



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION  
CITY OF CHICAGO

**Official Notice of Changes to the Chicago Municipal Code 4-6-230  
Regulated Business License - Booting of Motor Vehicles**

**Effective March 12, 2018**, licensed RBL – Private Booting companies shall register booting operation locations with the Department of Business Affairs & Consumer Protection (BACP). The registration shall include:

1. The licensee's legal name and assumed name.
2. The licensee's license number
3. The address of the location where the booting operations will be conducted
4. The name, address and telephone number of the owner of the property where the booting operations will be conducted
5. A copy of the written agreement authorizing booting operations at that location

A separate registration and a separate one-time registration fee of \$100.00 shall be required for each location where a licensee conducts booting operations. Licensee is required to notify the BACP of changes to registered locations as well as register new locations within 10 business days of such change.

**Signage:**

Required signs must be conspicuously posted as close as physically position at each vehicle entry point to, and at each vehicle point from, the property where booting operations are being conducted.

**Employee Uniform:**

Employees and agents of a licensed Private Booting company are required to wear a uniform that includes the licensed company's name including the employee and/or agents name clearly identifying the employee of the licensee holder.

**Employee Training:**

Formal training must be provided to any manager, employee of agent of the licensee that physically installs and/or removes any booting device.

**24-Hour Telephone Hotline:**

Licensee must establish and maintain a toll-free 24-hour public telephone hotline. Telephone hotline shall be adequately staffed at all times with trained live operators. Licensee shall retain a log and recordings on file for a period of at least 12 months.

Please refer to City of Chicago Municipal Code 4-6-230 for the complete amendment and detailed requirements and regulations.

**City of Chicago Business Affairs and Consumer Protection**  
121 N. LaSalle St., Room 805  
Chicago, IL 60602  
312-74-gobiz  
[www.cityofchicago.org/bacp](http://www.cityofchicago.org/bacp)