



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

INITIAL COMMERCIAL PASSENGER VESSEL (CPV) LICENSE INSTRUCTIONS V.D 4.18.2025

Applicants may submit their 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.

CPV licenses expire on April 30th each year. Only complete applications submitted by license applicants that have resolved City of Chicago debt and holds will be reviewed.

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

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 with last 30 days.
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 have a passenger capacity of 20 or more passengers.
 - ✓ If all of the license applicant'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 documents and completed license 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 excluding holidays.
- Contact BACP at BACPPV@cityofchicago.org to schedule an appointment.
- Direct questions to BACPPV@cityofchicago.org