



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 LICENSE RENEWAL INSTRUCTIONS & CHECKLIST FOR CHARTER-SIGHTSEEING, MEDICAR, LOW SPEED ELECTRIC VEHICLE, & JITNEY LICENSES

May 14, 2024

Current charter-sightseeing, medicar, jitney and low speed electric vehicle licenses expire on June 30, 2024. The upcoming license term is from July 1, 2024, to June 30, 2025.

NEW – Windshield license decals will no longer be issued. Once renewed, each licensed vehicle will be issued a 2024 hard card listing the license number. You must display the 2024 hard card on the passenger-side of the dashboard for each corresponding licensed vehicle. Failure to display the 2024 hard card on the passenger-side dashboard is a violation of the municipal code.

Starting May 20, 2024, applicants may submit license renewal documents by:

- (1) E-mail to BACPPV@cityofchicago.org (the preferred method) – include license holder name and IRIS number in all correspondence with BACP;

OR

- (2) In-person at the BACP Public Vehicle Licensing Facility (2350 W. Ogden, 1st Floor, Chicago, Illinois 60608)
 - Applicants must check in at the reception desk before 2pm.
 - Make a copy of your complete application prior to submission at BACP.
 - BACP staff are unable to print or to make copies for your personal use.
 - Visit Chicago.gov/PublicVehicles for facility hours, walk-in service times, and appointment scheduling.

Please note, regardless of email or in-person submission of renewal documents:

- ✓ BACP recommends submitting the application before June 14, 2024, to ensure timely renewal.
- ✓ Only an individual licensee, a registered corporate officer or LLC member, or an Illinois licensed attorney authorized by the licensee may renew the license on behalf of the licensee.
- ✓ A license must be renewed before the expiration date in order to continue licensed operations.

DEBT AND HOLDS

All debt owed to the City of Chicago must be resolved **before** you renew your license(s). If your account has debt holds, a Hold Notice will be included as part of this package. Resolution instructions are included on the Hold Notice.

RENEWAL DOCUMENTS CHECKLIST - The following must be completed and submitted.

1. CERTIFICATE OF GOOD STANDING

If the license(s) is in the name of a company the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or proof of an "Active" company that shows all officers printed from the Secretary of State's Web site (ILSOS.GOV). The document must be dated after April 1, 2024.

2. OWNERSHIP INFORMATION VERIFICATION FORM

► Request this form by sending an email to BACPPV@cityofchicago.org. Emails and all correspondence with BACP must include the license holder name and IRIS number. Complete and submit the OWNERSHIP INFORMATION VERIFICATION FORM. The information provided must match what is on file with BACP.

► Changes to company's officers or shareholders requires a Change of Officers application. Contact the Public Vehicle Licensing Division for additional information to complete this process.

3. Illinois Department of Transportation (IDOT) INSPECTION SHEET

Submit an IDOT inspection sheet for each licensed vehicle being renewed. The inspection sheet must indicate that the vehicle passed the inspection and be dated after January 1, 2024.

4. CERTIFICATE OF INSURANCE

Proof in the form of an insurance certificate that all licensed vehicles comply with all insurance requirements mandated by Federal, State and City law. Every licensed vehicle must carry commercial automobile liability insurance for bodily injury and property damage and where applicable, worker's compensation insurance. Every insurance certificate must list the City of Chicago/BACP as additional insured and certificate holder with our address listed as 2350 W. Ogden Ave., First Floor, Chicago, IL 60608.

Liability insurance: Insurance for each licensed vehicle must provide at least the following minimum coverage.

For each vehicle with capacity of 10 or more seats:	\$1,000,000.00 combined single limit coverage per occurrence
For each vehicle with a capacity of up to and including 9 seats:	\$350,000.00 combined single limit coverage per occurrence
Jitney car service vehicles:	\$100,000.00 combined single limit coverage per occurrence

★ BACP will immediately suspend any license that fails to submit or maintain required insurance coverage. Suspension will remain until proof of required insurance coverage is received by BACP. In addition, a licensee may be subject to fines and/or license revocation.

5. CHARTER-SIGHTSEEING VEHICLE STORAGE ADDRESS

Charter-sightseeing licensees must include, and update as necessary, the address(es) where all licensed vehicles are kept when not in use.

6. LICENSE RENEWAL FEE

Once the renewal is approved, the full license renewal fee must be submitted. License renewal fee for each charter-sightseeing, medicar and low-speed electric vehicle license is \$500.00. The license fee for each jitney license is \$250.00.

- Payments may be made at in person at our office or at a Dept. of Finance payment location.
- The license fee may be paid by credit card, certified check, or money order. Certified checks and money orders should be made payable to the "City of Chicago". No cash amounts over \$1,000.00 or personal checks will be accepted. The address must be pre-printed on the check.
- All certified checks and money orders should be completed in full, including license number(s). A separate certified check or money order MUST be executed for each company that you are renewing.

★ Reminder to Licensees: Only licensed Chauffeur or CDL Driver May Operate Vehicle ★

Under Section 9-104-020 of the Municipal Code of Chicago (MCC) any person who operates a public passenger vehicle under Chapter 9-114 MCC must have a City of Chicago issued chauffeur license. However, a driver with a valid, permanent, commercial's drivers license may drive a charter vehicle or a medicar vehicle provided that operating such vehicle does not violate any restriction or endorsement placed on the person's commercial driver's license.

★ Public Vehicle Advertising Permits Charter-Sightseeing Licensees ★

Pursuant to MCC 9-114-330, charter-sightseeing licensees must secure City of Chicago Advertising Permits for commercial advertising. Public Vehicle Advertising Permits portal is available at Chicago.gov/PublicVehicles.

- EXTERIOR Advertising Permit (\$100/vehicle per year)
- INTERIOR Video Advertising Permit (\$100/vehicle per year)



PLACE OF BUSINESS ADDRESS REQUIREMENT FOR PUBLIC VEHICLES

May 14, 2024

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

"Place of business in the City of Chicago" is defined in the Code as:

- (1) a location within the City [of Chicago] 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 submitted to BACP must meet **both** of these criteria before BACP will accept that address on an application for issuance or renewal of a license.

The Municipal Code of Chicago defines "Place of business in the City of Chicago" the same under Chapters 9-112 (Taxis), 9-114 (Other PV including Livery) and 9-110 (Pedicabs). Please refer to amlegal.com for the full Code sections.

The address cannot be a virtual mailbox, it cannot be a UPS or P.O. mailbox, it cannot be a virtual office space where you do not have a permanent, designated, space in which to maintain business and financial records.

Please note:

- If a taxi licensee reports their affiliation's address as their place of business address and later leaves that affiliation, the affiliation's address is no longer their place of business.
- If any public passenger vehicle licensee uses their insurance company's address for their place of business address, and later changes their insurance company or if their policy lapses, that insurance company's address is no longer their place of business.

In both cases above, the licensee must provide BACP with proof of a new PLACE OF BUSINESS address in the City of Chicago in a form acceptable to BACP or the vehicle(s) will not be licensed.

Submission of a false or invalid business address may result in revocation or rescission of the license(s) and/or a fine up to \$10,000 for every day that address was on file with BACP. Once a license is rescinded or revoked, your rights to the license are terminated.