



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

2023-2024 LICENSE RENEWAL INSTRUCTIONS & CHECKLIST CHARTER-SIGHTSEEING, LOW SPEED ELECTRIC VEHICLE, MEDICAR AND JITNEY (2023April25)

LICENSE RENEWAL PROCESS

Current charter-sightseeing, low speed electric vehicles, medicar, and jitney licenses expire June 30, 2023. The license renewal period for these licenses starts June 1, 2023.

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

BACP encourages license renewal via e-mail to BACPPV@cityofchicago.org. The scheduled renewal appointment listed on the 2023-2024 RENEWAL APPOINTMENT NOTICE may be disregarded if renewal documents are e-mailed to BACP. Those choosing to renew license in person must check in at the reception desk before scheduled appointment at the Public Vehicle Licensing Facility (2350 W. Ogden). Visit Chicago.gov/PublicVehicles for updated information on scheduling appointments.

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. Powers of attorney will not be accepted.

A license must be renewed before the expiration date in order to continue licensed operations. The consequences of failing to timely renew a City of Chicago license include, but are not limited to, fines, suspension, revocation, 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.

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 (ILSOS.GOV) indicating that the corporation/LLC is in good standing. These documents must be dated after April 1, 2023.

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 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, 2023.

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, 2024; (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

Licensees of charter-sightseeing vehicles must include, 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, 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 BACP Public Vehicle Operations, 2350 W. Ogden, 1st Floor, Chicago or at a Department 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.

► 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.

★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. 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)