · [WWW.CITYOFCHICAGO.ORG/BACP](http://WWW.CITYOFCHICAGO.ORG/BACP)

### INITIAL COMMERCIAL PASSENGER VESSEL (CPV) LICENSE APPLICATION INSTRUCTIONS AND CHECKLIST

#### **APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THE APPLICATION**

1. For each vessel, documentation indicating that the vessel is in compliance with federal and state requirements, i.e. in good standing and compliance with the US Coast Guard and Illinois Department of Natural Resources:
  - 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. Plus, for each individual which may potentially be operating the vessel, copy of US Coast Guard Captain Credentials - pages must include photo, name information, and endorsements.
2. For each vessel, documentation indicating proof of required insurance has been obtained and maintained.
3. For each vessel, documentation indicating compliance with applicable waste disposal requirements.
4. For each vessel, provide the temporary or permanent dock location within the City of Chicago or State of Illinois and provide documentation proof of a lease, license, or other agreement by the owner of the property giving consent to such docking.
5. For each vessel, provide all established routes of service, including all embarkation and destination locations, days and hours of service, and frequency of service.
6. For each vessel, provide the refund and cancellation policy or procedures.
7. For each vessel with schedule 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 all of licensee's vessels have a passenger capacity less than 20 passengers, the annual fee is \$75.00. Payment may be made by cash, certified check, money order, or credit card.
- CPV licensees with City of Chicago public way use permits in good standing will be issued two identification badges. The replacement fees for such badges are \$200.00. Such badges must be displayed as stated in Rule 7 of the Rules and Regulations pertaining to Commercial Passenger Vessels.
- Submit all required license application documents and completed license application at [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) or in person at BACP offices at 2350 W. Ogden, 1<sup>st</sup> Floor, Chicago, Illinois.
- License application appointments are available. Contact BACP at 312-746-4300 or [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org) for questions or to schedule an appointment.