



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/BACP

**2021-2022 CHARTER-SIGHTSEEING, MEDICAR AND JITNEY
LICENSE RENEWAL INSTRUCTIONS & CHECKLIST (v.APRIL 15, 2021)**

RENEWAL APPOINTMENTS

The license renewal period for charter-sightseeing, medicar, and jitney licenses starts June 1, 2021.

- E-mail renewal documents to BACPPV@cityofchicago.org – the preferred method, OR
- Mail renewal documents to BACP Public Vehicle Operations Division, 2350 W. Ogden Ave., 1st Floor, Chicago, Illinois 60608

New! RENEW BY EMAIL

Due to COVID-19 and public health social distancing guidelines, BACP has incorporated an e-mail license renewal process. Ignore the listed scheduled renewal appointment on the 2021-2022 RENEWAL APPOINTMENT NOTICE. If needed, e-mail BACPPV@cityofchicago.org a request for a phone or video conference to discuss license renewal.

Renewal documents must be completed and submitted by email (preferably) or regular mail. Only a registered corporate officer, managing member, or licensed Illinois attorney may renew a license on behalf of a corporation or LLC. Only the licensed individual or licensed Illinois attorney may renew a license on behalf of an individual licensee.

A Covid relieve license extension ordinance (law) extended the expiration date of this license to July 15, 2021. BACP recommends that you do not wait until the deadline to renew. The consequences of failing to timely renew your City of Chicago license include, but are not limited to, fines, suspension, revocation, expiration of the license and termination of any and all interests you have in that license.

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 documents must be completed and submitted by email (preferably) or mail. In the event you have trouble emailing the documents you may contact our office at BACPPV@CITYOFCHICAGO.ORG to make other arrangements to complete the renewal process.

1. CERTIFICATE OF GOOD STANDING

If the license(s) is in the name of a corporation or LLC, the licensee must provide a Certificate of Good Standing from the Illinois Secretary of State or a Corporation or LLC File Detail Report downloaded from the Secretary of State's Web site indicating that the corporation/LLC is in good standing. These documents must be dated after April 1, 2021.

2. OWNERSHIP INFORMATION VERIFICATION FORM

Complete and submit the OWNERSHIP INFORMATION VERIFICATION FORM. The information provided must match company minutes previously submitted to BACP.

- ▶ If you wish to make changes to your company's officers or shareholders, you must submit a Change of Officers application. You may contact the Public Vehicle Operations 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. Only inspection sheets dated after January 1, 2021 will be accepted.

4. CERTIFICATE OF INSURANCE

Certificates of Insurance must be issued and signed by the insurance company providing coverage. All Certificates of Insurance must contain: (1) the coverage amount (minimum insurance coverage is \$1,000,000 for charter-sightseeing vehicles and \$350,000 for medicar and jitney vehicles combined single limit coverage per occurrence); (2) policy expiration date of June 30, 2022; (3) the BACP-issued public vehicle license number; (4) VIN number; (5) make, model and year of vehicle; (6) a 30-day written "Notice of Cancellation" statement listing "BACP's Public Vehicle Operations Division, 2350 W. Ogden, 1st Floor, Chicago, IL 60608" as the certificate holder and additional insured; (7) when applicable, a statement that any vehicle modifications and/or additional equipment is covered by the insurance policy; and (8) must comply with all city, state, or federal laws including, if applicable, include workers' compensation insurance coverage. ► BACP will immediately suspend the license of a licensee that fails to timely submit its proof of insurance or maintain required insurance coverage and such 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

All licensees that operate one or more charter/sightseeing vehicles shall include as part of the renewal, and update as necessary, the addresses where all vehicles in the licensee's fleet are kept when not in use.

6. LICENSE RENEWAL FEE

At the time of the renewal appointment, applicants for license renewal must submit the full amount of the license renewal fee. The license renewal fee for each charter-sightseeing and medicar license is \$500.00. The license fee for each jitney license is \$250.00.

► Payments may be made at 400 W. Superior (M-F: 8:30am – 4:30pm) OR by mail to BACP Public Vehicle Operations, 2350 W. Ogden, 1st Floor, Chicago, IL 60608.

► The license fee may be paid by credit card, certified check or money order. Checks must list an address. All 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.

► In order to provide you with more efficient service, 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.

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. Advertising Permits are secured on-line at https://www.chicago.gov/city/en/depts/bacp/provdrs/vehic/svcs/application_for_publicvehicleadvertising.html

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

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