

Application Procedures For Public Vehicle (Taxicab) License

Applications for Public Vehicle (Taxicab) Licenses are available at the Public Vehicle Office, 800 Evans St., Cincinnati, Ohio 45204, between 8:30 a.m. and 4 p.m., Monday through Friday.

Applications must be completed at the Public Vehicle Office.

A public hearing must be held on all applications for public vehicle licenses. Applications must be filed seven (7) days prior to each hearing to be eligible for consideration. Hearings are held on the first and third Wednesday of every month, promptly at 10 a.m.

Upon filing an application, you must also submit the following:

1. A \$50 application fee for each license requested. (**CHECK or MONEY ORDER only – NO CASH – made payable to “City of Cincinnati”**)
2. A conviction record transcript including Criminal and Traffic Record from:

Hamilton County Sheriff’s Records
1000 Sycamore St., Room 100
Cincinnati, Ohio 45202
513-632-8284

If the applicant is a corporation, a copy of the incorporation certificate and list of officers with their home addresses and telephone numbers. A record check is required for all of the officers of the corporation. The record check must be dated within fifteen (15) days of the application.

3. **DOCUMENTATION:** Criteria for granting application for taxicab license(s) can be found under Cincinnati Municipal Code §407-8 (Cincinnati Municipal Code Chapters 407 and 408 can be found at www.cincinnati-oh.gov). Section 407-8 of the Cincinnati Municipal code requires that the public convenience and necessity must be shown to justify the issuance of a license. The applicant has the burden of proving that public convenience and necessity justify the issuance of a license. Any written documentation you want considered as part of your application must be presented at the time the application is filed or seven (7) days prior to the hearing.

WRITTEN DOCUMENTATION WILL NOT BE ACCEPTED DURING THE HEARING. *Written documentation will include letters from companies, community groups and individuals and must contain the provider’s name, address and telephone number for verification purposes. If documentation cannot be verified, it will not be considered.*

The applicant must present an overview of his/her intended business operation; experience and financial capability to operate such a business; the name and address of the person(s) or corporation which will be the licensee; the trade name under which

the business is to operate; the type of vehicle; the seating capacity; and how the vehicle is to be used.

Upon consideration of all evidence, the director may either grant or deny your application for the license(s).

A. ***DENIAL***

Upon denial of your application, you have the right to appeal to the City Solicitor. You may obtain a copy of the appeal procedures from the director.

B. ***GRANTED***

Upon the granting of your application, you will have thirty (30) days to comply with all requirements of the Cincinnati Municipal Code, rules and regulations, and provide all information required by the director, including, but is not limited to:

- a. **Titles to all vehicles** (original or memorandum only – *COPIES WILL NOT BE ACCEPTED*). If the vehicle(s) is/are leased, a copy of the lease agreement is necessary.
- b. **State license plate registrations** (original only – *COPIES WILL NOT BE ACCEPTED*).
- c. **A Certificate of Insurance** in the amount of at least \$100,000 combined single limit liability and \$25,000 under insured/uninsured motorist coverage. All certificates of insurance must list, as the Certificate Holder: The City of Cincinnati Treasurer's Office, 801 Plum St., Room 202, Cincinnati, OH 45202.
- d. **A Mechanical Inspection form** for each vehicle must be completed by an approved certified mechanic (Form provided by the Public Vehicle Office). The inspection may be done no earlier than fifteen (15) days before licensing.
- e. **A complete schedule of rates and any surcharges** must be provided.
- f. **Establish an account with the City of Cincinnati Income Tax Division** located at Centennial Plaza, 805 Central Avenue (behind City Hall), 6th Floor, Cincinnati, Ohio 45202, phone 513-352-3838.
- g. **A list of persons authorized to sign paperwork.** For corporations, a list of officers and partners, with titles, home addresses and telephone numbers.
- h. **License fee, \$200 for each taxicab license**, must be paid to City of Cincinnati. Applicant must present Certificate of Insurance and license form to the City Treasurer along with payment of license fee at Room 202, City Hall.

Failure to comply with any of the requirements within thirty (30) days will result in the findings of the director becoming null and a new application will be required.

Drivers for the licensee must be licensed in accordance with Chapter 408 of the Cincinnati Municipal Code.

Any questions concerning licensing can be directed to the Public Vehicle Office at 513-352-3708.